



Achieve Language Academy

Phase I COVID-19 Safety Plan

October 2020

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EXECUTIVE SUMMARY

The Achieve Language Academy (ALA) Phase I Safety Outline was created to coincide with the Minnesota Department of Health to ensure the safety and health of all staff, students, and families. This plan may be changed or modified based on any additional changes or modifications to any Minnesota State Executive Orders that may be announced in upcoming months.

ALA key strategies are to provide a safe and healthy work environment that includes:

1. Conducting daily Wellness Screening for all who enter Achieve Learning Academy (ALA). The process for screening is included in the documents. All visitors, families, students, and staff must comply with the daily Wellness Screening before conducting any business on ALA premises.
2. Continue utilizing virtual meetings and distance teaching as needed. Minimizing building occupancy minimizes the potential of exposure.
3. Maintaining Centers for Disease Control and Prevention (CDC) and Minnesota Department of Health (MDH) social distancing guidelines. Buildings will provide signs and floor markings to ensure a safe social distancing.
4. Wearing appropriate face masks or shields. Wearing a face covering is a requirement for entering the school building. Each employee should have a seven-day supply of personal masks. Health experts recommend changing your mask daily.
5. Daily sanitary cleaning on open work surfaces and high touch areas like doorknobs, light switches, tables, keyboards, chairs, and any other open surfaces that may be exposed.

These are the best strategies according to the CDC and MDH. The ALA Phase I COVID-19 Safety Plan will be modified in accordance to CDC and MDH rules and regulation as they become available.

HOW TO USE THIS GUIDELINE

This document is organized into topics, with each section of planning, required or recommended best practices and planning scenario. The following guidance includes:

- ◆ COVID Coordinator
- ◆ Social Distancing and Minimizing Exposure
- ◆ Face Coverings
- ◆ Direct Student Support Services
- ◆ Hygiene Practices
- ◆ Monitoring and Excluding Illness

Executive Summary	
ALA Wellness Screening	Effective October 1 st , 2020. Remains in effect until further guidance from local, state, and/or federal authorities.
Purpose	ALA Health & Safety Team is a temporary process to prevent the spread of any forms of illness, screening to ensure the safety of all and ensuring that health & safety measurements are met in accordance with MDH and CDC guidelines.
Scope	All ALA employees, students, families, selected guests.

Glossary	
Meeting Appointments	Meeting guests who have made appointments to enter the school building.
Sanitization	The aggressive disinfection of COVID-19.
Wellness Screening	For the safety of Staff, Students and selected guests, a Front Desk Area will be provided in the common area for staff, students and meeting guests to be screened prior to entrance.
Self-Screening	All entering must do a self well screening to ensure the safety of self and others.
COVID Coordinator	Front Office Desk staff designated to ensure the safety and sanitation rules for all school buildings, staff, families, and students.
Sanitation Kit	Includes: Disinfectant Spray, Hand Towels, Disposable Gloves, Disposable Plastic Bags and Hand Sanitizer.

The Self Health Check List will be posted and used to screen all persons entering ALA and its premises: See Appendix A, B and C



**If you have any of these symptoms,
go home, stay away from other people,
and contact your health care provider.**

Employees: Please contact your supervisor.

- FEVER OR FEELING FEVERISH**
- CHILLS**
- A NEW COUGH**
- SHORTNESS OF BREATH**
- A NEW SORE THROAT**
- NEW MUSCLE ACHES**
- NEW HEADACHE**
- NEW LOSS OF SMELL OR TASTE**

Supervisors: Please contact MR. KER VANG (kvang@achievemn.org)

STAFFING PLANS

ALA has made the decision to start Fall 2020 with a Distance Learning Model. This means that schools will be held virtually with all students. COVID-19 will be monitored during the Fall Semester 2020. Any changes to the instruction model in the fall will be determined by the Executive Director, Board Chair and Administration Team, and will be shared with the community once/if a change in instructional model has been made. The Spring 2021 learning model will be decided after reviews of data throughout the Fall Semester 2020. Staffing Plans may be changed in accordance to best reflect the schools needs and wants in compliance to the CDC and MDE.

ACADEMIC TEAM

All academic staff, which include licensed teachers, paraprofessionals, specialists, district assessment coordinator and other contractors will be expected to maintain their academic vigor and commitment to ALA students using a virtual platform and schedule.

