

COVID-19 Preparedness Plan

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All guidance and policies are subject to change as conditions warrant.

Intent

Summit Academy OIC is committed to providing a safe and healthy environment for all of our students and employees. Our goal is to mitigate the potential for transmission of COVID-19 in the classroom, workplace, and community.

Leadership will continue to monitor CDC and MDH guidelines as well as the COVID situation, making changes as needed and as appropriate.

All students, employees, and visitors are responsible for implementing and complying with all aspects of this COVID-19 Preparedness Plan with the full support of Summit’s leadership.

Vaccination

- As the COVID delta variant continues to spread, **Summit strongly encourages all staff to get vaccinated against COVID-19**. Getting vaccinated against COVID-19 is one of the best ways to protect yourself and everyone around you. All the COVID-19 vaccines offer very good protection and are provided at no-cost.

Work on site

- **With the wide availability of the COVID vaccine, Summit seeks to balance the benefits of in-person learning with appropriate health and safety protocols across our campus community.**
 - Any staff member working on site
 - **Must be healthy:** An employee who experiences fever and/or respiratory symptoms should not report to work. Instead, the employee should contact their immediate supervisor for further direction. The employee should also contact their health care provider. See also <https://mn.gov/covid19/get-tested/index.jsp> for resources.
 - **Will participate in a health screening**
 - Effective August 25, 2021, all employees of Summit Academy who are not on PTO **must respond to a health screening questionnaire no later than 9am**. Staff may have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.
 - <https://forms.gle/DLGnuL4rNcEVsGAF9>
 - Time spent waiting for the health screening should be recorded as time worked for nonexempt employees
 - If an employee answers yes to any of these questions, they should not come to campus. If they do arrive on campus, they will be isolated and sent home.
 - Any worker who can leave immediately will be directed to do so. Employees who were dropped off will be expected to either wait in their own private office or to wait in the nursing/lactation room until either their rides arrive or arrangements can be made to transport them home.
 - When an employee who was sent home can return to work will depend on their symptoms, possible tests results, vaccination status, CDC or health department guidance, and the recommendations of their health care provider. Supervisors are asked to consult internal decision making guidance as well as that of the CDC and MDH in coordinating the return of an employee.
- While working on-site, employees are to
 - Wear face-masks over the nose and mouth while in the building to prevent spread. Face shields are not an appropriate face-covering.
 - Maintain appropriate social distancing as recommended by public health agencies. Current social distancing recommendations encourage 6ft or two arms lengths between individuals.
 - Clean and disinfect high-touch areas in offices and classrooms after use by the employee at the end of shift, including but not limited to desks, chairs, keyboards, touch screens, controls, door handles, telephones, etc. See facilities staff for cleaning supplies.

Face-masks

- All staff, students, guests, and visitors are required to wear masks over their nose and mouth while in the building to prevent the spread of disease. Face shields are not an appropriate face-covering and are not approved to replace masks.
- Employees should seek specific accommodation in coordination HR and their supervisor if they are unable to wear a face mask.

Social distancing

- As recommended by public health agencies, all staff, students, guests, and visitors are asked to maintain appropriate social distancing. Current social distancing recommendations encourage 6ft or two arms lengths between individuals.

Cleaning and disinfection

- The SAOIC spaces will be cleaned and disinfected on a schedule appropriate to their use.
- Approved supplies will be stocked by maintenance and distributed to offices and classrooms throughout the campus.
- At the conclusion of each class period, faculty members supervising the classroom environment will require students, faculty, or other staff present to wipe down that classroom's hard surfaces with an appropriate disinfectant. Hard surfaces include, but are not limited to, classroom desks and tables; hard-surface chairs, chair backs, and chair arms; computer keyboards, mice, screens, monitors, and monitor bezels; drawer/cabinet pulls; door handles and push panels; and any other high touch surface. Gloves will be available to any person asked to participate in routine disinfecting.
- Employees are expected to clean and disinfect high-touch areas in offices and classrooms after use by the employee at the end of shift, including but not limited to desks, chairs, keyboards, touch screens, controls, door handles, telephones, etc.

Dining Services

- Dining services will have limited hours of operation and limited offerings until further notice.

Students

- Training will be flexibly adjusted to balance the benefits of in-person learning with appropriate health and safety protocols to the extent authorized by our accrediting and licensing bodies. Emergency steps will be taken that are appropriate to and aligned with the current situation and with the recommendations of public health agencies. Flexibility is appreciated as Summit responds to the dynamic situation.
- Students must be healthy to participate in in-person training. Students will be screened upon arrival on campus. Those exhibiting symptoms will be asked to leave campus and isolated until they are able to do so.
- As recommended by public health agencies, students will practice appropriate social distancing in classrooms, labs, and other training and common spaces on the SAOIC campus. Current social distancing recommendations encourage 6ft or two arms lengths between individuals.
- Students are required to wear masks over their nose and mouth in the building at all times. Face shields are not an appropriate face-covering and are not approved to replace masks.

- Academic Programs will set and enforce appropriate health and safety standards. Academic Programs will be supported by all staff in this effort.

Visitors and guests

- It is the **employee's responsibility** to communicate with guests, visitors, deliveries, and appointments prior to their arrival that they
 - Are required to wear a face-mask over their nose and mouth while in SAOIC buildings. Face shields are not an appropriate face-covering and are not approved to replace masks.
 - Must be healthy. A visitor, guest, or other appointment who experiences fever and/or respiratory symptoms should not come to Summit Academy OIC.

Incident Forms

- Incident: at this time, a COVID incident is either
 - An individual tests positive for COVID-19
 - Or
 - An individual has had close contact with a positive COVID case

At this time, close contact with an individual who had close contact is not considered an incident. If the original exposure does test positive, then close contact with that individual is an incident.

