



Missisquoi Valley School District

COVID-19 Program and Exposure Control Plan

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TABLE OF CONTENTS

PURPOSE	4
DEFINITIONS	4
COVID-19	4
ISOLATION	4
PERSONAL PROTECTIVE EQUIPMENT (PPE)	5
QUARANTINE	5
BASIS OF PLANNING	5
RESPONSIBILITIES	5
Designated Health Officer(s)	5
Administrative Person(s)	6
Supervisors & Department Managers	7
All Employees	7
EXPOSURE DETERMINATION -Missisquoi Valley School district	8
High Risk Employees or Job Descriptions:	8
Medium Risk Employees or Job Descriptions:	8
Low Risk Employees or Job Descriptions:	9
HAZARD REDUCTION	9
Low Risk	10
Engineering Controls	10
Administrative Controls	10
Personal Protective Equipment (PPE)	10
Medium Risk	11



Engineering Controls	11
Administrative Controls	11
Personal Protective Equipment (PPE)	11
High Risk	12
Engineering Controls	12
Administrative Controls	12
Personal Protective Equipment (PPE)	12
MANDATORY REQUIREMENTS	13
Face Coverings	13
Social Distancing/No Congregation	13
Break Room/Common Areas	13
Indoor Ventilation	13
Vehicle Occupants	14
Cleaning Common/High Touched Areas & Surfaces	14
Hygiene Access	14
Public Use of Face Coverings	14
Exterior Signage	14
Prescreening or Surveying Employees	14
Sick Employees Not To Report to Work	15
Employee Training	15
COVID-19 OUTBREAK RESPONSE	16
When there is no community transmission (preparedness phase)	16
Review, update, and implement emergency operations plans (EOPs)	16



Develop information-sharing systems with partners	17
Teach and reinforce healthy hygiene practices	17
Intensify cleaning and disinfection efforts.	17
Monitor and plan for absenteeism.	18
Assess group gatherings and events. Consider postponing non-critical gatherings and events.	18
Require sick students and staff to stay home. Establish procedures for when sick at school.	18
Create and test communications plans for use with the school community.	18
Review CDC's guidance for businesses and employers.	19
When a confirmed case has entered a school, regardless of community transmission	19
Coordinate with Vermont Agency of Education and health officials	19
Dismiss students and most staff for 2-5 days	19
Communicate with staff, parents, and students	19
Clean and disinfect thoroughly	20
Make decisions about extending the school dismissal	20
Implement strategies to continue education and related supports for students	21
When there is minimal to moderate community transmission	21
Coordinate with Vermont Agency of Education and health officials	21
Implement multiple social distancing strategies	22
Attachment 1 - Minimum Training Requirements	23
Appendix D of Respirator Standard CFR 1910.134	24



Missisquoi Valley School District COVID-19 Program and Exposure Control Plan

PURPOSE

1. To continue to protect the health and safety of our workforce and by extension their families, and our communities;
2. To implement the Mandatory Health and Safety Requirements for all Business, Nonprofits & Governmental Operations as required by the Vermont Department of Health, Centers for Disease Control and Prevention (CDC) Guidelines, Vermont Occupational Safety and Health Administration (VOSHA) and The Vermont Agency for Commerce and Community Development. Using the measures provided by these agencies, our District will strive to protect the health of our employees. This program will document the measures we use to comply with the provided guidelines.

DEFINITIONS

COVID-19

COVID-19 is a respiratory disease spread from person to person. SARS-CoV-2 is the virus that causes COVID-19.

ISOLATION

Isolation is similar to quarantine but used for people who are sick. These individuals are either confirmed cases of COVID-19 based on testing results or presumed to be positive for COVID-19 based on assessment from a healthcare provider. Individuals in isolation are instructed to stay in one area away from others to stop the spread of the virus. People remain in isolation based on assessment from their healthcare provider and the latest Centers for Disease Control and Prevention (CDC) recommendations.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Gloves - various gloves protect against varying hazards, most commonly, medical grade Nitrile or latex gloves are used to protect against pathogenic hazards
- Body Protection - Most often varying forms of protective suits are worn to protect from pathogenic hazards. In the case of facilities with direct contact of known or suspected COVID-19 infectious subjects, Tyvek, full body suits can be worn. However, to be impervious to the maximum of the design, all seams should be sealed.



- Eye/Face protection - Eye protection should also be worn for those involved in the direct contact of known or suspected COVID-19 infectious subjects. Eye protection should provide side protection at the least. Face shields make excellent protection, especially when used in conjunction with eye protection.
- Respirators - Respirators are tight fitting face coverings considered personal protective equipment (PPE). If N95 masks are used voluntarily, there is no need to have a fit test conducted (but need to provide mandatory Appendix D). If respirators are required in a workplace, a fit test must be completed, and the employer needs a full and detailed protection program. Respirators must be used if involved in medical procedures when exposed to aerosolized virus (intubating, treatment of coughing, etc.). (See Appendix D of the respiratory standard at the conclusion of this document – Attachment 2.)
- Face Coverings - Cloth – Often homemade and not considered PPE, but have been determined to be helpful in protecting others from coughing, sneezing, or spraying droplets when speaking. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

QUARANTINE

Quarantine is for those who have tested positive for infection or those actively experiencing COVID-19 illness; it also applies to healthy, asymptomatic individuals who have had close contact with, or likely exposure to, a person with COVID-19 and may be monitored by Vermont Department of Health. Quarantine means staying in a designated location away from others for the purpose of monitoring an exposed individual's health status over time. The quarantine time is based on the incubation period of the disease. For COVID-19 the recommended quarantine time is 14 days, or as otherwise directed by the worker's healthcare provider. After being released from quarantine, individuals pose no exposure risk to the general public.