OPERATIONS TEAM

All schedules and staff are subject to change based on need, workload, job duties, and changes in the operational needs of the school. Staff will be assigned to support childcare, building hours, facility maintenance, food service and administrative work.

COVID COORDINATOR

The COVID Coordinator for ALA is:

Mr. Ker Vang

Email: kvang@acheivemn.org

Phone: (651) 738-4875

CONFIDENTIALITY REQUIREMENTS

All identities of staff or meeting guests will remain confidential strictly by state laws. If a person is suspected ill, please report directly to Ker Vang, call your healthcare provider and return home immediately. Custodial Staff will apply a Complete Sanitization Process for the entire school, if needed. Entire school may be closed for 72 hours, until given permission by federal health aides to reopen again. Health and safety are the priority of all staff, students and families.

PHASE I: IN PERSON

DEFINITIONS FROM THE MINNESOTA DEPARTMENT OF HEALTH

- Self-Monitoring: monitor yourself carefully for any symptoms. Everyone should be doing this throughout the day
- Close Contact: Close contact means being within 6 feet of another person for 15 minutes or more. In the context of COVID-19, a close contact exposure means that a person either lives with or was within 6 feet or more of someone with lab-confirmed COVID-19 for 15 minutes or longer while the person was infectious (regardless of whether either person wore a cloth face covering or face shield). Close contact may also occur when people have repeated exposure (even less than 15 minutes) over the course of time. For example, a classroom that has been together for 6 hours, even if sitting at 6 feet apart, could be considered to be close contacts because of the amount of time spent in a room together. The case investigation staff will take into consideration types of activities and interactions, the setting, and things like whether the positive person was actively coughing and/or sneezing.
- Self-Quarantine: you are not experiencing symptoms, but you were in close contact with someone who has tested positive for COVID-19
- Self-Isolation: if you have tested positive for COVID-19, you should be at home and away from others, preventing the spread of COVID-19
- A symptom of COVID can be defined as temperature of 100.4° and higher
- Lab diagnosed/confirmed = the individual had a lab confirmed positive test for COVID-19

SAFETY REMINDERS

COVID Coordinator's goal is to ensure the safety of everyone, and to ensure the smoothest transition of daily sanitary practices.

1. Please have meetings digitally or virtually as possible.

2. Remote work if possible.
3. Do not bring outside materials (laptop, books, foods & drinks) into the building without proper sanitation or bagging/coverings.

FRONT DESK SCREENING

All **Meeting Appointments and Staff** must first enter the **Front Desk Screening** for a quick Health & Safety Procedure:

1. All must have face mask before entering building,
2. Use the provided hand sanitizer upon entering the building.
3. All must enter through the Check-In and Temperature Screening.

The Check-In is to ensure the safety of all staff and meeting guests in the event an exposure occurs, and to relay a message immediately to any others that have signed in.

FRONT MEETING AREA

NO Visitors are allowed inside the building if they are not scheduled Staff, Students or Meeting Guests. They must meet at the Front Desk or outside. If a Student, Staff or Meeting Guest is not compliant with Face Mask or Front Desk Screening, they cannot enter the building. Disposable Masks are offered for free to anyone in need of a mask.

[Please schedule and attend all meetings virtually if possible.](#)

SHARED EQUIPMENT

When using shared equipment such as printers, copiers, keyboards or any office equipment, do not use hand sanitizer directly on equipment. Instead sanitary wipes will be provided in rooms to wipe any shared equipment surfaces. If sanitary wipes are not in rooms, please contact the COVID Coordinator to provide a Sanitation Kit.

OFFICE WORK ROOM & STORAGE ROOM

The Main Office Printer Room will be one of the highest risks of exposure rooms. It contains all high touch areas and shared equipment. Please contact staff to make an appointment to use the Main Office Printer Room.

1. Make an appointment with Front Desk to use the Main Office Printing Room.
2. Use hand sanitizer upon entering the room.
3. Use sanitation spray or sanitary wipes on all used equipment and open surfaces prior to next use.

STAFF LOUNGE

The Staff Lounge will be one of the most exposed areas. We highly recommend keeping all food, drinks and dining in your classroom or office if possible.

1. Maximum occupancy of Staff Lounge is 4 persons with 6 feet of social distancing.
2. All staff must sanitize their hands upon entering the room.

3. All staff must clean and sanitize after each use of microwaves, refrigerators, coffee machines, and any other appliances upon usage with provided sanitation materials.

