

EAST MILLINOCKET SCHOOL DEPARTMENT COVID GUIDELINES
RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES

**Addendum to District Staff Handbook with help from Biddeford and Bangor School Depts.*



"Historically, pandemics have forced humans to break with the past and imagine their world anew. This one is no different. It is a portal, a gateway between one world and the next. We can choose to walk through it, dragging the carcasses of our prejudice and hatred, our avarice, our data banks and dead ideas, our dead rivers and smoky skies behind us. Or we can walk through lightly, with little luggage, ready to imagine another world. And ready to fight for it."

- Arundhati Roy

In response to COVID-19, the East Millinocket School Department will comply with the guidelines set forth by the federal Centers for Disease Control (CDC), as well as the State of Maine, which are incorporated herein. These Guidelines will be in effect from August 12, 2020 to December 31, 2020 and will be updated with the latest CDC and State of Maine guidelines. Our goal is to continue to minimize the risk of possible transmission of COVID-19 between people. **Therefore, these EAST MILLINOCKET SCHOOL DEPARTMENT COVID GUIDELINES are mandatory for all employees.**

The year we are about to embark upon will be a difficult one. We must consider the work we do for our children as our collective responsibility. With a continued focus on positive relationships, meeting our students' social/emotional needs and the overall wellbeing of the "whole child," we will successfully meet this challenge and become stronger for it.

-Superintendent of Schools

EAST MILLINOCKET SCHOOL DEPARTMENT COVID GUIDELINES
RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES

Health & Safety

- Before returning to work, employees who have left Maine¹ (beyond State's in the current Executive Order--see footnote below) since August 15, 2020 should provide a negative COVID-19 test result or attest that they have sufficiently quarantined. After August 15, travel outside of Maine should be reported in advance to your immediate supervisor.
- Each day, before entering school grounds, employees must complete a self-assessment for COVID-19 symptoms. Certain responses will require an employee to immediately contact their supervisor and remain off school property. *See attached daily self-assessment.*
- All employees will be provided with two or more [face covering/masks](#) or a shield and must [wash them daily](#). Employees may wear their own face covering/mask.
- Upon entering school grounds, all employees must wear a face covering/mask/shield at all times, unless their immediate supervisor has approved an exception. The following exceptions may be approved, provided that the employee can maintain six (6) feet of distance² – about two arm's length—from others:
 1. When the employee's face cannot safely be covered due to a medical condition.
 2. When there are no others in the same room and the door is closed. For example, working or eating alone in a closed conference room, office, or classroom.
 3. When students request or need the removal of a covering to hear instruction.
- All employees must wash their hands with soap and water for at least 20 seconds (or use sanitizer if washing is not possible)³ when:
 - The employee's hands are visibly soiled
 - After coughing or sneezing
 - Before and after: eating, using the restroom, or touching bodily fluids
 - Before and after touching common surfaces like workstations, cash registers, table tops, touch screens, door handles, refrigerator doors, buttons or keypads, light switches, cover plates, countertops, bus seat backs, handrails, copier machines, stability poles, bars, windows and window ledges.

¹ Except for travel to New Hampshire, Vermont, Connecticut, New York, or New Jersey.

² See [CDC guidance on social distancing](#).

³ See CDC guidance for [proper handwashing](#).

EAST MILLINOCKET SCHOOL DEPARTMENT COVID GUIDELINES
RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES

- All employees must practice the following proper [CDC infection control measures](#):
 - If coughing or sneezing, employees must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Refrain from hugs and hand-shakes.
 - Notify your supervisor if they, or anyone in their household, has been confirmed to have COVID-19. *See Return to Work guidelines attached.*
 - Minimize face-to-face meetings by utilizing alternative methods to move projects forward (i.e. email, conference call, phone call, web-based meetings).
 - Follow any additional guidelines established for their specific job role.

