



Midwest School Re-entry Plan: Phase 2

August 2020

- The Leona Group will follow local, state and national health guidance when determining policies or next steps.
- Employees who have compromised immune systems or underlying health conditions OR who are the primary care-givers to those who have compromised immune systems or underlying health conditions should speak to their school leader about alternate accommodations. School leaders will immediately consult with the Vice President of Human Resources.
- All protocols and practices will be reviewed frequently and are subject to change based on latest guidance and regional needs. Below is guidance for the second phase of re-engagement.

Building Access for Employees and Essential Visitors (August)

General public/visitors/vendors

- Only essential visitors are allowed into the building (example: water leak, plumbing, facilities related approved vendors, enrolling students/families).
 - During the second phase, essential visitors will perform a self check prior to entering the school building, if possible, and self report to the school. **Anyone who has a temperature of 100.4 or higher, has any covid-19 like symptoms, or had close contact with an individual who tested positive for COVID-19 or displays COVID-19 symptoms may not enter the building.**
 - School leaders will determine the logistics of conducting the health screening for essential visitors
 - Essential Visitor Health Screen Checklist Link: [COVID-19 Essential Visitor Health Questionnaire](#)
 - Refusal of screening will deny that visitor access to the facility
 - Visitors must put a mask on when they enter the building. Refusal to do so will deny them entry to the building unless they have a medical reason not to wear a mask
 - Utilize a sign-in/out system for all visitors, contactless sign-in/sign-out is strongly encouraged.
 - Google Form



	<ul style="list-style-type: none">○ QR code check-in/check-out<ul style="list-style-type: none">■ QR Code Generator Create Your Free QR Codes○ Utilizing own writing utensils if you are signing in and out
Current school staff	<ul style="list-style-type: none">● Utilize a sign-in/out system for staff members, contactless sign-in/sign-out is strongly encouraged.<ul style="list-style-type: none">○ Google Form○ QR code check-in/check-out<ul style="list-style-type: none">■ QR Code Generator Create Your Free QR Codes○ Utilizing own writing utensils if you are signing in and out● Employees should not bring visitors or helpers with them to the building under any circumstances.● Avoid surprise drop-ins.● Return staff in phases.<ul style="list-style-type: none">○ Phase two<ul style="list-style-type: none">■ Minimize the number of employees working on-site daily.<ul style="list-style-type: none">● We recommend school building hours being Monday through Thursday with staggering schedules, with Friday being a work from home day for everyone.● Create staggering schedules for teachers and year-round staff members - consider half day schedules while working on-site while still completing the workday at home.● Employees will need to use PTO or vacation days when they are off work.



Entry to the School Building	<ul style="list-style-type: none">● All school employees are required to enter through one entry point designated by the school leader. During the second re-entry phase, employees will perform a self check prior to entering the office and self report to their supervisor. <i>Anyone who has a temperature of 100.4 or higher, has any covid-19 like symptoms, or had close contact with an individual who tested positive for COVID-19 or displays COVID-19 symptoms may not come to work.</i> The employee must notify their supervisor of their situation.● Staff will complete a health screening survey and will continue to contact their supervisor prior to going to the building.<ul style="list-style-type: none">○ Please make a copy before using the following:<ul style="list-style-type: none">■ TLG Midwest COVID-19 Health Screening■ Electronic Version of TLG Midwest COVID-19 Health Screening○ The supervisor will confirm with the staff member that they have filled out the survey and that they haven't answered yes to any of the questions<ul style="list-style-type: none">■ All responses will go directly to the Vice President of Human Resources and they will be the only person that has access to them.● Designate an area for everyone who enters the building to sign in/out, in case you need it for contact tracing.<ul style="list-style-type: none">○ Refer to the Return to School Plan procedures (example: <i>For signing in/out, we will have a google form that will be filled out by a designated person to collect the name, date, and time of someone entering the building to limit contact that would come from each person signing themselves in. If the designated person is not present at that time there will be a sign in sheet and sanitization protocols will be followed during this process.</i>)○ Ensure social distancing practices are utilized at the designated area: six feet distancing and/or a barrier to protect the designated person.<ul style="list-style-type: none">■ Building Management Resources
Social distancing	<ul style="list-style-type: none">● Social distancing must be followed throughout all areas of the building, maintaining a minimum of six feet of space between employees.<ul style="list-style-type: none">○ Indicate six feet on floor with tape at areas like the front office desk, copiers, and printers as a guideline● Masks are required in all common areas of the building at all times.<ul style="list-style-type: none">○ Employees may wear their own masks or we will provide a mask if necessary● Suggestions to maintain social distancing in your building:



	<ul style="list-style-type: none">○ Limit the number of staff in all restrooms and break rooms.○ Restrooms - if the main door to the bathroom is closed the bathroom is occupied, if it is available the door will be propped open.○ Limit in-person meetings to ensure that you can practice social distancing guidelines.○ Create a “clean in” and “clean out” procedure for areas that are used commonly. (kitchen appliances, copy machine)
In-person meetings	<ul style="list-style-type: none">● If staff meetings are necessary in-person, then they must be held in a large enough area to maintain social distancing.<ul style="list-style-type: none">○ Limit in-person meetings○ Recommend using video conferencing in lieu of in-person meetings
Delivery areas	<ul style="list-style-type: none">● Attempt to make all deliveries to building a contactless process: All supplies, packages, including mail will be left at a designated location. All packages shall be sanitized before being distributed to the appropriate person.<ul style="list-style-type: none">○ Consider setting up a table with directions for vendors that are delivering anything.● Individuals expecting delivery of food or other personal items should meet the delivery service outside of the building.
Common areas	<ul style="list-style-type: none">● Masks are required to be worn in common areas.● “Clean-in and clean-out” is required in all areas.<ul style="list-style-type: none">○ Gloves will be provided for disinfecting common areas for the “clean-in, clean-out” rule.● Please maintain social distancing protocols at all times in all common areas.● Limit the number of people using bathrooms, teacher’s lounge, conference rooms and break rooms.● All high touch surfaces and common areas will be sanitized regularly and often.● Hand sanitizer stations will be available throughout the building.
Equipment Use and Work Space	<ul style="list-style-type: none">● All shared equipment must be sanitized before and after use. (clean in, clean out)<ul style="list-style-type: none">○ Please use the provided sanitizing wipes which will be available at all equipment locations.



	<ul style="list-style-type: none">● No work space and/or personal equipment shall be shared with other employees. Avoid sharing other personal items as well.● If a work space is shared, then the work space must accommodate the social distancing requirement including movement in the office at all times.<ul style="list-style-type: none">○ We recommend including a barrier that separates work spaces.○ We also recommend masks at all times in shared work spaces.○ We encourage relocating some employees to avoid shared work spaces.
PPE and other resources	<ul style="list-style-type: none">● Masks are to be worn in all common areas. Masks will be provided, you may also wear your own mask if you choose to do so.<ul style="list-style-type: none">○ For example, when you are entering the building and in common areas you must wear your mask. When you enter your work space the mask can be removed.○ Building Management Resources
Symptom monitoring	<ul style="list-style-type: none">● Anyone who is ill, becoming ill or who has had close contact with someone who is ill WILL NOT be permitted to enter the building. See below for more details.● At this time, we are not requiring on-site temperature checks. (this will take place at home when following the procedure of the health screening)<ul style="list-style-type: none">○ Please make a copy before using the following:<ul style="list-style-type: none">■ TLG Midwest COVID-19 Health Screening■ Electronic Version of TLG Midwest COVID-19 Health Screening
COVID-19 Exposure, Work-from-Home, and Return-to-work	
Exposure or possible exposure to positive COVID-19 cases	<ul style="list-style-type: none">● Anyone who has a possible exposure should notify their school leader immediately. School leaders will notify the Vice President of Human Resources.● Individuals with significant exposure to a POSITIVE or SUSPECTED POSITIVE COVID-19 case should actively monitor symptoms and should work-from-home for 14 calendar days from last exposure. “Significant exposure” is being within 6 feet of someone who has COVID-19 for at least 15 minutes.● Exposure or possible exposure applies to anyone at work, home or in your personal life.



