

Mounds View Public Schools Ends and Goals Regulation

EG-3106 Health and Safety

The following regulations are written to support Policy EG-3106:

HEALTH AND SAFETY

Purpose

Mounds View Public Schools has developed a District Health & Safety Policy to promote safe and healthful working and learning conditions for our employees and students. In addition to adopting a District Health & Safety Policy, Mounds View Public Schools, has incorporated several other health and safety programs in regulation that not only promote employee/student safety, but insures compliance with local, state and federal regulations. Such programs are also used to follow industry “best practices”. These programs include:

- | | |
|------------------------------|--------------------------|
| - Asbestos Awareness | -Fire Prevention |
| - Bloodborne Pathogens | -Community Right to Know |
| - Compressed Gas | -Confined Space |
| - Crisis Plan | -Employee Right to Know |
| - First Aid/CPR | -Hazardous Waste |
| - Hearing Conservation | -Chemical Hygiene |
| - Lead in Water | -Radon |
| - Lockout/Tagout | -Playground Safety |
| - UST/AST | -Aerial Lift |
| - Indoor Air Quality | -Lead in Paint |
| - Integrated Pest Management | -Machine Guarding |

General Statement of Policy

It is the policy of Mounds View Public Schools to have a District Health & Safety Program in place to protect the health and safety of employees, students and visitors. All employees must follow safe working practices, obey rules and regulations and work in a way that maintains the high safety and health standards developed and sanctioned by the school.

Planning and Implementation

The Maintenance & Health and Safety Manager with direction from outside consultants and professionals, is responsible for planning and implementation of the District Health & Safety Policy.

Provisions of the Policy

The District Health & Safety Policy includes this regulation that:

- Develop a Health & Safety Regulation available through the Maintenance & Health and Safety Manager, implement procedures that outline how administrators, supervisors, and employees are responsible for implementing this Health & Safety Regulation, and how the program will be established, measured, and maintained.
- Develop and implement procedures for employees to report hazardous conditions and guidelines for timely response.
- Develop and implement procedures for investigating and analyzing accidents, including injuries, illnesses, property damage, and near-misses.
- Develop and implement procedures for hazard and accident prevention through the use of appropriate control measures and preventive maintenance.
- Develop and implement procedures for responding to workplace emergencies.
- Identify training needs and provide training as appropriate.
- Communicate safety responsibilities, procedures, hazards, and controls to all affected employees.

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- Organize a safety committee and hold meetings at least quarterly.
- Assess internal and external resources that may be necessary (human, financial, outside resources) to implement this program.

Roles and Responsibilities

Employees and students, including supervisors and senior administration, must adhere to the environmental, health, and safety rules and regulations as established by the district. Assigned responsibilities are listed below:

- **Administrators** (including board members, superintendent, principals, and business managers) show commitment to health and safety by the following:
 - Provide leadership and resources needed to carry out the stated school objectives.
 - Establish rules and programs to promote safety and communicate these to all employees.
 - Assign clear responsibilities for the various aspects of safety and give employees authority to perform their duties.
 - Identify health and safety training needs, and support training efforts.
 - Enforce health and safety rules and regulations, and record violations of rules.
 - Promote a positive attitude toward safety and health.
 - Provide employees with all required personal protective equipment.
 - Listen to employee concerns and follow through to correct hazards.
 - Participate in and/or support the safety committee.
 - Encourage employee involvement in environmental, health, and safety activities.
 - Conduct and/or support accident/incident investigations, and review accident/incident reports.
 - Require good housekeeping.
 - Require the district preventive maintenance program be established and followed.
 - Train employees on what to do in emergency situations.
 - Review the Health & Safety Policy annually with input from the safety committee, make appropriate revisions, and communicate revisions throughout the organization.
- **Supervisors** show commitment to environmental, health, and safety by the following:
 - Learn and follow safety instructions.
 - Employee representatives participate in the safety committee.
 - Take the initiative to correct known or suspected unsafe conditions, or unsafe acts, if within your control or expertise.
 - Report observed health and safety hazards to an administrator or safety committee member.
 - Report all accidents/incidents, including property damage and near-misses, to administration immediately upon occurrence.
 - Wear personal protective equipment as required for protection, and maintain the equipment in a sanitary manner.
 - Participate in health and safety training as necessary.
 - Participate in accident investigations and workplace inspections as requested by administration.
 - Review any safety communications distributed by the employer.
- **Employees** show commitment to environmental, health, and safety by the following:
 - Follow school safety policies, rules, and regulations.
 - Learn and follow safety instructions prior to start of work.
 - Participate in the district's safety committee.
 - Report unsafe conditions to supervisor or safety committee member.