Communal Areas/Breakrooms

- School offices are restricted to administrative and office staff. Any other employee seeking to access main office spaces must receive prior approval from the administration.
- Plexiglas barriers will be installed at public facing work stations, as needed.
- Eating Restrictions: Shared food is prohibited. There will be no shared utensils or kitchen supplies. Employees who bring their own meals must sanitize appliances after each use and any individual containers/utensils will be discarded at the end of the day. Employees cannot eat in groups inside rooms and occupancy of each room will be limited. Employees may, with the approval of their supervisor, eat lunch outside.

Visitors

- Employees cannot bring visitors/volunteers to school property without prior approval by their building administrator and all visitors/volunteers must adhere to these guidelines and leave school property immediately after concluding their business.

Work-Related Travel with School Vehicle

- Employees are expected to travel alone or with family in their own vehicles for work and must receive prior approval from their supervisor for work travel. If employees cannot travel alone, or with members of their family, they must wear face coverings inside a vehicle.
- Employees must minimize contact with others while traveling in school owned vehicles and must sanitize the school vehicles upon return. At their destination, During work hours, employees must adhere to any safety guidelines in place at the said location, in addition to these guidelines.

EAST MILLINOCKET SCHOOL DEPARTMENT COVID GUIDELINES
RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES

Leave

- Employees may have access to the following types of leave for COVID-19 related illness:
 - Sick leave & personal leave (if eligible)
 - Families First Corona Virus Act (FFCRA)
 - Family Medical Leave Act (FMLA)

Please contact Luci Milewski at 207-746-3500 or lmilewski@emmm.org for detailed leave information.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR TRANSPORTATION STAFF/BUS DRIVERS/VAN DRIVERS/BUS AIDES

In addition to these COVID GUIDELINES, all transportation employees must:

Health & Safety

- Wash their hands upon entering the workplace and practice frequent hand washing/hand sanitizing throughout their shift, including upon entering/exiting a bus or school vehicle.
- Wipe all commonly used surfaces and hands before and after each use with the cleaning supplies and hand sanitizer available in all public areas. The general rule here is: “if you touch it, wipe it.”
- Wear a face shield/covering while driving with others on board. If a face shield is not possible due to obstruction of vision, a face covering must be worn.

Bussing and Transport of Students

- Limit contact between cohorts and direct contact with parents as much as possible by maintaining a six (6) foot distance.
- Seat one student per row. The seat directly behind the driver must be open (bus). Prohibited seats will be marked with tape. Families will be allowed to sit together.
- Seats in the back of the bus must be loaded first and then move forward. The bus should be emptied from the front and to the back.
- Students will need to practice social distancing when exiting the bus. Use the bus radio and dismiss by rows.
- Several windows should be slightly opened to improve air ventilation.
- Up to two (2) children are allowed in each van. If a second adult monitor is required, only one (1) child will be allowed. The total capacity of a van should not exceed three (3) people at any given time, including the driver.
- The Bus/Van should be swept and sanitized after the completion of each assigned route. See “Prevention Measures” below for more details.

**ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR
TRANSPORTATION STAFF/BUS DRIVERS/VAN DRIVERS/BUS AIDES**

Prevention Measures

- Bus drivers will be provided safety glasses that should be worn to wash the outside of the bus.
- Floors should be cleaned first. Often when cleaning the floor of a bus, dust and contaminants on the floor become airborne and land on nearby surfaces. By cleaning the floor first, we can later remove these pathogens through the rest of the cleaning process, so this does not occur. School bus floors should be vacuumed with a backpack or canister vacuum when needed. These are more effective at removing dust and soil and they prevent contaminants from becoming airborne.
- Avoidance of mops suggested. Mops collect soil and contaminants, but these also build upon the mop. Use only when necessary, and with approval from an employee's supervisor.
- At the end of each day, all trash cans must be emptied. Designated staff will spray the busses after employees have finished sweeping floors.

**ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR
ADMINISTRATIVE STAFF**

In addition to these COVID GUIDELINES, all administrative employees must:

- Sanitize common equipment (copiers, projectors, monitors, etc.) before and after each use.
- Sanitize own desk, equipment, and office areas on a regular basis (at least daily) to prevent the spread of germs. (i.e. keyboards, telephones, doorknobs).
- Avoid using coworkers' phones, desks, offices, or other work tools and equipment, unless the employee is authorized to do so by the employee's supervisor. If an employee uses a coworker's phone, desk, office, or other work tools and equipment, the employee must clean and disinfect them before and after use.
- All office communications should be by phone, email, or other remote technology and the use of paper is only for permanent records or communications that must be mailed.
- Employees will thoroughly wash their hands after opening and handling mail.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR NUTRITION AND FOOD SERVICE STAFF

In addition to these COVID GUIDELINES, all nutrition employees must comply with the following rules:

Health & Safety

- Staff must wear face covering/shield when preparing food and working with or in proximity to employees or students.
- Food Service Workers must practice [proper handwashing](#) throughout their shift with soap and water for at least 20 seconds. In addition to the circumstances under which employees are required to wash their hands set forth in the district-wide Rules and Expectations, Food Service Workers must wash their hands:
 - Before, during, and after preparing food
 - Before and after work shifts-As employee arrives and leaves
 - Before and after work breaks
 - After putting on, touching, or removing cloth face coverings
 - After removing gloves
 - After directly handling used food service items
 - After touching objects that have been handled by others, such as utensils, menus, cups, and trash
 - After touching dirty surfaces like floors, walls and soiled carriers and equipment
- Employees must be vigilant to maintain six (6) feet of distance while removing or bringing in items to walk-in coolers or storerooms.
- Staff must properly use gloves during food preparation.

Prevention Measures

- Each employee will have an assigned workstation and should limit interactions with other workstations whenever possible.
- Minimize handling cash, credit cards, and mobile devices, whenever possible.
- Practice routine cleaning and disinfection of frequently touched surfaces, such as workstations, cash registers, table tops, touch screens, door handles, refrigerator door handles, microwave door handles and buttons/keypads, light switches and cover plates, counter tops.
- All food served to students must be covered and/or individually wrapped. Dining utensils are individually wrapped. All meals must be served as a unit.

**ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR
NUTRITION AND FOOD SERVICE STAFF**

- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food or utensils.
- Any food and beverage items served from food service staff will be served by staff following safety and sanitation guidelines, including appropriate personal protective equipment (PPE).
- Staff will increase the frequency of cleaning and sanitizing and keep sanitation charts updated. Pay special attention to cleaning “high-touch” areas.
- Staff will sanitize all surfaces and equipment at days end.
- Managers will complete daily safety and sanitation checklists.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR INSTRUCTIONAL STAFF

In addition to these COVID GUIDELINES, all custodial and maintenance employees must follow facilities documented standard procedures for routine cleaning and disinfecting.

ITEMS THAT NEED TO BE SPECIFICALLY DISINFECTED DURING A PANDEMIC:

- **Restrooms/Bathrooms:**
 - Door knobs or handles
 - Light switches and cover plates
 - Paper towel dispenser knobs or handles
 - Faucet handles
 - Toilet and urinal flush levers
 - Toilet and urinal partitions, doors (including knobs, levers or slides)
 - Other items identified locally
- **Locker rooms:**
 - Door knobs or handles
 - Light switches and cover plates
 - Other items as identified on the checklist provided
- **Classrooms and Office Spaces:**
 - Door knobs or handles
 - Light switches and cover plates
- **Other locations:**
 - Nurse's Office
 - Stairway handrails, doorknobs, light switches
 - Hallway door knobs, handles, drinking fountain faucets
 - Vending machines
 - Other items identified
- Special cleaning and disinfecting processes, including wiping down walls.
- Always follow label directions on cleaning products and disinfectants. Be sure to read the label directions carefully and review SDS (safety data sheets). **Prior district training requires the use of gloves for all cleaning and disinfecting procedures regardless of SDS requirements.** For spray application of disinfectants safety glasses or goggles shall be worn again regardless of SDS requirements. Dwell time (wet time on surface) for the application of disinfectants shall be observed as outlined in application instructions.
- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.
- District provided tools shall be cleaned/ disinfected prior to use.
- Permission is granted to maintenance employees to travel in district vehicles to a maximum of two individuals both of which must wear face coverings for the duration of trip.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR INSTRUCTIONAL STAFF

