

## **SPECTRUM HIGH SCHOOL & SPECTRUM MIDDLE SCHOOL (SPECTRUM) PREPAREDNESS PLAN (2022-2023) Board reviewed: September 19, 2022**

Spectrum is committed to providing a safe and healthy workplace for all employees, students, visitors, and volunteers. To that end, Spectrum has developed the following Preparedness Plan. Supervisors and employees are all responsible for implementing this plan.

The Preparedness Plan is administered by the Executive Director, the Human Resource Manager, the Building Principals, and the Facilities Director (in collaboration with the leadership team). However, all employees are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of the Plan. Spectrum's administrators and supervisors have full support in enforcing the provisions of this Plan.

Spectrum works to balance the need to continue providing high quality education, to effectively run a growing multifaceted organization, and to provide reasonable measures for people's health and safety. Spectrum will continue to comply with all federal and state health and safety mandates required for public charter schools. Spectrum continues to balance recommendations with reasonable measures and group health and safety with individual choice.

Spectrum reviews and incorporates local, state, and federal guidance applicable to public charter schools to determine whether they will be incorporated into the Preparedness Plan.

### **Plan for symptomatic employees to stay home until non-symptomatic or confirmation received;**

Employees have been informed of and encouraged to self-monitor for signs and symptoms of illness using the *Ready for Work Protocol*. The following procedures are being implemented to assess employees' health status prior to entering the workplace and for employees to report when they are sick or experiencing symptoms.

All employees are required to self-report any symptoms prior to entering a Spectrum facility. Any employee experiencing symptoms must not come to work that day. Once the situation has been assessed, a determination will be made regarding a timeline for return to work.

If any symptoms are reported, a phone call or text to the employee's supervisor and entry into the electronic absence management system (for applicable employees) prior to the beginning of that person's scheduled work time is required. The earlier the better.

If an employee is experiencing symptoms while at work, they must report to their supervisor immediately and may be sent home once the situation has been assessed in collaboration with the Lead Health Clerk and the Human Resource Manager.

### **If needed, the following types of leave are defined in the Spectrum Employee Handbook**

1. Flex time
2. Medical Leave of Absence
3. MN Pregnancy and Parental Leave
4. Statutory Leave
5. General Leave with or without Pay
6. Family and Medical Leave (FMLA)

## **Accommodations for employees with underlying medical conditions or who have household members with underlying health conditions.**

If an employee has an accommodation request in regards to an underlying medical condition of their own or a household member, this request should be communicated with their direct supervisor. All requests will be addressed according to the guidance provided in the types of leave as noted in this document. Employees will need to work with their health care provider to determine risk. If an employee is unable to work in person, he or she may need to take a personal leave of absence and may need to apply for unemployment, if eligible.

## **Staying Home When Sick**

Employees who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home (See *Ready for Work Protocol*). Testing is recommended for people with [symptoms of COVID-19](#) as soon as possible after symptoms begin. People who are [at risk for getting very sick](#) with COVID-19 who test positive should consult with a healthcare provider right away for possible treatment, even if their symptoms are mild.

## **Contact Tracing/Quarantining**

Spectrum will not be implementing contact tracing.

Spectrum will not require quarantining based on exposure to a positive case.

Spectrum will require symptomatic and/or sick employees to remain at home until they are ready for work in accordance with the *Ready for Work Protocol*.

Staff who are unable to be at work due to symptoms or sickness must use available flex time.

## **Vaccinations**

Vaccinations are easily accessible at many local locations. The Centers for Disease Control and Minnesota Department of Health recommend COVID vaccinations. Spectrum understands that the choice to get vaccinated is a personal decision. Information about [COVID-19 vaccines](#) and other recommended [vaccines](#) is available through the CDC and MDH. Employees seeking additional information should speak with the Lead Health Clerk.

## **Protection and Privacy of Workers' Health Status and Health Information**

Spectrum considers all employee health information to be private and confidential and follows the laws and guidelines set forth by the Equal Employment Opportunity Commission (EEOC) and the Americans with Disabilities Act (ADA) and Rehabilitation Act. In the event that an individual reports COVID related symptoms or illness to their direct supervisor, the Lead Health Clerk, or any member of the staff, administration will work confidentially to implement this Plan to the degree possible. The ADA and Rehabilitation Act does not interfere with employer's following advice from the CDC and other public health authorities on appropriate steps to take related to the workplace.

## **Social Distancing**

Social distancing is encouraged for any employee at risk and may be required if community exposure and/or confirmed positive COVID cases reach a high threshold.

## **Employee Hygiene and Source Controls**

Basic infection prevention measures are encouraged at all times. Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes, and after using the restroom.

Face masks are optional for all employees and visitors to the school and/or on Spectrum transportation. Face shields are also optional.

Gloves should be used when necessary for health and safety and will be provided by the school.

Employees and visitors should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and avoid touching their face, particularly their mouth, nose, and eyes, with their hands. Employees and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward.