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- Wear personal protective equipment as required for their protection and maintain the equipment in a sanitary manner.
 - Participate in health and safety training as necessary.
 - Review any safety materials distributed by the district.
- **The Safety Committee** is responsible for the following:
 - Conduct quarterly meetings to review accident reports, identify potential hazards, and address safety concerns raised by employees or administration.
 - Participate in accident investigations.
 - Participate in work area safety inspections as needed.
 - Provide input for creation of workplace safety and health rules.

Hazard Identification, Analysis, and Control

Mounds View Public Schools proactively identifies potential hazards, analyzes potential solutions, and implements controls as soon as feasible. To accomplish this, we:

- Conduct safety inspections of work areas on a regular basis:
 - Employees visually inspect their work areas on a daily basis.
 - Mock OSHA inspections are conducted on an annual basis.
- Conduct assessment of routine and new potentially hazardous tasks.
- Investigate equipment for potential safety and health problems prior to purchasing.
- Document whether new equipment/materials are designed with appropriate safety controls, or can be modified to comply with applicable regulations. (e.g. Machine Guarding)
- Evaluate health and safety implications when planning for remodeling or construction.
- Substitute with less hazardous or non-hazardous materials or processes when feasible.
- Solicit employee and safety committee input regarding hazard abatement options.
- Establish work orders for safety items, and assign high priority to these work orders.
- Follow a preventative maintenance program for equipment.

Hierarchy of Controls for Hazard Abatement

Mounds View Public schools works to prevent and control potential hazards within and outside the buildings by utilizing the following hierarchy:

- Engineering Controls — wherever possible, we eliminate the hazard; for example, removing old, unused chemicals that may cause undue harm or reactions, or removing chemicals that, by their nature, require an eyewash station. We also attempt to substitute, when feasible, non-hazardous substances, and low-hazard equipment. Guarding and ventilation are other examples of engineering controls.
- Administrative Controls — we encourage employees to follow safe work practices with equipment and in the course of their general duties. The health and safety rules are to be followed by administration, employees, and visitors. Affected employees are trained in job-specific safety. Job rotation is another example of administrative controls.
- Personal Protective Equipment (PPE) — when it is not possible to eliminate hazards, it may be necessary to wear personal protective equipment such as gloves, goggles, boots, and/or earplugs. Employees are required to wear PPE when dealing with certain hazardous situations and are trained on equipment as it is assigned.

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Communication

Mounds View Public Schools regards communication of health and safety issues as a continual process. Health and safety procedures are communicated through safety training at the beginning of an employee's new job assignment, whenever material, process, or procedural changes are implemented, and whenever the employer notices deficiencies in safe work practices.

In addition to training, posters, employee handbooks, handout materials and computer-based learning may also be utilized to communicate job safety and health information.

Safety communication also takes place through distribution of safety committee meeting minutes, which includes accident information, reported employee concerns, inspection findings, and status updates on safety items.

Training

Employees will be trained initially and annually on safety topics pertinent to their job tasks in the district. Training may include lecture and/or computer based training. The date of training, the training agenda, the name of the trainer and a sign-in sheet will be retained for each training session. Computer based training records are kept electronically.