BASIS OF PLANNING

The basis of this planning comes from the Vermont Agency of Commerce and Community Development (VTACCD) and the Centers for Disease Control and Prevention (CDC). All guidance, requirements, and resources are subject to change in this evolving pandemic. Missisquoi Valley School District reserves the right to change practices and requirements as needed prior to the updating of this document. All attempts will be made to keep this document and current guidance and requirements in alignment with operational practices.

RESPONSIBILITIES

Designated Health Officer(s)

Per the Governor's Addendum 11 to Executive Order 01-20, the District has appointed a COVID-19 Health Officer to oversee compliance with the infection control requirements outlined in this plan. The Health Officer will have the authority to stop or modify work activities to ensure work conforms with these requirements. **The District's COVID-19 Health Officer will be Jennifer Gagne, MVSD School Nurse COVID Coordinator in consultation with Julie Regimbal, Superintendent of Schools.**



Administrative Person(s)

Name	Title	Email
Julie Regimbal	Superintendent	Julie.Regimbal@mvsdschools.org
Lora McAllister	Business Manager	Lora.McAllister@mvsdschools.org
Joyce Hakey	Principal Franklin School	Joyce.Hakey@mvsdschools.org
Yeshua Pastina	Principal Highgate School	Yeshua.Pastina@mvsdschools.org
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Jay Hartman	Principal MVU High School	Jay.Hartman@mvsdschools.org
Dena St. Amour	Principal Swanton School	Dena.StAmour@mvsdschools.org
Steve Ballard	Director of Building and Grounds, Franklin	Steve.Ballard@mvsdschools.org
Scott Martin	Director of Building and Grounds, Highgate	Scott.Martin@mvsdschools.org
Paul Gregoire	Director of Building and Grounds, MVU	Paul.Gregoire@mvsdschools.org
Jason Butler	Director Of Building and Grounds, Swanton	Jason.Butler@mvsdschools.org
Alita Boomhower	School Nurse, Franklin	Alita.Boomhower@mvsdschools.org
Jennifer Gagne	School Nurse, Highgate COVID COORDINATOR	Jennifer.Gagne@mvsdschools.org
Alissa Graves	School Nurse, MVU	Alissa.Graves@mvsdschools.org
Danielle Loiselle	School Nurse Swanton Central Bldg.	Danielle.Loiselle@mvsdschools.org
Wendy Culligan	School Nurse Swanton Babcock Bldg.	Wendy.Culligan@mvsdschools.org
Bonnie Moulton	Human Resources Coordinator	Bonnie.Moulton@mvsdschools.org
Pierrette Bouchard	Executive Assistant to the Superintendent	Pierrette.Bouchard@mvsdschools.org

The above person(s) will be responsible for the administration of the following plan including the following;

- Assess the hazards in this workplace (see Hierarchy of Controls in this document)
- Administer and update this program as necessary
- Regularly review guidance from the VT Agency of Commerce and Community Development (VTACCD) as updated
- Review the effectiveness of this program
- Participate in any investigation of employee complaints, failure to comply with District rules
- Provide effective training referencing COVID-19 and the preventive measures the District has taken and that the employee must follow.



Supervisors & Department Managers

- Ensure that all employees follow the protective measures outlined in this program.
- Enforce compliance with this program using the existing disciplinary structure of the District.
- Ensure training for COVID-19 protections has been completed and documented in accordance to the ACCD guidance.
- Ensure direct reports have completed all mandatory training before reporting to work on-site.
- Ensure all direct reports have completed the prescreening survey prior to reporting to work on-site, each day/shift.

All Employees

- Follow all rules and practices created by the district (Attachment 3), including, but not necessarily limited to:
 - Participate in all required training relative to COVID-19.
 - Stay home if you are sick or exhibit any of the [COVID-19 symptoms](#) as defined by the CDC.
 - Remain out of work for at least 72 hours after your temperature returns to normal without use of any fever reducing medication.
 - Check your temperature at home (before taking any fever reducing medication) before heading to work, screen for other [COVID-19 symptoms](#), and complete an MVSD online health survey each day before coming to work.
INSERT GOOGLE FORM LINK HERE
 - Wash hands frequently consistent with [CDC recommendations](#).
 - Practice coughing and sneezing etiquette.
 - Practice strict Social Distancing – 6 feet minimum.
 - Refrain from handshake greetings or any greetings involving physical contact.
 - Contact your supervisor and Human Resources if you feel sick, have a temperature, or you have had close contact with a person suspected of having COVID-19.
 - Wear protective personal protective equipment (PPE) **OR** a protective cloth mask or face covering as outlined by this plan.
 - Limit the number of individuals riding together in vehicles, elevators, etc. to no more than two (2) and adhere to strict social distancing guidelines.
 - Refrain from all non-essential travel (personal and business).
 - Wipe down all frequently used shared work areas after use (e.g., door/file drawer handles/knobs, copier controls, keyboards).
 - Do your part to help keep everyone safe - remind and encourage others to follow the guidelines and expectations, report repeated violations to your supervisor.