Employees who test positive should wear a mask/face covering while at work through the end of the 10<sup>th</sup> day after exposure (as determined with the Lead Health Clerk).

### **Workplace Building and Ventilation**

Operation of Spectrum facilities, includes necessary sanitation, as well as assessment and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation, and air conditioning (HVAC) systems. Each building ventilation system is inspected to assure they are functioning properly. Spectrum has increased frequency of filter changes that exceed the recommendation for the HVAC maintenance schedule. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people. A professional industrial heating and cooling company has examined all building economizers to assure they are functioning to optimize the introduction of fresh air and circulation.

### **Workplace Cleaning and Disinfection**

Regular practices of cleaning and disinfecting are in place, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, vehicles, and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, offices, classrooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting is conducted in high-touch areas, including phones, keyboards (when used by multiple people), touch screens (when used by multiple people), drinking fountains, controls, door handles, elevator panels, railings, copy machines, etc.

Deep cleaning will be completed as scheduled and needed.

Appropriate and effective cleaning and disinfecting supplies are available for use in accordance with product labels, safety data sheets, and manufacturer specifications, and are being used with personal protective equipment for the product when required or necessary.

Disinfection is completed with an EPA-registered disinfectant following the manufacturer's instructions (e.g. concentration, application method, safety, and contact time). Signs will be posted to limit building use to those without symptoms of illness.

### **Drop-off, Pick-up, and Delivery**

All drop-off, pick-up, and deliveries take place at the front entrance of each building. During the summer, these happen only at the high school building. During office hours, the doorbell/buzzer is rung and the exchange often happens without the person having to enter the building. If entering, they will follow established protocols.

### **Communications and Training**

Spectrum's *Preparedness Plan* is electronically communicated to all employees. Further training and/or explanation takes place as employees return to work from the summer and is ongoing as the Plan is modified. Managers and supervisors are expected to monitor how effective the program has been implemented.

The Leadership Team (*made up of the Executive Director, Human Resource Manager, Facilities Director, Administrative Executive Assistant, High School Principal, Middle School Principal, Coordinator of Curriculum and Instruction, Technology Manager, Special Education Coordinator, and Lead School Counselor*) meet as needed to collaborate on implementation of programs and expectations. Successes, challenges, and areas for improvement are identified and addressed in these meetings.

All management and employees are to take an active role and collaborate in carrying out the various aspects of this *Preparedness Plan*, and update the protections, protocols, work-practices, and training as necessary. This Plan has been certified by Spectrum management and will be posted and made readily available to employees. It will be updated as necessary by the Executive Director, in collaboration with the Leadership Team.

Certified by:

Dan DeBruyn, Executive Director  
*September 19, 2022*

## **DAILY “READY FOR WORK REQUIREMENTS” FOR ALL EMPLOYEES**

*Updated: August 26, 2022*

**As part of Spectrum’s Preparedness Plan (also referred to as the Safe Return to In-Person Learning Plan) every employee is asked to self-assess their health status before coming to work each day and follow the Ready for Work Protocol provided below.**

### **READY FOR WORK PROTOCOL**

**If an employee is feeling sick, he or she should stay home until 24 hours after the following symptoms have resolved:** fever  $\geq 100^{\circ}\text{F}$  (unmedicated), vomiting, and/or diarrhea.

Other symptoms to consider (specific to COVID) include: acute onset of shortness of breath (difficulty or hard time breathing), acute onset or worsening cough (new cough or cough that gets worse), or new loss of taste or smell. The lessening of these symptoms will be required to return to work.

**If an employee has the above symptoms, he or she might want to consider testing for COVID.** If an employee receives a positive test result, he or she should notify the Lead Health Clerk, Jess Lingbeek, as soon as possible and follow the guidance provided.

Contact information: [jlingbeek@spectrumhighschool.org](mailto:jlingbeek@spectrumhighschool.org) or (763) 450-9804.

**If an employee is symptomatic as outlined above, he or she should:** (1) Not go to work, (2) notify his or her supervisor, and (3) decide if he or she will administer a COVID test. *Note: Free at-home tests are available from the Minnesota Department of Health at <https://mn.gov/covid19/get-tested/at-home/>.*

### **What happens after an employee reports a COVID-related illness or positive COVID test result?**

- (1) A follow up call from the Lead Health Clerk will be made sometime during the first day of absence.
- (2) If an employee receives a positive COVID test, he or she will work with the Lead Health Clerk to determine when to return to work (at least 5 days from onset of symptoms and when symptoms lessen). The employee will need to wear a mask through the 10<sup>th</sup> day from onset of symptoms.
- (3) If no test is administered, the employee should return based on symptoms and follow protocol. If coughing, a mask will be encouraged.
- (4) Flex time will be used for this purpose.

**For questions regarding testing or to report a positive test result, contact Jess Lingbeek, Lead Health Clerk, at (763) 450-9804 or [jlingbeek@spectrumhighschool.org](mailto:jlingbeek@spectrumhighschool.org).**