Accident Investigation

Employees should immediately notify administration of any workplace accident or injury. When a medical emergency exists, any employee may immediately contact emergency medical responders by calling 911. Injuries that occur on the job, even minor injuries, must be reported to administration. The employee's supervisor or the buildings workers compensation contact person will complete the First Report of Injury Form and submit it to the districts Human Resources office. First Report of Injury forms are used to notify the Workers Compensation carrier. Recordable injuries are also entered on the OSHA 300 log by the Human Resources department.

The purpose of the accident and injury investigation is to determine the cause of the accident and identify steps to take to prevent a similar accident. The purpose is not to assign blame. Mounds View Public Schools investigates all events that have caused injury, illness, or property damage. The primary goal of accident investigations is to reduce and/or eliminate injurious situations.

In addition, OSHA 300 Logs will be reviewed quarterly at safety committee meetings, with employee names remaining anonymous.

The records are kept in the district office. Medical records will be confidential and kept in the district office for a period of thirty years after employment ends.

Following are the procedures for implementing an accident investigation (after first aid or emergency care is given):

- Inspect the accident scene (take pictures, notes, secure the area, survey physical materials)
- Interview injured person(s) and/or witnesses using the Accident Investigation Form (be careful not to place blame on any individual)
- Determine the cause of the accident/near-miss, if possible
- Identify corrective action and take action to resume operations
- Prepare report
- Follow up with Safety Committee

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STUDENT MEDICATIONS

Recognizing that some students have health conditions that require medication during the school day, the following provisions are established to provide for the safe administration of all medication administered or taken at school. **Medication will be administered by the Health Assistant or other trained staff member under the supervision of the Licensed School Nurse.** Medication will be kept in a locked cabinet unless the student is authorized to carry and self-administer own medication. **There is no school supply of any medication with the exception of epinephrine for emergency use.**

PRESCRIPTION MEDICATION

Short Term Medication needed for 10 days or less may be administered as prescribed by physician/licensed prescriber with written parent/guardian permission and instructions.

Long Term Medication or medication administered on an “as needed” (prn) basis will be administered only with written authorization of both physician/licensed prescriber and parent guardian. (Authorization Form available from the school health office.) Authorization must be renewed on a yearly basis. A verbal order from licensed prescriber to Licensed School Nurse will be honored for 48 hours.

Prescription medications sent to school must be in a current pharmacy container with the following information on the label: (Pharmacy will supply a duplicate, labeled container for school use upon parent/guardian request)

Student name

Medication name, strength, amount to be given, dispensing date, directions for use

Physician/licensed prescriber name

Pharmacy name, address, phone number

Self Administration of prescription medication by student (for management of e.g. Diabetes, Asthma, Severe Allergies): When appropriate a student may carry and self-administer a prescribed medication upon completion of the **Self-administration of Prescription Medication** form by parent/guardian and student and assessment by the Licensed School Nurse. Physician/licensed prescriber instructions and guidelines will be incorporated into the student's plan. Medications covered by the Federal Narcotics Act (e.g. Ritalin/Methylphenidate, Adderall, Concerta, Dexedrine, Codeine) will only be administered in the health office.

OVER-THE-COUNTER (OTC) MEDICATION

Over-the-counter (OTC) medication (e.g. cough/cold remedies, antihistamines, pain relievers) may be administered with written parent/guardian permission and instructions.

Over-the-counter (OTC) medication must be supplied by the parent/guardian in the original container with an intact manufacturer label. There is no school supply of any medication.

Self-administration of over-the-counter (OTC) medication: Senior High students (grades 9-12) may, with parent/guardian knowledge and approval, carry and self-administer OTC medication. Medication must be carried **in the original container with an intact manufacturer label.**

Students are prohibited from sharing any medication, including over-the-counter (OTC) medications with another student. Violation of this regulation will be considered a violation of the Student Rights and Responsibilities Policy/Regulation EG-3109.