Creating an agenda with other staff on refrigerator or microwave usage time can help create an easier transition to sanitary practices for staff.

FOOD AND DRINKS

For the safety of everyone at ALA, we encourage that all food entering the building are in closed containers and remain in a closed bag. If the food must be refrigerated or frozen, please put the item(s) in a plastic bag.

1. All food and drinks must be in a closed container.
2. All foods and drinks stored in the refrigerator must remain in closed containers.
3. All foods and drinks that are microwaved must be in closed or semi closed containers.
4. After each use, clean and sanitize the fridge, microwave, or any used items for personal safety measures.

BREAKFAST AND LUNCH PROCEDURES

1. Meals – Students will receive their breakfast and lunch inside their classroom. Students will need to wash their hands before and after breakfast and lunch is served. If students are bringing a lunch from home, the lunch will need to be in a sealed container or sack. Foods cannot be shared with other students.

OFFICE/CLASSROOM SANITATION PROTOCOL

On a daily basis, all staff must have their own daily sanitation routine that cleans and wipes down all high touch area surfaces, such as keyboards, phones, door handles, pens, and any other appliances or surfaces that have been touched that day.

1. After each use of rooms and desk, please sanitize open surface areas to minimize potential exposure to you daily.
2. No meeting guests allowed without appointment by Front Desk.
3. Please conduct all meetings by digital or virtually if possible.
4. If meeting in person, all staff and students must remain 6 feet apart, mask on, plexiglass table provided, and remain as minimal occupancy as possible.
5. Custodians will provide Sanitation Kits to staff who must clean after all in person meetings.

RESTROOMS

1. All bathrooms contain antibacterial hand soap, hand sanitizer, disinfectant spray and paper towels.
2. All are required to use disinfectant spray on the toilet, sink, door handles, lights to ensure sanitization for each use.

SANITATION KIT

Sanitation Kit is provided by the Custodian Team that includes sanitary equipment to clean and sanitize areas and self.

1. Sanitation Kit contains sanitation spray, sanitation wipes, hand sanitizer, disposable gloves, plastic containment bags and paper towels.

DEEP SANITATION PLAN

1. All must coordinate with COVID Coordinator to evacuate the building as instructed during deep cleaning/sanitation time, if needed.
2. Custodian Team or alternate cleaning team will conduct deep sanitation of rooms and to all spaces with open surfaces.
3. Deep sanitation is all areas including but not limited to classrooms, kitchen, bathrooms, hallways, offices, gym, common areas and building wide spaces as directed.

COVID COORDINATOR PROCEDURES

SOCIAL DISTANCING AND MINIMIZING EXPOSURE

Social distancing means keeping 6 feet space between yourself and other people outside of your home.

Procedure: Social Distancing by 6 Feet Minimum

1. Provide social distancing floor/seating markings in waiting and reception areas.
2. Mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in lines and at other times they may congregate.
3. Nonessential visitors, volunteers, and activities involving external groups or organizations will be restricted and/or canceled.
4. Implement contactless pick up and/or delivery of meals and school materials.
5. Place physical barriers such as plexiglass for protection at reception desks or other similar areas.

Posters will be posted throughout the premise to remind students, staff, and visitors to practice social distance. See Appendix D.

FACE COVERINGS

All students, staff, and other people present in buildings are required to wear a face covering. Face coverings are meant to protect other people in case the wearer does not know they are infected.

Types of Allowable Face Coverings Include:

- Paper or disposable mask
- Cloth face mask
- Religious coverings

A poster on how to wear masks properly will be posted throughout the ALA campus. See Appendix E.

PROCEDURES FOR CONDUCTING WELLNESS SCREENING

Hygiene Preparations before Wellness Screenings

1. Wellness screening staff must perform Hand Hygiene before conducting screenings.
2. Put on appropriate protective gear (face covering/eye protection) following the CDC guidance that was provided at training.
3. Repeat this process after leaving the screening area for any reason, e.g., breaks/lunch.

Invite the employee, staff, student and scheduled guests into the Wellness Screening area

Protect privacy.

1. Conduct Wellness Screening away from others to prevent unnecessary dissemination of medical information. This includes conducting Wellness Screenings in an area that will allow individuals who cannot pass the Wellness Screening to leave discreetly.
2. Only one individual should be in the Wellness Screening area with the Wellness Screening staff member. Exceptions should be made as necessary, e.g., for small children, individuals requiring assistance due to a disability or for language assistance.