EXPOSURE DETERMINATION – Missisquoi Valley School District

The District has conducted a hazard assessment to determine our risk level and exposure potential. Utilizing the Occupational Safety and Health Administration's (OSHA) published guidelines (Guidance on Preparing Workplaces for COVID-19, OSHA document 3990-03 2020) the District has classified employees into different risk groups for exposure to the coronavirus.

The OSHA Guidance document can be found at: <https://www.osha.gov/Publications/OSHA3990.pdf>.

High Risk Employees or Job Descriptions:

Workers with a high risk of occupational exposure to COVID-19

- School Nurses and substitute nurses
- Individuals at high risk of COVID-19 Infection as [defined by CDC](#)

Medium Risk Employees or Job Descriptions:

Jobs that require frequent (i.e., more than a few minutes) and/or close (i.e., within 6 feet) contact with people who may be infected with SARS-CoV-2, but who are **not** known or suspected COVID-19 patients.

- While district is closed to in-person instruction:
 - Child Nutrition Service Workers and substitutes
 - Custodians and substitute custodians
 - District staff that have occasional or frequent contact with students or coworkers
 - Any other District employee performing necessary tasks on campus or off campus that do require close contact with co-workers or the general public

Low Risk Employees or Job Descriptions:

Jobs that do not require contact with people known to be or suspected of being infected with COVID-19, nor frequent close contact with (within 6 feet) of the general public. Workers in this category have minimal occupational contact with the public and other coworkers.

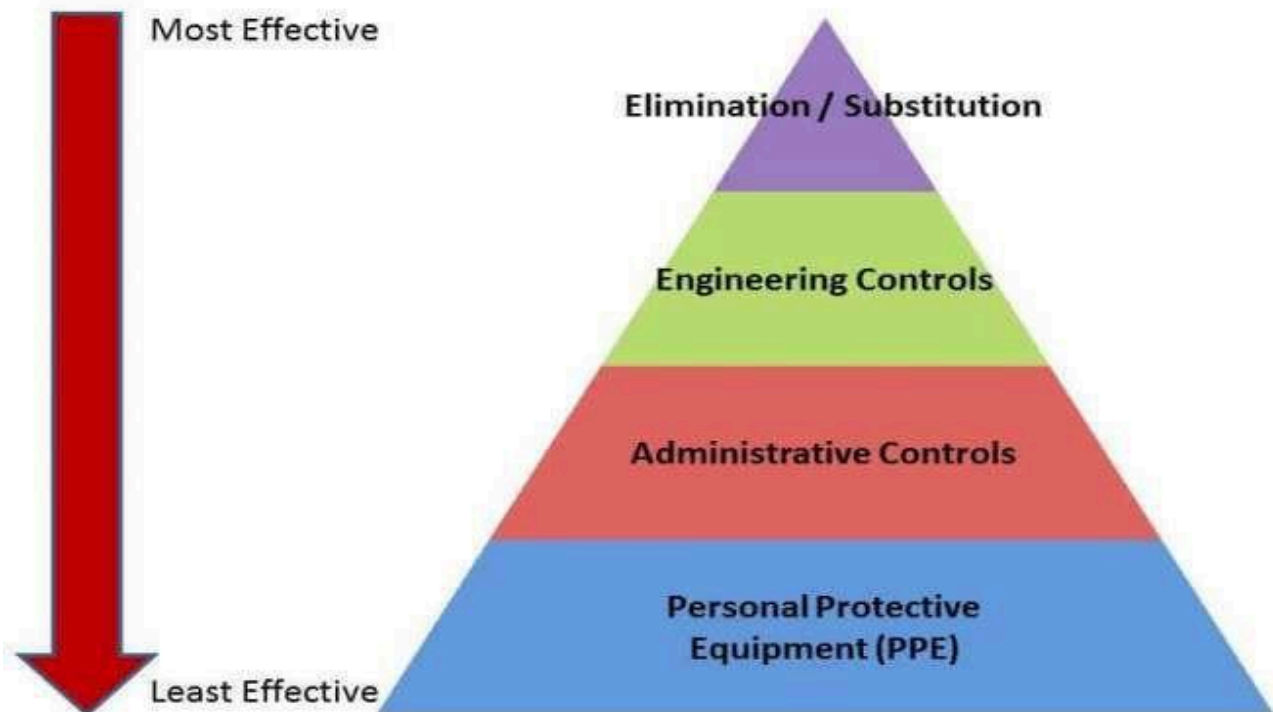
- District administrative staff that have minimal contact with students or coworkers.
- Any other District employee performing necessary tasks on campus or off campus that do not require close contact with co-workers or the general public.