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REFUSAL TO ADMINISTER MEDICATION: School may refuse to administer any medication on the recommendation of the Licensed School Nurse in the following situations:
Amount of medication to be given exceeds the recommended daily dose.
Medication is not listed in prescription/non-prescription formularies.
If parent/guardian permission for Licensed School Nurse to communicate with licensed prescriber is denied.

MEDICATION CHANGES: The parent/guardian is responsible to notify the Licensed School Nurse and obtain the appropriate physician/licensed prescriber authorization.

DISCONTINUED MEDICATION; The parent/guardian is responsible to notify the Licensed School Nurse when medication administered at school is discontinued. Medication will be returned to parent/guardian upon request or destroyed.

END OF YEAR: Unused medication be returned to parent/guardian upon request or destroyed.

STOCK SUPPLY OF EMERGENCY EPINEPHRINE

The District will obtain and possess epinephrine auto-injectors to be maintained and administered by trained school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis.

Administration of this emergency medication may take place regardless of whether the student or other individual has a prescription for an epinephrine auto-injector.

TRAINING

The building principal and licensed school nurse will identify appropriate staff to be trained at each school site.

Training for designated school staff will be conducted by the licensed school nurse at least annually and will include:

- Signs and symptoms of anaphylaxis
- Common anaphylaxis triggers
- Appropriate administration of epinephrine, including dosage differentiation
- Activation of emergency personnel
- Follow-up and notification procedures

STORAGE/ACCESS

Stock epinephrine will be clearly labeled and stored in a location that will be secure, but accessible by trained personnel during the school day only. Specific storage decisions will be made by the building principal and licensed school nurse at each site.

A minimum of one epinephrine auto-injector will be available at each school site.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

These regulations will govern enforcement of Bloodborne Pathogens Standard, 29CFR 1910.1030.

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JOB CLASSIFICATIONS WITH OCCUPATIONAL EXPOSURE RISK

All employees in the following job classifications have been identified as having occupational exposure risk to bloodborne pathogens:

1. School Public Health Nurses
2. Substitute School Public Health Nurses
3. Health Assistants and Health Assistant Backups
4. Coaches of contact sports
5. Special Education employees who work with students who behave aggressively (i.e. biting and scratching) or who work with students needing diapering and suctioning

TASKS AND PROCEDURES WITH OCCUPATIONAL EXPOSURE RISK

The following tasks and procedures have been identified as posing potential risk of exposure to infectious materials for bloodborne pathogens.

1. Administering of medications by parenteral route (intra dermal, subcutaneous, intramuscular or intravenous)
2. Monitoring of blood glucose levels
3. Providing first aid for injuries where blood is present
4. Cleaning up body fluid spills
5. Suctioning and lavaging of oral or tracheal secretions
6. Performing any procedure or task that involves the handling or likely exposure to: blood, semen, vaginal secretions, or any body fluid that is visibly contaminated with blood as well as all body fluids in situations where it is difficult to identify the content

INFORMATION AND TRAINING

1. Independent School District #621 will ensure that all employees with occupational exposure risk participate in a training program during working hours at no cost to the employee.
2. Training will be provided at the time of initial assignment to tasks where risk of occupational exposure may take place. All current personnel with occupational exposure risk will be trained as soon as possible after the OSHA effective date and at least annually thereafter.
3. The District training program consists of the specific elements required by OSHA and shall cover the following:
 - A. A copy of the standard and an explanation of contents

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- B. A discussion of the epidemiology and symptoms of bloodborne disease
- C. An explanation of the modes of transmission of bloodborne pathogens
- D. An explanation of the Mounds View School District Bloodborne Pathogen Exposure Control Plan and a method of obtaining a copy
- E. The recognition of tasks that may involve exposure
- F. An explanation of the use and limitation of methods to reduce exposure; for example, work practices and personal protective equipment
- G. Information on the use of gloves
- H. Information on the hepatitis B vaccination, including efficacy, safety, method of administration and benefits as well as the location and procedure for receiving the cost-free vaccination
- I. Information on the appropriate action and persons to contact in an emergency involving blood or other potentially infectious materials
- J. An explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up
- K. Information on the evaluation and follow-up required after an employee exposure incident
- L. An explanation of the signs and labels