In addition to these COVID GUIDELINES, all instructional employees must:

Health & Safety

- Staff will model frequent hand washing/hand sanitizing for students throughout the school day, including upon entering/exiting the classroom.
- Staff may wipe down and sanitize classroom desks and changing stations when students vacate the classroom in the middle of the day. Cleaning products and proper training will be provided.
- **SPECIAL EDUCATION TEACHERS/ED TECHS:** Determination of additional PPE requirements will be made by the Special Education Director based upon the unique needs of each student/situation. Additional PPE may be required for staff working with young children, students with IEPs or student's with specialized health plans such as, but not limited to:
 - Clear face coverings
 - Face shields
 - Kevlar sleeves/arm protectors
 - Gloves
 - Gowns
 - Plexiglas barriers for student desks

Shared Objects

- Teachers should do the following with respect to shared objects:
 - Discourage the sharing of items that are difficult to clean or disinfect.
 - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
 - Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, manipulatives, and other equipment) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.
 - Avoid sharing electronic devices, toys, books, and other games or learning aids.
 - Remove any furniture, toys, rugs, elimination of locker use, and other items that cannot be easily cleaned each day.
- Prior to being eligible to substitute within the East Millinocket School Dept., substitutes must complete a district sponsored training program. This training program will now include specific information regarding sanitization practices required for each of the categories listed above.

**ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR
INSTRUCTIONAL STAFF**

- All substitutes must then follow the specific guidelines listed above for the areas within which they substitute.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR NURSES

In addition to these COVID GUIDELINES, all nurses must:

- Use appropriate PPE when working with students and staff who visit the nurse's office.
- Frequently sanitize the nurses' station and medical equipment as well as areas used for isolation of suspected COVID-19 cases.
- Keep district administration abreast of any notable health trends, and especially any suspected or confirmed cases of COVID-19.
- Nurses should be vigilant and attend to reporting and documentation obligations, including and especially [NNDSS](#).

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

In addition to these COVID GUIDELINES, all social workers, counselors, and coordinators must:

- Support SEL health of students upon reentry in buildings.
- Limit home visits to emergency situations only. Employees should follow the same prevention guidelines above (masks; 6-foot distance, travel guidelines) and remain outside the home whenever possible. No home visits should be made without prior approval from the employee's supervisor.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

In addition to these COVID GUIDELINES, all technology employees must:

- Staff should continue to attempt troubleshooting tasks remotely.
- Technology staff members may not work on/troubleshoot a device in close proximity to other staff members. A distance of at least six (6) feet must be maintained at all times.
- When working on other individuals' devices, gloves should be worn at all times, and the portion(s) of the device being worked on should be disinfected providing that doing so will not harm the device. Staff will be provided with wipes to accomplish this purpose.
- After all incidents of working on other people's devices, the Technology staff must wash their hands for at least 20 seconds and/or use hand sanitizer.
- Technology staff will devise a system/furniture set up in their own workspaces that will encourage or prevent others from passing a certain point/entering the room.
- Technology staff will encourage staff to drop off devices in need of service. The technology staff will then work on devices without staff waiting to minimize contact.
- When meeting with outside vendors, Technology staff must wear face coverings and require vendors to do the same.
- Technology staff will clean their own workspaces, equipment, desks, devices, etc. daily.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

In addition to the East Millinocket School Dept. COVID GUIDELINES, all coaches and stipend positions must maintain adequate cleaning schedules, which will be created and implemented for all athletic facilities to mitigate any communicable diseases. Until an MPA guidance document is produced, please use the [National Federation of State High School Associations Document](#) for detailed guidance.