- Student
 - Any staff member learning of a student with a COVID incident will tell the Program Manager. The Program Manager will begin a student incident form and take appropriate steps including but not limited to collecting additional information on dates of test/exposure, last day on campus, vaccination status, and possible close contacts.
 - Program Managers will inform their director and so on up to and including the leadership team who will review the incident to determine other campus or staff impacts.
 - Steps, communication, timelines, and other pertinent information over the course of the incident will be included on the incident form.
 - Once the incident is complete, the Program Manager will submit the form to HR for filing and storage.
- Staff
 - Staff members will inform their supervisor of a COVID incident. The supervisor will begin a staff incident form and take appropriate steps including but not limited to collecting additional information on dates of test/exposure, last day on campus, vaccination status, and possible close contacts.
 - Supervisors will inform their manager and so on up to and including the leadership team who will review the incident to determine other campus or staff impacts.
 - Steps, communication, timelines, and other pertinent information over the course of the incident will be included on the incident form.
 - Once the incident is complete, the supervisor will submit the form to HR for filing and storage.

Updates to Employee PTO and FMLA policies

- **Please consult the Employee Handbook for PTO and FMLA policies**
- **COVID-19 amendments to Employee policies: negative PTO balance**
 - See Temporary PTO Guidelines for Summit Academy, 19 March 2020
 - Once PTO is exhausted and an employee lacks sufficient PTO to cover time away due to COVID-19 circumstances, an employee may be allowed to use PTO in advance of earning it, up to 80 hours, regardless of that person's length of service with Summit Academy. The employee would then replenish their PTO Bank as future months' earnings accrue to their account and once all 80 hours are replenished, they would then return to positive territory and would follow normal PTO policy thereafter. If an employee that uses PTO in advance leaves the organization before replenishing all hours, the remaining balance will be adjusted in their final pay.
- **No other amendments have been approved at this time**

Quarantine and Isolation guidance

The following summary is informed by CDC guidance and is provided for general awareness. Please always consult the most current public health information.

Definitions:

- You **quarantine** when you might have been exposed to the virus.
- You **isolate** when you have been infected with the virus, even if you don't have symptoms.

Summit will respond to each situation based on the details of the case. Summit may choose to be *more* cautious than these recommendations indicate.

If you then,
Feel healthy No close contact** with a person with COVID 19	Complete daily health screen Monitor for any change in status or symptoms.
Feel healthy Close contact** with a person who had <i>close contact**</i> with a person with COVID 19	Complete daily health screen Monitor for any change in status or symptoms.
Feel healthy Close contact** with a person with COVID 19	<p><u>Unvaccinated</u></p> <p>Stay home (quarantine) for 14 days from last contact with a person with COVID-19; watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19; and consult your healthcare provider.</p> <p>If individual seeks a COVID test, it is best to do so 3-5 days after exposure</p> <p>If COVID test is positive, see guidance: Have a positive COVID 19 test result</p> <p>Exceptions: The local public health authorities may shorten quarantine recommendations</p> <p><u>Vaccinated</u></p> <p>People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have symptoms</p> <p>Get tested 3-5 days after exposure</p> <p>Wear a mask for 14 days following exposure or until negative test result</p>
Have COVID 19 symptoms	<p>Self-isolate, monitor symptoms, get COVID-19 test, consult your healthcare provider.</p> <p>Persons think they have COVID-19 and who have symptoms can be around others after:</p> <ol style="list-style-type: none"> 1. At least 10 days have passed since symptoms first appeared <p>AND</p> <ol style="list-style-type: none"> 2. 24 hours with no fever without the use of fever-reducing medications

	<p>AND</p> <p>3. Other symptoms of COVID-19 are improving.</p> <p>*loss of taste and smell may persist and need not delay the end of isolation</p> <p>If COVID test is positive, see guidance: Have a positive COVID 19 test result</p>
<p>Have a positive COVID 19 test result</p>	<p>Self-isolate, monitor symptoms, consult your healthcare provider.</p> <p><u>Symptoms</u></p> <p>Persons who have COVID-19 and who have symptoms can be around others after:</p> <ol style="list-style-type: none"> 1. At least 10 days* have passed since symptoms first appeared <p>AND</p> <ol style="list-style-type: none"> 2. 24 hours with no fever without the use of fever-reducing medications <p>AND</p> <ol style="list-style-type: none"> 3. Other symptoms of COVID-19 are improving. <p>*loss of taste and smell may persist and need not delay the end of isolation</p> <p><u>No symptoms</u></p> <p>Persons who test positive for COVID-19 who never develop symptoms can be with others after 10 days have passed since a positive viral test for COVID-19</p>

** close contact = within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period

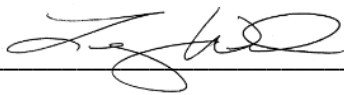
CDC guidance on quarantine and isolation: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fend-home-isolation.html

Communication

- Summit has hosted Health and Safety presentations for all staff starting the week of 4 May 2020 and continuing through the pandemic.
- Summit has also held multiple Town Hall meetings for all staff to hear concerns and relay information. All directors and managers have been encouraged to discuss guidelines and concerns with their teams.
- The COO and Director of HR have provided guidance to all staff via email.
- Signs and posters will be placed throughout the campus and displayed on screens in campus common areas.
- Updates will be shared with staff, students, guests, and visitors as necessary using the most appropriate means for that communication.

Management and supervision

- The Chief Operations Officer (COO) and the Director of HR will conduct necessary oversight to ensure implementation of these steps.



Leroy West, Vice President and Chief Operations Officer