Review Health Screening Questions

1. During the health screening, everyone will be asked a set of screening questions. Individuals should answer the screening questions based on their own information and understanding.
2. If the individual answers “yes” to any question, go to Denying Entry Based on a Wellness Screening.
3. If the individual answers “no” to all questions, grant access to the facility.

CONDUCTING TEMPERATURE CHECK

Take temperature.

1. If temperature is under 100.4°F:
2. Continue to Health Screening Question and Time Check-In.

If temperature is equal to OR greater than 100.4°F:

1. Inform the individual of his/her actual temperature. Explain briefly that he/she will not be admitted today as a precaution per DPS’ procedure. Refer to Denying Entry Based on a Wellness Screening (Section III).
2. If the individual disputes the reading, offer a single re-test by following the process outlined for error readings. Do not offer more than one re-test.

3. If the individual is refusing to leave or to participate in a re-test, contact Security or call 911.

Temperature recheck:

1. If temperature is elevated we will ask permission to conduct an oral temperature to confirm accuracy.
2. If a second high temperature reading occurs, do not ask the employee or visitor to submit to a third test. Grant or deny access to the individual based on the temperature and health screening questions.

If physical contact occurs during the temperature screening process, the screener must follow the hygiene process below.

1. NOTE: Contact includes any touching by you or others of your face or your facemask. It also includes any physical contact between you and the individual being screened.
2. If no physical contact occurred and you have not touched your face/mask, Hand Hygiene is recommended, but not required.

DENYING ENTRY BASED ON A WELLNESS SCREENING

Politely explain that he/she will not be admitted to ALA's facilities as a precaution based on the health screening. Do not make statements or assumptions about whether the individual may or may not have COVID-19. Remain calm, respectful, and clear that they do not have permission to access the facility today. Explain that he/she may return the next day for a new screening.

1. If anyone has questions/concerns about the Wellness Screening procedure or the results of their personal screening, Wellness Screening Staff should direct those individuals to email the COVID Coordinator at kvang@achievemn.org.
2. No service shall be provided to the person if they enter without a screening or permission.

FOLLOWING FINAL WELLNESS SCREENING / END SHIFT

1. Remove and properly discard all disposable equipment.
2. Disinfect non-disposable equipment, including touchless thermometer according to manufacturer instructions.
3. Remove any protective equipment following training/CDC guidance.
4. Transport used cloth facemasks in a plastic bag to be laundered using a normal washing machine and dryer before next use.
5. Perform Hand Hygiene.

HYGIENE PROCESS FOR CONTACT DURING SCREENING

In the event of physical contact during a screening, Wellness Screening Staff should immediately, before the next check, conduct the appropriate hygiene process.

1. For contact with your own face, but no contact with others, you must perform Hand Hygiene.
2. For physical contact with the individual, before the next check you must do all the following:
 - a. Clean protective equipment with an alcohol wipe (or isopropyl alcohol on a cotton swab or towel).
 - b. If physical contact was made with your facemask, exchange for a clean mask and put the soiled mask into a plastic bag to be laundered.
 - c. Perform Hand Hygiene.
 - d. Touchless thermometers must be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each check. The same wipe can be reused as long as it remains wet.

HANDLING A POTENTIAL EXPOSURE

Immediately contact the COVID Coordinator for further instruction. Begin to decontaminate room and self. Contact your health provider. Coordinate with the COVID Coordinator to evacuate the building safely, if needed.

1. COVID Coordinator will be responsible for responding to COVID-19 concerns and will help coordinate with local health authorities regarding positive COVID-19 cases. Everyone should know who and how to contact COVID Coordinator.
2. Systems are in place to allow staff and families to self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days.
3. People who have ANY symptoms may not enter the building.
4. The conference room is the dedicated space for symptomatic people who are waiting to go home.
5. Deep cleaning and thorough sanitation of the conference room will be conducted before and after usage of confirmed case and isolation.
6. Immediately isolate symptomatic people in the conference room at school and send them home.

IN CASE OF SYMPTOMS

If staff or individuals begins to show COVID-19 like symptoms, prior to a confirmed positive case:

1. Please follow guidelines on Appendix C

If confirmed positive case of COVID-19 follow guidelines on Appendix C

1. Follow guidelines from MDE and CDC

Refer to Appendix B for known COVID-19 symptoms. Consult the COVID-19 decision tree in Appendix C as a general guide.