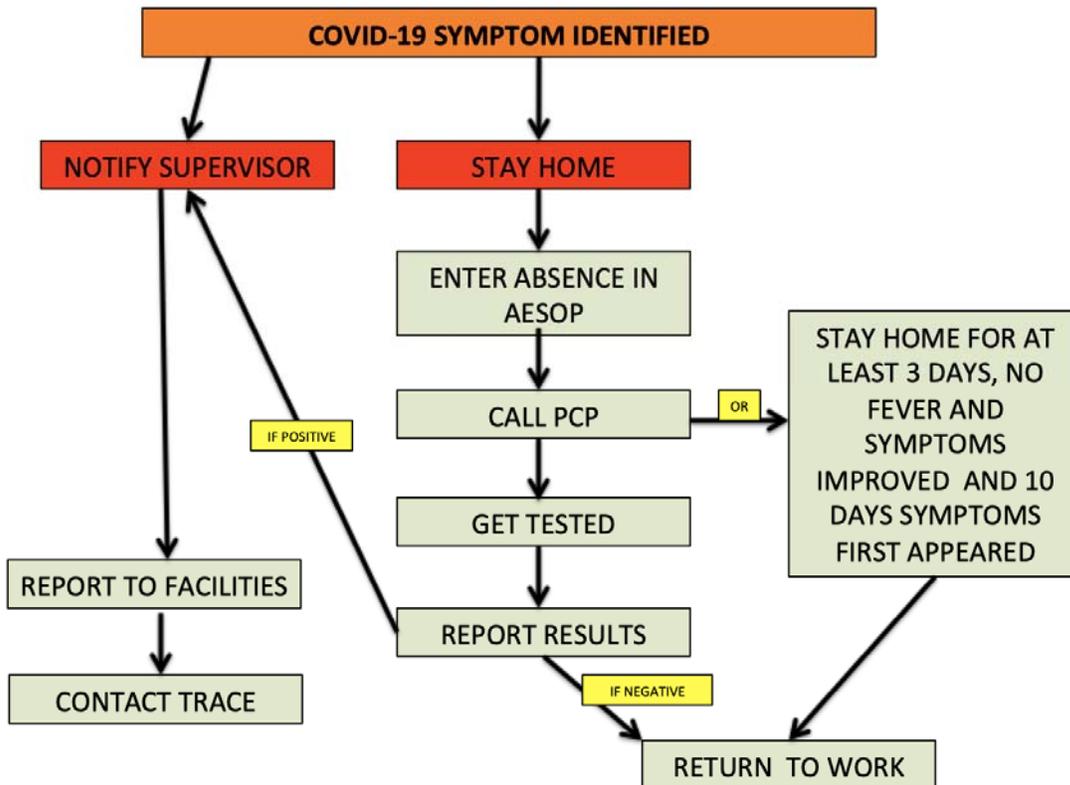
ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

APPENDIX:

CDC TRAINING VIDEOS:

- [Cloth Face Coverings Do's and Dont's](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Stop the spread of germs](#)
- [Know the Symptoms of COVID-19](#)

GUIDELINES FOR REPORTING ILLNESS-STAFF



ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

GUIDELINES FOR REPORTING ILLNESS - SUPPORT STAFF

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

** Prior to accessing FFCRA Leave, an employee must submit an FFCRA Leave Request. East Millinocket School Department may require medical documentation or certification in order to approve an FFCRA Leave Request.*

** Any employee showing symptoms of COVID-19 may only return to work after meeting the standards recommended by the CDC. Any employee who exhausts their FFCRA Leave and/or contractual leave may request an unpaid leave of absence from the Superintendent. The decision to grant such a request is subject to the Superintendent's discretion.*

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

RETURN TO WORK PLAN FOR EMPLOYEES WHO HAVE TESTED POSITIVE FOR COVID-19

East Millinocket School Department will comply with CDC recommendations regarding employees' return to work after testing positive for COVID-19. Under the current CDC guidance, an employee who has tested positive for COVID-19 will NOT be able to return to work until:

- the employee has gone three days without exhibiting symptoms of COVID-19, and at least ten days have passed since the employee's symptoms appeared; OR
- the employee has received two negative COVID-19 test results from specimens taken more than 24 hours apart.

If an employee has been out of work due to testing positive for COVID-19 and the employee has used personal sick leave, FFCRA or FMLA leave, the employee will need to provide a medical note stating that they are medically cleared to return to work prior to doing so.

