



In Person Meeting Guidelines

If there is a compelling need to meet in-person, then follow the guidelines below.

In an effort to ensure the safety and health of all who access school buildings or facilities this summer, and to adhere to the guidelines and expectations in response to the COVID-19 pandemic from the Minnesota Department of Health, the following precautions and practices will be followed, until further notice.

Guidelines

- In nearly all cases, allow persons to choose to participate remotely. Online options will be made available for persons making the choice to participate remotely for all meetings.
 - Exceptions may be made to this provision for meetings in which in person attendance is required. One example of such an exception requiring in person participation is for a performance improvement meeting.
 - All participants must wear a [mask](#) for health safety.
 - If you are experiencing any illness - stay home, do not come to the school zone, and do not participate in-person at a meeting.
 - Participants must self-evaluate and complete a pre-meeting health screening
 - I do not have the loss of taste and/or smell
 - I do not have a temperature/fever
 - I do not have a cough
 - I do not have any of the following:
 - Headache, chills, muscle pain, sore throat, or shortness of breath
- Meeting space must maintain physical distancing of at least six feet between persons at all times, and occupancy and travel patterns must be controlled and predictable.
- Meeting space must be disinfected prior to and immediately following the meeting.
- Wash hands often.
- Sharing of items/supplies/materials/handouts should be strictly limited.
- Persons attending an indoor meeting may occupy no more than 25% of the capacity of the meeting space. Maximum number of participants is 250 persons.
- Limit the quantity and length of meetings as much as possible - duration and proximity between persons matters when it comes to transmission of COVID-19.
- The best option is no food. If food is necessary, it should be done individually with as little social contact as possible, and preferably in a space/location outside the primary meeting space.
- Take meeting attendance to allow contact tracing if needed in the future.
- Consider staggered arrivals and departures from the meeting.

NOTE: The school district will continue to monitor information from the Minnesota Department of Health and Minnesota Department of Education, and will continue to adhere to the guidelines provided by these two entities.

Updated November 5, 2020