TRANSPORTATION

ALA will work closely with our transportation provider Centerline to ensure the safety of students including:

1. Review capacity to allow for social distancing on buses
2. Driver and students must wear masks at all times
3. Clean and properly disinfect vehicles regularly, especially frequently touched surfaces of the vehicle
4. Students and families must follow pre-screening protocols and stay home if they do not feel well
5. If a student gets sick at school, the student will be isolated, and a guardian will be called to come pick up student

VULNERABLE POPULATIONS

The safety of staff and students at ALA is a top priority. If there is a staff or student that is considered to be high risk for severe illness due to COVID-19, ALA will work with the individual to provide an alternative working and learning environment.

1. Teachers, staff, or administrators who are considered high risk per CDC guidelines would be able to work virtually if their job can be done so. However, in the case that their job functions do not allow for working remotely, ALA will work with the staff to be reassigned.
2. Parents who consider their students high risk or medically vulnerable would be able to continue with distance learning.

SUPPORT FOR STUDENTS AND FAMILIES

ALA will provide staff, family, and students with information on how to access resources.

Paraprofessionals will be available to support students based on IEP accommodations. Teachers may refer students of concerns to the social worker for extra support. The onsite social worker is:

Kathy Oelze

koelze@acheivemn.org

APPENDICES

Appendix A

Health Screening



**If you have any of these symptoms,
go home, stay away from other people,
and contact your health care provider.**

Employees: Please contact your supervisor.

-
- FEVER OR FEELING FEVERISH
 - CHILLS
 - A NEW COUGH
 - SHORTNESS OF BREATH
 - A NEW SORE THROAT
 - NEW MUSCLE ACHES
 - NEW HEADACHE
 - NEW LOSS OF SMELL OR TASTE



05/20/2020

For better print resolution, click this link:

<https://health.state.mn.us/diseases/coronavirus/materials/screen.pdf>

For better print resolution, click this link:

<https://www.health.state.mn.us/diseases/coronavirus/materials/screen.pdf>

Appendix B

STOP!

Go home if you have any of these symptoms
so we can stay in school together.



Fever



Difficulty
breathing



Loss of
taste or smell



Muscle
pain



Nausea, diarrhea,
or vomiting



Chills



Cough



Runny nose
or congestion



Sore throat



Headache



Fatigue

mn MINNESOTA

STAY SAFE MN

health.mn.gov

Minnesota Department of Health | health.mn.gov | 651-201-5000 | Contact health.communications@state.mn.us to request an alternate format. | 8/26/2020

For better print resolution, click this link:

<https://www.health.state.mn.us/diseases/coronavirus/materials/index.html#posters>