RETURN TO WORK PLAN FOR EMPLOYEES WHO HAVE BEEN SELF QUARANTINED DUE TO EXPOSURE TO COVID-19

Employees who believe they have been exposed to COVID-19 should STAY HOME, CONTACT THEIR SUPERVISOR, follow [CDC Guidelines for quarantine and self isolation](#), and contact their PCP. Employees who have been tested and the results were negative should communicate those results to their supervisor. Once done, the supervisor may allow the employee to return to work and forward paperwork along to the Human Resources Manager- Luci Milewski. Employees who have not been tested but who have exhibited symptoms of COVID-19 may not return to work until the employee has gone three days without exhibiting symptoms of COVID-19, and at least ten days have passed since the employee's symptoms appeared.

PLAN FOR "HIGH RISK" EMPLOYEES

The East Millinocket School Department will work with each individual employee to provide reasonable accommodations to employees who may be in need. Communication is the key to the establishment of effective accommodations for employees. Any employees who have a medical condition that is considered to be in a "high risk" category" should communicate with their supervisor and provide medical documentation. This will allow the East Millinocket School Department to review the circumstances and to understand if accommodations may be made and if there is a need for remote work. Given that we work in a school system in which the majority of students will be at school, there may or may not be remote work available. Those employees who must be out and who are unable to work remotely, will need to use available leave provided in the appropriate employment agreement/negotiated contract. Additionally, employees may have access to additional leave via FFCRA or FMLA.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

COVID-19 RETURN TO WORK AGREEMENT

The East Millinocket School Department must adhere to the guidelines set forth by the CDC as well as the State of Maine in response to COVID-19. Our goal is to continue to minimize the interaction and risk of possible transmission of COVID-19 between employees. Work schedules and workspaces may have been modified or reassigned to ensure employees are safe and able to comply in accordance with this COVID-19 Return to Work Agreement.

Employees will acknowledge, understand, and agree that while working in at the East Millinocket School Department school building they will adhere to the following protocol:

1. Employees will complete a self-screening assessment daily to check for symptoms of COVID-19. Certain responses will require that employees remain home. In this event, they will contact their supervisor immediately.
2. Employees will enter the building with a face covering each day.
3. Employees will wear their face covering/mask/shield when in the presence of others (i.e. restroom, hallway, any suites, conference rooms, communal areas, etc.) or maintain six (6) feet of distance--about two arm's length- at all times throughout the workday.
4. Employees will practice [proper handwashing guidelines](#) and use hand sanitizer upon entering the workplace and throughout the workday. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after coughing/sneezing and using the restroom.
5. If during their workday, an employee begins to experience any signs and symptoms of respiratory illness or spike a fever of 100.3°F or higher, they will notify their supervisor immediately to avoid exposing others in the workplace.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

6. Employees will notify their supervisor if they, or anyone in their household, has been confirmed to have COVID-19. As a response to protect the health and safety of our workforce, we will notify the Facilities Director so the work areas can be sanitized and will follow the CDC guidelines to notify all employees that have come in contact with and/or have been exposed to this person in the most confidential manner possible.
7. Employees will minimize face-to-face meetings by utilizing alternative methods to move projects forward (i.e. email, conference call, phone call, web-based meetings).
8. Employees will follow any additional guidelines established for my specific job role and essential travel guidelines which are included in this document.
9. Employees should watch the CDC training videos included and understand the expectations.

This document will serve as an East Millinocket School Board policy. We are confident that staff will comply and if issues arrive we will guarantee employees due process. Employees will be notified of updates as guidance may change.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS

SELF-ASSESSMENT REQUIRED DAILY BY ALL STAFF:

1. Name
2. Phone Number
3. Have I been out of the state (with the exceptions of: NH, NY, NJ, VT, CT) in the last 14 days?
4. Do I or have I been living with anyone who is sick or quarantined?
5. Do I or have I been around anyone exhibiting these symptoms within the last 14 days:
 - a. Do I or have I had a loss of taste or smell?
 - b. Do I or have I had shortness of breath?
 - c. Do I have a fever or feel feverish?
 - d. Do I have a cough or sore throat?
 - e. Do I feel unwell today?