HAZARD REDUCTION

As with all hazards, it is the District's goal to eliminate the hazard if possible. Using the Hierarchy of Controls and the VOSHA Mandatory Health and Safety Requirements for all Business it is our goal to minimize the hazard

Hierarchy of Controls





- **Low Risk**

Engineering Controls

- Provide services, whenever feasible, through teleconference or phone to avoid face to face interaction with students, members of the public, and co-workers.
- Close offices that provide “walk in” services and shift to an appointment-only model. Food service locations must shift to curbside pickup or delivery models.
- Restrict access to buildings and work areas to essential personnel only.
- Mail shall be processed and sanitized before distribution
- Maintain engineering controls, if any, used to protect workers from other job hazards continue to function as intended.

Administrative Controls

- Provide required training on COVID-19 and ways to prevent occupational exposures.
- Implement the Basic Infection Control requirements outlined in this Plan.
- Telework whenever feasible.
- All in person meetings or conferences must be rescheduled as virtual events. Close offices that provide “walk in” services and shift to an appointment-only model to maintain low risk.
- Implement practices to reduce the number of employees working at any given time:
 - Telework whenever feasible
 - Stagger shifts and working hours
- Do not share equipment such as phones, computers, vehicles, or desks.
 - If you must share equipment, tools, or vehicles, use an EPA disinfectant effective against coronaviruses in between uses.
 - Users of shared equipment should wear nitrile gloves which are disposed of after use.

Personal Protective Equipment (PPE)

- COVID-19 specific PPE is not recommended for employees in the low exposure group.
- Any employee issued PPE for their normal job duties pursuant to a job hazard assessment, should continue using it as trained.



- **Medium Risk**

- ***Engineering Controls***

- Provide services, whenever feasible, through teleconference or phone to avoid face to face interaction with students, members of the public, and co-workers.
- Close offices that provide “walk in” services and shift to an appointment-only model. Food service locations must shift to curbside pickup or delivery models.
- Restrict access to buildings and work areas to essential personnel only.

- ***Administrative Controls***

- Implement the Basic Infection Control Requirements outlined in this Plan
- Provide required training on COVID-19 and ways to prevent occupational exposures
- Implement practices to reduce the number of employees working at any given time:
 - Telework whenever feasible
 - Stagger shifts and working hours
 - Maximize durations between building use to minimize infection
 - Reduce staffing levels and reduce or eliminate support services to meet decreased demand.
- All in person meetings or conferences must be rescheduled as virtual events.
- Do not share equipment such as phones, computers, vehicles, or desks
 - If you must share equipment, tools, or vehicles, use an EPA disinfectant effective against coronaviruses in between uses.
 - Users of shared equipment should wear nitrile gloves which are disposed of after use

- ***Personal Protective Equipment (PPE) OR Facial Coverings***

- Most staff and faculty in this category will not require PPE, but shall wear a cloth face covering
- PPE for Medium Risk staff could vary by work task and depend on a hazard assessment performed by the employer that will take into account the work task being performed, feasibility of engineering or administrative controls, any sharing of necessary equipment or tools, and proximity to members of the public, students, or co-workers.



- **High Risk**

Engineering Controls

- Symptomatic employees or employees with a positive COVID-19 test result shall not report to, or be allowed to remain at, work.

Administrative Controls

- Implement the Basic Infection Control Requirements outlined in this Plan
- Provide required training on COVID-19 and ways to prevent occupational exposures
- Implement practices to reduce the number of employees working at any given time:
 - Telework whenever feasible
 - Stagger shifts and working hours
 - Maximize durations between building use to minimize infection
 - Reduce staffing levels and reduce or eliminate support services to meet decreased demand.
- All in person meetings or conferences must be rescheduled as virtual events.
- Do not share equipment such as phones, computers, vehicles, or desks
 - If you must share equipment, tools, or vehicles, use an EPA disinfectant effective against coronaviruses in between uses.
 - Users of shared equipment should wear nitrile gloves which are disposed of after use

Personal Protective Equipment (PPE)

- Employees in this risk category who must come in close contact with a confirmed or presumed COVID-19 patient must wear:
 - Disposable gloves,
 - Disposable fluid resistant gown,
 - Face shield or other eye protection
 - Mask or facial covering



MANDATORY REQUIREMENTS

The following are mandatory requirements:

Face Coverings

All employees must wear face coverings over their nose and mouth when working in or walking through common areas such as hallways, stairways, or anywhere the public or other coworkers are regularly present. For some employees, based on their risk category and public contact, a translucent shield or “sneeze guard” is acceptable in lieu of a mask. The District encourages employees who are required to wear face coverings to secure multiple cloth coverings so they may be laundered on an alternating basis.