<p>Recovered POSITIVE COVID-19 cases</p>	<ul style="list-style-type: none">● If you have been tested for COVID-19, please notify your school leader immediately that you are awaiting test results. School leaders will notify the Vice President of Human Resources.● Anyone who has tested positive for COVID-19 cannot return to work until they have been at home, away from others and <u>symptom-free for at least 24 hours</u> without the use of drugs or medicine to suppress fever or symptoms, have improved respiratory symptoms, and it's been at least 10 days since symptoms first appeared.● Anyone who is symptom-free for at least 24 hours, without the use of medicine to suppress fever or symptoms AND has a negative COVID-19 test result may return to work.
<p>NEGATIVE COVID-19 <u>with symptoms</u> or <u>untested with symptoms</u></p>	<ul style="list-style-type: none">● Anyone who has any symptoms of illness, should notify their school leader immediately. School leaders should notify the Vice President of Human Resources.● Anyone who has <u>tested negative</u> for COVID-19 AND has any symptoms of illness (fever, cough, shortness of breath), should stay home, away from others and can return after they have been <u>symptom-free for 24 hours</u>. "Symptom-free" includes not using drugs or medicine to suppress fever and/or symptoms.● Anyone who has any symptoms of illness should stay home, away from others and can return after they have been <u>symptom-free for 24 hours</u>. "Symptom-free" includes not using drugs or medicine to suppress fever and/or symptoms.● At this time, a healthcare provider's note for employees who are sick with acute respiratory illness is not required to validate their illness or to return to work.



<p>Displaying symptoms at work.</p>	<ul style="list-style-type: none">● Anyone displaying any symptoms of illness, should notify their school leader immediately. School leaders should notify HR.● Anyone displaying any symptoms of illness in the workplace, should be isolated until they can be sent home.● Anyone displaying any symptoms of illness should stay home, away from others and can return after they have been symptom free for seven days from the date symptoms first appeared; and have three consecutive days without fever and with improvement in respiratory symptoms.● People with significant exposure to this person will be notified and sent home.● Areas where this person worked, including common areas, will be closed for cleaning/sanitization.
<p>Procedure if someone in the office tests positive for COVID-19 after returning to work</p>	<ul style="list-style-type: none">● HR/School Leader will send out a notice to those exposed without identifying the individual who tested positive, unless consent is received● Anyone who has a possible exposure should notify their school leader immediately. School leaders will notify HR.● Individuals with significant exposure should work-from-home for 14 calendar days from last exposure. "Significant exposure" is GREATER than 15 minutes and/or LESS than 6 feet apart.
<p>Request to Work from Home/Alternate Accommodation</p>	<ul style="list-style-type: none">● If the employee wants to request to work from home they need to contact their school leader who will then contact the Vice President of Human Resources who will initiate the necessary paperwork.



Return to Work concerns	<ul style="list-style-type: none">● The school leader should contact the Vice President of Human Resources who will then contact the employee to discuss their reasoning for not wanting to return to work. A plan will be developed on an individual basis.
Building Set-up	
Preparing the building for students' arrival in the Fall	<ul style="list-style-type: none">● Provide an opportunity for teachers to set up their classrooms, while minimizing contact and maintaining social distancing at all times.● Provide opportunities for staff to set up the school building for the return of students.● Have a process in place for families to safely enter the school to enroll.<ul style="list-style-type: none">○ Work to manage the numbers based on the flow of traffic, encourage parents to be patient as you walk through this new process. Steps need to be taken to work within the social distancing guidelines.○ Indicate six feet on floor with tape in all of the areas/stations you will be utilizing during this process as a guideline for families and staff● Try to wrap up as many things as possible when families enter the building at this time, for example: turn in or complete enrollment forms, drop off medications, order/pick-up uniforms, etc.● Try to make this process as quick and efficient as possible, remind families that this is not the time for extended socializing, and that there is faculty and staff on campus to assist with keeping the process moving along.