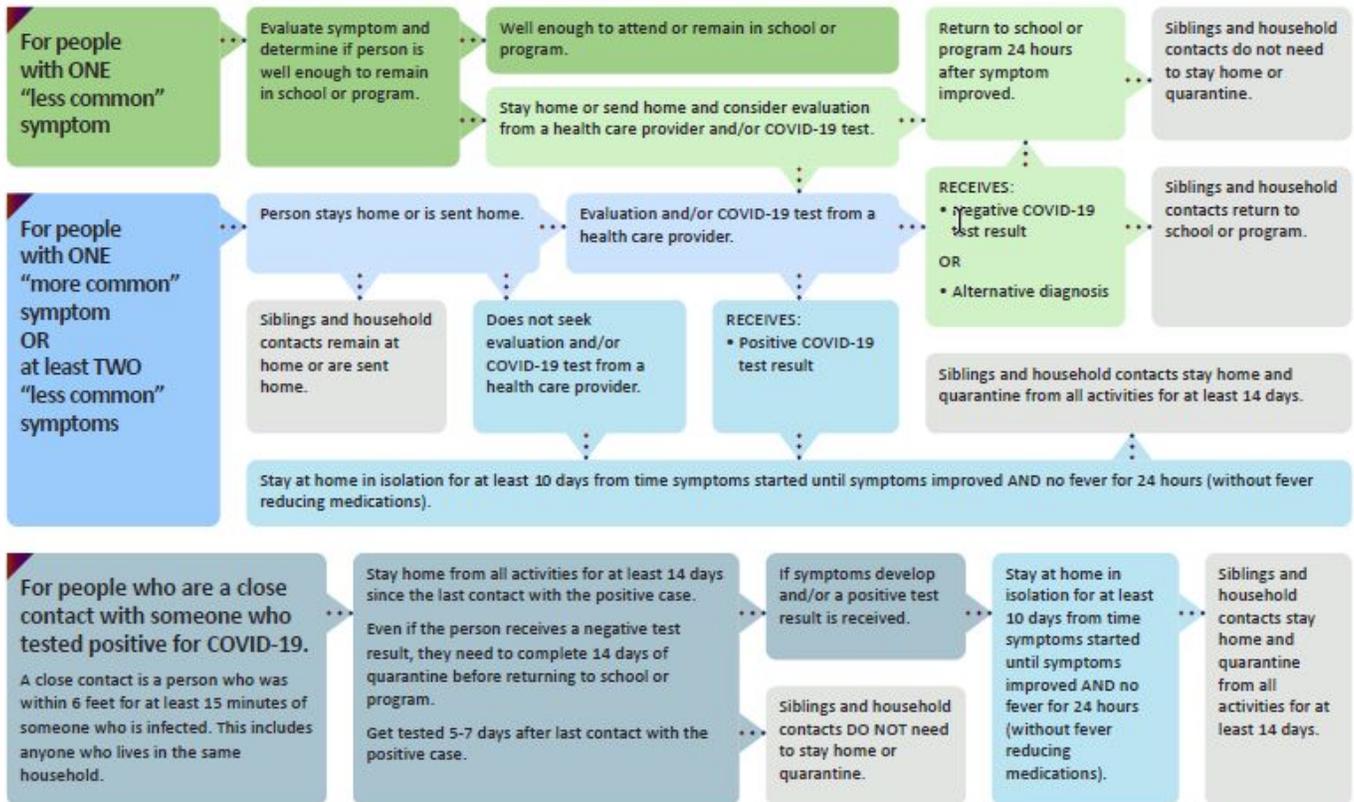
Appendix C

COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs

Follow the appropriate path if a child, student, or staff person is experiencing the following symptoms consistent with COVID-19:

• More common: fever greater than or equal to 100.4°F, new onset and/or worsening cough, difficulty breathing, new loss of taste or smell.

• Less common: sore throat, nausea, vomiting, diarrhea, chills, muscle pain, excessive fatigue, new onset of severe headache, new onset of nasal congestion or runny nose.

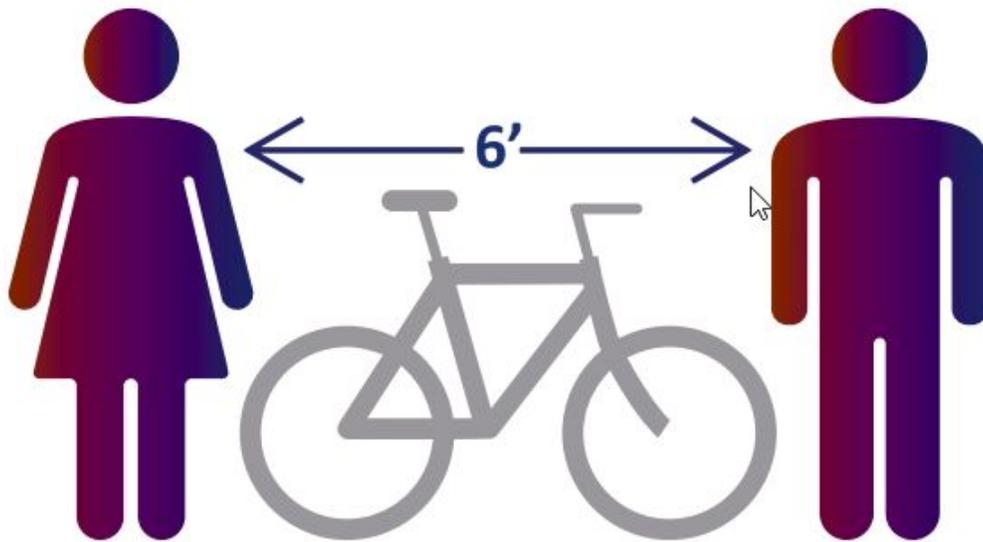


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Stay 6 feet from others.



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For better print resolution, click here:

<https://www.health.state.mn.us/diseases/coronavirus/materials/6feet.pdf>

How to Wear a Mask



Use the straps or ties to put on your mask.



Make sure it covers your mouth and nose.



Try not to touch the front while you wear it.



Clean your hands before and after touching your mask.