If access to a sewn face covering is not possible, employees may follow the direction provided by the CDC and make their own. A limited quantity of disposable paper masks will be available at all schools and work locations.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings>

Social Distancing/No Congregation

All employees must observe strict social distancing of 6 feet while on the job, unless noted, and should refrain from touching their faces. No congregation of employees is allowed. All common areas, unless excepted below, such as break rooms and cafeterias, but excluding restrooms, are closed.

Signage has been posted throughout all of the District’s buildings. If a room, area, or location is marked as closed then it is not accessible to any staff, students, or public.

Break Room/Common Areas

Whenever possible, access to common areas, break or lunch rooms shall be closed or controlled.

If the nature of the work area does not allow employees to safely consume meals in the workspace the District shall designate a common area or room where meals may be safely consumed provided all conditions are met.

- The District shall limit occupancy of designated common area or room so that occupants maintain strict social distancing of no less than 6 feet per individual.
- Hand washing facilities and/or hand sanitizer shall be immediately available at entrances of designated common areas or rooms and their use highly encouraged.
- The District shall require employees to wipe down their area prior to leaving, in addition these areas shall be cleaned at regular intervals throughout the day.
- At the entrances of the designated common area or room the District shall clearly post the policy limiting the occupancy of the space, and the minimum social distancing, hand washing/hand sanitizing and space cleaning requirements.

Indoor Ventilation

- When working inside, employees are encouraged to open doors and windows to promote air flow to the greatest extent possible and limit the number of people occupying a single indoor space. For the safety and security of our District’s facilities, employees are asked to and open windows when appropriate to promote air flow are closed prior to leaving the space at the end of the work day.
- The District will also be making a concerted effort to increase the overall ventilation rates in buildings



Vehicle Occupants

No more than 2 people shall occupy one vehicle when conducting work, and shall wear face coverings when riding together.

Cleaning Common/High Touched Areas & Surfaces

All common spaces and equipment, including bathrooms, frequently touched surfaces and doors, tools and equipment, and vehicles shall be cleaned and disinfected at the beginning, middle and end of each shift and, when possible, prior to transfer from one person to another. All employees are expected to wipe down their work area after use (e.g., handles/knobs, keyboards, copier controls).

In accordance with CDC guidance the District will be producing a comprehensive and District-wide cleaning and disinfecting plan. This plan, along with custodial material specifications, will be published to the District's website.

Hygiene Access

Employees shall have easy and frequent access to soap and water or alcohol-based hand sanitizer during duration of work, and handwashing or hand sanitization shall be required frequently including before entering, and leaving, work areas. Employees are also expected to minimally wash their hands before and after eating, and after using the restroom.

The District will be installing wall mounted hand sanitizer units throughout each of the buildings. In addition, restrooms and classroom sinks will be closely monitored for supplies and restocked whenever necessary.

Public Use of Face Coverings

The District shall ask students, staff, and the public, to voluntarily wear face coverings any time they are interacting with employees of the district. This precaution is in addition to maintaining strict social distancing.

Update on New Work Safe Additions to the Stay Home, Stay Safe Order:

<https://accd.vermont.gov/news/update-new-worksafe-additions-stay-home-stay-safe-order>

A limited quantity of disposable paper masks will be available at all schools and work locations for use by the public requiring a face covering.

Exterior Signage

Signs shall be posted at all entrances of school buildings and district owned facilities, clearly indicating that no one may enter if they have symptoms of respiratory illness.

Prescreening or Surveying Employees

To the extent feasible prior to the commencement of each work shift, prescreening or survey, including temperature checks shall be required to verify each employee has no [symptoms of COVID-19](#).

Symptoms include;

- Cough
- Shortness of breath or difficulty breathing



Or at least two of these symptoms:

- Fever ($\geq 100.4^{\circ}\text{F}$ or subjective fever)
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

The District has created an electronic form where employees may record their self administered pre-screening. Completing this process every day prior to arrival at work is mandatory.

Sick Employees Not To Report to Work

Employees shall not report to, or be allowed to remain at, work or work area if sick or [symptomatic](#) (as outlined above). Non-symptomatic COVID-19 positive workers are not allowed on site, and any worker(s) who have contact with a worker or any other person who is diagnosed with COVID-19 are required to quarantine for 14 days.

Employee Training

All District employees, including those already working must complete training before returning to work on-site. The minimum training requirements are outlined in Attachment 1.

