



As a community partner organization, VOA High School will begin the 2020-2021 school year following Minneapolis Public School's Phase 2 plan and will continue following guidance regarding phases for re-opening throughout the school year. We have been authorized to provide targeted services to MPS students and this plan describes VOA HS COVID-19 prevention procedures, protocols and supplies that will allow staff, students and families to interact safely and limit the spread of the virus.

VOA High School will adhere to the MDH guidance on physical distancing. Distance of 6 feet will be adhered to when at all possible. If a close contact (less than 6 feet) is required, the contact will be 15 minutes or less.

- ✓ Floor visuals will be present in high traffic areas and classrooms to designate spaces where people may stand or sit
- ✓ All classrooms, meeting rooms and offices will have a capacity posted outside of the room so physical distancing may be maintained
- ✓ Furniture in classrooms (chairs, desks) will match capacity posted outside door
- ✓ If and when more students can be at school, VOA HS has the capacity to maintain a separate exit and entrance to the school and a traffic pattern that will minimize student contact and passing in hallways
- ✓ Barriers are installed between sinks in student restrooms and staff restrooms are single person
- ✓ Staff, students and families will receive notification and guidance (3 languages available) about safe distancing in the school building AND during off-site meetings. (Appendix A)

VOA High School requires all staff, students and families who will be on VOA HS School property to perform a daily health screen before being allowed on site. Anyone identifying they have the following Covid-19 related symptoms OR having contact with someone who has COVID-19 in the past 14 days will not be allowed onsite or to meet with anyone off-site for a school related meeting.

- *Temperature/Fever of 100F or above?*
- *Cough?*
- *Shortness of Breath?*
- ✓ Staff, students and families will receive notification and guidance (3 languages available) about pre-visit, self-screening protocol and criteria for being in the school building AND attending off-site meetings. (Appendix A)
- ✓ **All** persons entering VOA High School during business hours will have their temperature taken and answer a short list of questions recommended by the CDC to assess if they are well, a health risk and able to be on-site. (Appendix B)
- ✓ VOA High School Staff will utilize an online, internal tracking document to attest to their wellness and indicate the spaces they will use in the building *before* coming to the school.

VOA High School will send communication to students and families about daily health screening information, advise them *not* to attend programming if there are ANY signs of illness needs to be included, not just sign at arrival.

- ✓ Students and families will receive notification and guidance (3 languages available) about pre-visit, self-screening protocol and criteria for being allowed in the school building AND attending off-site meetings. This will be mailed home, posted in student advisory Google Classrooms, posted on our school's website and shared by phone in the family's home language when scheduling appointments to come to school. (Appendix A)
- ✓ Signs describing wellness and when to stay home will be posted in the lobby of the school.

VOA High School shall require all staff, students and families to sign in and out daily. VOA High School will make sign-in sheets available to MPS, Volunteers of America, and MNDH if requested.

- ✓ VOA High School will maintain daily sign in and out logs for all persons entering the building and provide MPS, Volunteers of America, or the MNDH access to logs if and when the health and safety of our staff students and families is in question.
- ✓ VOA High School Staff, *in addition to the on-site, entry sign-in record*, will log their times, location and movements within the school as well as record off-site school related actions on an internal, online shared document. VOA HS will provide MPS, Volunteers of America, or the MNDH access to log if and when the health and safety of our staff students and families is in question.

VOA High School has supplied staff with essential PPE and requires staff to use PPE to minimize disease transmission. The following are provided by VOA High School:

- ✓ PPE in compliance with CDC and MDH guidelines
- ✓ Sanitizers and disinfectants meeting the CDC guidelines for minimizing COVID – 19 spread
- ✓ Visible sanitizing stations in all public, shared spaces within the school
- ✓ Emergency masks for anyone wishing to enter the building without a face covering
- ✓ Education for students, staff and families so masks may be used according to manufacturer's directions.
- ✓ A face shield, emergency set of masks, a replenishable supply of gloves, paper towels, disinfectant spray and sanitizer for all staff members with education for proper use. (Appendix C)

VOA High School will require students and families to wear face coverings at all times while inside the building, unless there is an exemption per current MDH guidelines.

- ✓ Signs explaining the mask requirement are posted outside the building and inside in public spaces.
- ✓ Students and families will receive notification and guidance (3 languages available) about the mask requirement. This will be mailed home, posted in student advisory Google Classrooms, posted on our school's website and shared by phone in the family's home language when scheduling appointments to come to school. (Appendix A)
- ✓ VOA HS staff received education about when and where to use masks within their workspace on 8/25/2020 and have been notified of the mask requirements for students and families. (Appendix C)

VOA High School will not tolerate the shared use of any electronic devices or PPE. Anyone doing so will be subject to corrective action.

VOA High School's COVID safety coordinator is Muna Ahmed, mahmed@voamn.org, 612-278-4242. Our COVID safety or coordinator will contact the proper MPS identified staff if any staff member, volunteer, student or school contractor is suspected of having COVID-19 or tests positive for the virus. This includes workers that may not have been at a VOA HS site but could have had contact with others that were.

- ✓ VOA High School has supplied all staff and will supply contractors with a flow chart to identify what to do should they experience COVID -19 like symptoms (Appendix D)

VOA High School will ensure all staff follow CDC guidelines for a safe working environment and disinfection guidelines for any materials used on site. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

- ✓ All VOA High School staff and contractors will receive education to allow for the proper disinfection of school spaces and high touch surfaces
- ✓ All staff are responsible for cleaning shared spaces once they have finished using them. Cleaning times will be entered on logs posted within each space

VOA High School uses the OSHA Guidance on Preparing Workplaces for COVID-19 and contracts with a cleaning service who uses approved supplies and measures to limit the spread of COVID-19:

<https://www.osha.gov/Publications/OSHA3990.pdf>

- ✓ All cleaning products used in VOA High School are described in the public document folder at the school and are available electronically upon request
- ✓ VOA High School contracts with Citywide <https://gocitywide.com/minnesota/> for all interior cleaning

VOA High School will follow MPS guidelines on maximum group size allowed. Only 1:1 student/family meetings are allowed in Phase 2

- ✓ Guidance has been issued and is available for VOA High School students, families and staff regarding which staff members will meet with students/family members and for what purpose. The guidance requires appointments and agreement to follow safety guidelines when meeting. (Appendix E)

VOA High School will ensure staff, students and families adhere to MDH guidelines for hand washing and or hand sanitizer use.

- ✓ Staff, students and families will be required to wash their hands and/or use hand sanitizer upon arrival and before leaving the building, after using the bathroom, after blowing one's nose, coughing, or sneezing, and after touching objects with bare hands that have been handled by other people, etc. (Appendix A)
- ✓ Education for students, staff and families will be provided to promote proper handwashing and use of sanitizers
- ✓ Cleaning of high touch surfaces at VOA HS is completed regularly by staff and logged
- ✓ Proper handwashing signs will be posted in all public spaces within the building, in all languages, as reminders

VOA High School will follow MPS guidance for parent/guardian drop-off or transportation.

VOA High School understands that MPS reserves the right to withdraw permission to provide Targeted Services on property if safe distancing practices or COVID-19 best practices are violated.

Updated 8/26/2020