Missisquoi Valley School District has opted to use the COVID-19 training created and distributed by the Vermont's Occupational and Health Administration (VOSHA). The full VOSHA Training may be viewed by visiting the following link:

<https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha>

Training Documentation:

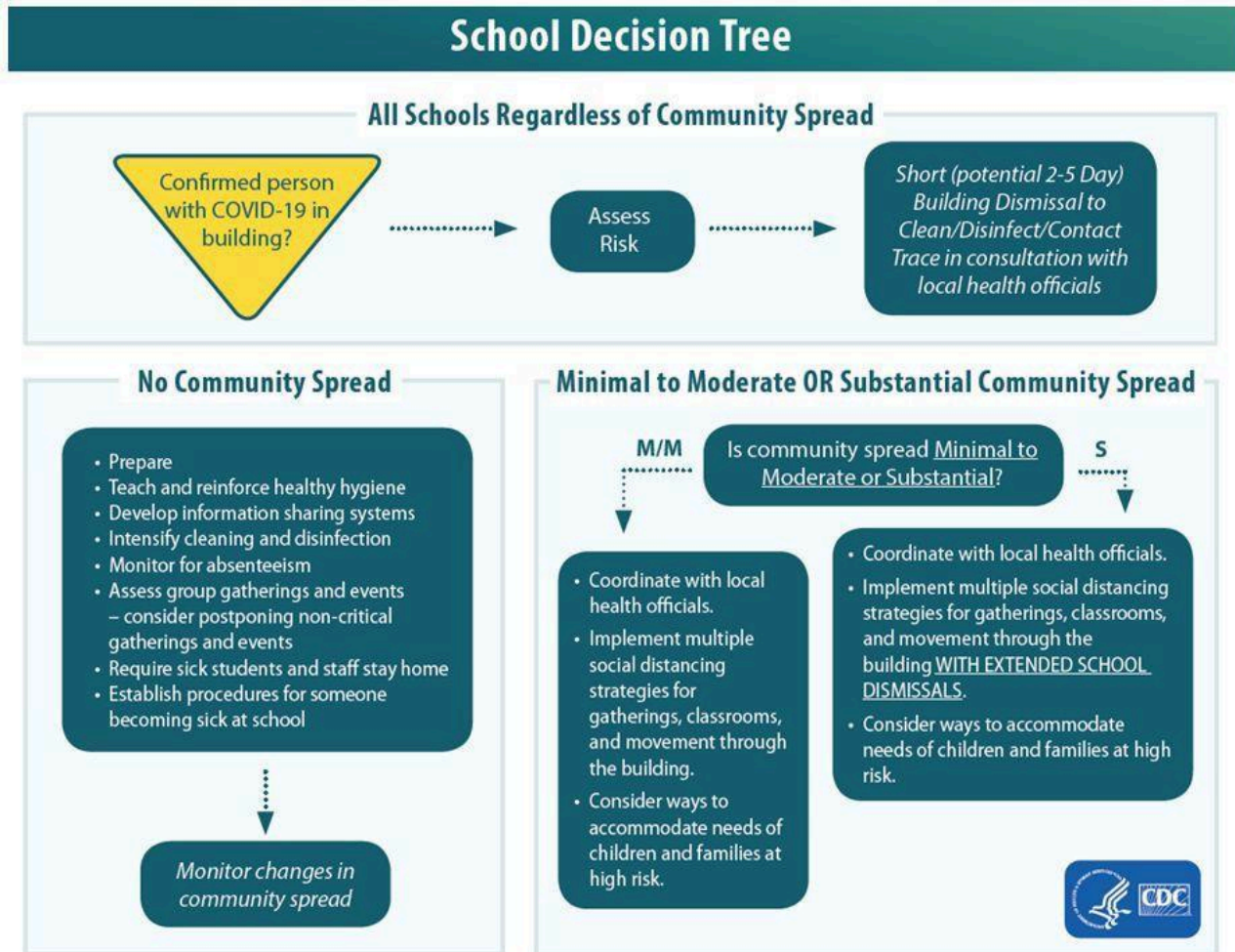
Documentation must include the name of the employee, date of training, summary of training and the name of the trainer/s. We maintain our training records for at least (3) years or for the duration of the employment, whichever is longer.

- a. Training records required by the VOSHA standard are made available to employees, employee representatives, or to VOSHA representatives for examination and copying.



COVID-19 OUTBREAK RESPONSE

MVSD will be prepared for COVID-19 outbreaks in our local communities and for individual exposure events to occur in our facilities, regardless of the level of community transmission. The following decision tree will be used to help determine which set of mitigation strategies may be most appropriate for their current situation.



When there is no community transmission (preparedness phase)

Review, update, and implement emergency operations plans (EOPs)

This should be done in collaboration with the Vermont Agency of Education and health departments and other relevant partners. Focus on the components, or annexes, of the plans that address infectious disease outbreaks.

- Ensure the plan includes strategies to reduce the spread of a wide variety of infectious diseases (e.g., seasonal influenza). This includes strategies for social distancing and school dismissal that may be used to stop or slow the spread of infectious disease. The plan should also include strategies for continuing education, meal programs, and other related services in the event of school dismissal.



- Ensure the plan emphasizes everyday preventive actions for students and staff. For example, emphasize actions such as staying home when sick; appropriately covering coughs and sneezes; cleaning frequently touched surfaces; and washing hands often.
- CDC has workplace resources such as posters with messages for staff about staying home when sick and how to avoid spreading germs at work.
- Other health and education professional organizations may also have helpful resources our school can use or share. For example, the American Academy of Pediatrics provides information on germ prevention strategies and reducing the spread of illness in child care settings.
- Reference key resources while reviewing, updating, and implementing the EOP:
 - Multiple federal agencies have developed resources on school planning principles and a 6-step process for creating plans to build and continually foster safe and healthy school communities before, during, and after possible emergencies. Key resources include guidance on developing high-quality school emergency operations plans, and a companion guide on the role of school districts in developing high-quality school emergency operations plans.
 - The Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center's website contains free resources, training, and TA to schools and their community partners, including many tools and resources on emergency planning and response to infectious disease outbreaks.

Develop information-sharing systems with partners

- Information-sharing systems can be used for day-to-day reporting (on information such as changes in absenteeism) and disease surveillance efforts to detect and respond to an outbreak.
- Local health officials should be a key partner in information sharing.

Teach and reinforce healthy hygiene practices

- Train staff on healthy hygiene practices so they can teach these to students
- Ensure handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
- CDC offers several free handwashing resources that include health promotion materials, information on proper handwashing technique, and tips for families to help children develop good hand washing habits.
- Ensure adequate supplies (e.g., soap, paper towels, hand sanitizer, tissue) to support healthy hygiene practices.

Intensify cleaning and disinfection efforts.

- Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use



against the virus that causes COVID-19 is available at the EPA website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

- Provide EPA-registered disposable wipes to teachers and staff so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.
- Ensure adequate supplies to support cleaning and disinfection practices.

Monitor and plan for absenteeism.

- Review the usual absenteeism patterns at your school among both students and staff.
- Alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19).
- Review attendance and sick leave policies. Encourage students and staff to stay home when sick, even without documentation from doctors. Use flexibility, when possible, to allow staff to stay home to care for sick family members.
- Discourage the use of perfect attendance awards and incentives.
- Identify critical job functions and positions, and plan for alternative coverage by cross-training staff.
- Determine what level of absenteeism will disrupt continuity of teaching and learning.

Assess group gatherings and events. Consider postponing non-critical gatherings and events.

- Ensure you have a clear understanding of all upcoming gatherings and large events for your school community (e.g., assemblies, field days, spirit nights, athletic events). Give special consideration to events that might put students, staff, or their families in close proximity to others from communities that may have identified cases of COVID-19.
- Consider whether any of these events should be canceled. Speak with local health officials to help determine the best approach.

Require sick students and staff to stay home. Establish procedures for when sick at school.

- Establish procedures to ensure students and staff who become sick at school or arrive at school sick are sent home as soon as possible.
- Keep sick students and staff, particularly those with symptoms of respiratory illness, separate from well students and staff until they can leave. Plan to have areas where these individuals can be isolated from well students and staff until they can leave the school.
- Remember that schools are not expected to screen students or staff to identify cases of COVID-19. If a community (or more specifically, a school) has cases of COVID-19, local health officials will help identify those individuals and will follow up on next steps.
- Share resources with the school community to help families understand when to keep children home. This guidance, not specific to COVID-19, from the American Academy of Pediatrics can be helpful for families.



Review CDC's guidance for businesses and employers.

- Review this CDC guidance to identify any additional strategies the school can use, given its role as an employer.

When a confirmed case has entered a school, regardless of community transmission

Any MVSD school in our community might need to implement short-term closure procedures regardless of community spread if an infected person has been in a school building. If this happens, the district will follow the CDC recommended procedures regardless of the level of community spread:

Coordinate with Vermont Agency of Education and health officials

Once learning of a COVID-19 case in someone who has been in the school, immediately notify Vermont Agency of Education and health officials. These officials will help administrators determine a course of action for the district.

Dismiss students and most staff for 2-5 days

This initial short-term dismissal allows time for the Vermont Agency of Education and health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the Vermont Agency of Education and health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

- Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- During school dismissals, also cancel extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events).
- Discourage staff, students, and their families from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

Communicate with staff, parents, and students

Coordinate with Vermont Agency of Education and health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- This communication to the school community should align with the communication plan in the school's emergency operations plan.
- Plan to include messages to counter potential stigma and discrimination.
- In such a circumstance, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.



Clean and disinfect thoroughly

- Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection most common EPA-registered household disinfectants should be effective.
 - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

- Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- Additionally, diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water or
 - 4 teaspoons bleach per quart of water
- Additional information on cleaning and disinfection of community facilities such as schools can be found on CDC's website.

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Make decisions about extending the school dismissal

Temporarily dismissing child care programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities.

- During school dismissals (after cleaning and disinfection), child care programs and schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open: a) allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and b) allows other staff members to continue to provide services and help with additional response efforts. Decisions on which, if any, staff should be allowed in the school should be made in collaboration with Vermont Agency of Education and health officials.
- Child care and school administrators should work in close collaboration and coordination with Vermont Agency of Education and health officials to make dismissal and large event cancellation decisions. Schools are not expected to make decisions about dismissal or canceling events on their own. School dismissals and event cancellations may be extended if advised by



Vermont Agency of Education and health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

- Administrators should seek guidance from the Vermont Agency of Education and health officials to determine when students and staff should return to schools and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from Vermont Agency of Education and health officials to determine when to return to school.

Implement strategies to continue education and related supports for students

- Ensure continuity of education.
 - Review continuity plans, including plans for the continuity of teaching and learning. Implement e-learning plans, including digital and distance learning options as feasible and appropriate.
 - Determine, in consultation with school district officials or other relevant state or local partners:
 - If a waiver is needed for state requirements of a minimum number of in-person instructional hours or school days (seat time) as a condition for funding;
 - How to convert face-to-face lessons into online lessons and how to train teachers to do so;
 - How to triage technical issues if faced with limited IT support and staff;
 - How to encourage appropriate adult supervision while children are using distance learning approaches; and
 - How to deal with the potential lack of students' access to computers and the Internet at home.
- Ensure continuity of meal programs.
 - Consider ways to distribute food to students.
 - If there is community spread of COVID-19, design strategies to avoid distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
- Consider alternatives for providing essential medical and social services for students.
 - Continue providing necessary services for children with special healthcare needs, or work with the state Title V Children and Youth with Special Health Care Needs (CYSHCN) Program.

When there is minimal to moderate community transmission

If Vermont Agency of Education and health officials report that there are multiple cases of COVID-19 in the community, schools may need to implement additional strategies in response to prevent spread in the school, but they should continue using the strategies they implemented when there was no community transmission. These additional strategies include:

Coordinate with Vermont Agency of Education and health officials

This should be a first step in making decisions about responses to the presence of COVID-19 in the community. Health officials can help a school determine which set of strategies might be most appropriate for their specific community's situation.



Implement multiple social distancing strategies

Select strategies based on feasibility given the unique space and needs of the school. Not all strategies will be feasible for all schools. For example, limiting hall movement options can be particularly challenging in secondary schools. Many strategies that are feasible in primary or secondary schools may be less feasible in child care settings. Administrators are encouraged to think creatively about all opportunities to increase the physical space between students and limit interactions in large group settings. Schools may consider strategies such as:

- Cancel field trips, assemblies, and other large gatherings. Cancel activities and events such as field trips, student assemblies, athletic events or practices, special performances, school-wide parent meetings, or spirit nights.
- Cancel or modify classes where students are likely to be in very close contact. For example, in physical education or choir classes, consider having teachers come to classrooms to prevent classes mixing with others in the gymnasium or music room).
- Increase the space between desks. Rearrange student desks to maximize the space between students. Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
- Avoid mixing students in common areas. For example, allow students to eat lunch and breakfast in their classrooms rather than mixing in the cafeteria. If it is not possible to suspend use of common areas, try to limit the extent to which students mix with each other, and particularly with students from other classes (e.g., stagger lunch by class, segregate lunch and recess area by class, send a few students into the library to pick out books rather than going as a class, suspend the use of lockers). Restrict hallway use through homeroom stays or staggered release of classes. Try to avoid taking multiple classes to bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess). In child care or elementary school settings, consider staggering playground use rather than allowing multiple classes to play together, and limit other activities where multiple classes interact.
- Stagger arrival and/or dismissal times. These approaches can limit the amount of close contact between students in high-traffic situations and times.
- Reduce congestion in the health office. For example, use the health office for children with flu-like symptoms and a satellite location for first aid or medication distribution.
- Limit nonessential visitors. Limit the presence of volunteers for classroom activities, mystery readers, cafeteria support, and other activities.
- Limit cross-school transfer for special programs. For example, if students are brought from multiple schools for special programs (e.g., music, robotics, academic clubs), consider using distance learning to deliver the instruction or temporarily offering duplicate programs in the participating schools.
- Teach staff, students, and their families to maintain distance from each other in the school. Educate staff, students, and their families at the same time and explain why this is important.

Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19. Consider if and how to honor requests of parents who may have concerns about their children attending school due to underlying medical conditions of their children or others in their home.



Attachment 1 - Minimum Training Requirements

Our Training Program includes the following elements (at a minimum)

An explanation of the modes of transmission of COVID-19

A general explanation of the symptoms of COVID -19

An explanation of the modes of transmission of COVID -19

An explanation of the District's exposure Control Plan and the means by which employees can get a copy of the plan

Instruction on how to properly put on and take off gloves, N95's and cloth masks

An explanation on the basis for the selection of Personal Protective Equipment (PPE)

Information of how to contact someone if the employee has a temperature or does not feel well

What to do if the employee traveled to high risk areas or have been exposed to possible COVID-19 cases

Hand washing techniques

Cleaning schedules

Pre-screening before work



Attachment 2 - Appendix D of Respirator Standard CFR 1910.134

References: Note – requirements are continually changing. This document was prepared 5/1/2020. Changes will occur that are not reflected in this document.

<https://www.healthvermont.gov/sites/default/files/documents/pdf/COVID19-Health-Guidance-Childcare-Summer-Programs.pdf>

<https://accd.vermont.gov/news/update-new-work-safe-additions-stay-home-stay-safe-order>

<https://labor.vermont.gov/VOSHA>

<https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>