PROCEDURES

1. Precautions should be taken by employees to protect any open breaks in the skin of the hands, including cuts and abrasions, with an appropriate bandage and gloves. These preventive measures should be initiated prior to attending to activities with potential for exposure.
2. Gloves shall be worn when it can be reasonably anticipated that the employee may have hand contact with blood, other potentially infectious materials, mucous membranes and when handling or touching contaminated items or surfaces. Disposable single use gloves shall be replaced as soon as practical when contaminated and will not be washed or decontaminated for re-use. Utility gloves, such as "Rubbermaid" cleaning gloves may be used and washed for cleaning purposes. Disposable gloves and utility gloves must be discarded if they are torn, punctured or exhibit other signs of deterioration.
3. Eye/nose/mouth protection shall be worn whenever there is a risk of contamination from blood or body fluid splashes, spray or spatter.
4. Resuscitation mouthpieces will be available for use in areas where need is predicted.
5. Any reusable devices will be sterilized or disinfected with an Environmental Protection Agency (EPA) approved disinfectant. Disposable materials will be put in a biohazard-labeled (red bag) waste container.

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6. Needles will not be bent, broken, recapped or manipulated. Needles and sharps will be disposed of in a puncture-resistant container located as close as possible to the area of use. A sharps container will be located in the health office.

Broken glassware will not be picked up directly with the hands. It will be cleaned up using a mechanical device and disposed of in a puncture proof container.

DECONTAMINATION

1. Personal
 - a) Employees should wash hands when arriving at work, before and after each potential risk of exposure (including before and after using latex gloves), after use of toilet facilities, before eating and serving food, before and after diaper changing and prior to leaving work.
 - b) Skin surfaces will be washed after accidental exposure to blood or body fluids.
 - c) If soap and water are not available, an antiseptic towelette or an antiseptic hand cleaner and clean paper towels shall be used. Hands are to be washed with soap and running water as soon as feasible.
2. Cleaning and Decontamination of Spills
 - a) Chemical germicides that are approved for use as hospital disinfectants (tuberculocidal), when used at recommended dilutions, will be used to decontaminate spills of blood and other body fluids.
 - b) Contaminated areas will be flooded with liquid germicide before cleaning, soaked up with disposable towels and then decontaminated with fresh germicidal chemical after cleaning.
 - c) Utility or disposable latex gloves must be worn during the cleaning and decontamination procedure.
 - d) A fresh mixture of a 1:10 bleach solution will be mixed as needed and be available to staff in the health office or in the custodial/office area.
3. Reusable Instruments and Equipment
 - a) Reusable instruments and equipment will be cleaned with gloved hands.
 - b) These items will be soaked as soon as possible in an EPA approved sterilant or disinfectant and not scrubbed so as to prevent spatter of particles into the air.
 - c) These items will be reprocessed by sterilization methods or high level disinfectant appropriate for the type of instrument. Manufacturers' instructions for recommended disinfectant/sterilization procedures will be followed and listed on reusable equipment.

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4. Linen and Clothing
 - a) Linen which is soiled with blood or other infectious body fluids will be handled with gloved hands and put directly into a red or biohazard labeled bag for disposal.
 - b) Contaminated clothing will be removed as promptly as possible and placed in a red or biohazard labeled bag.
 - 1) Contaminated clothing of injured person is sent with him/her.
 - 2) Contaminated clothing of care giver will be cleaned or replaced at no cost to the employee.
5. Routine Cleaning of Surfaces
 - a) Routine cleaning of furniture and floors is sufficient for inactivation of microorganisms.
 - b) Cleaning of walls, blinds and curtains is recommended only if they are visibly soiled.
 - c) Trash waste and disposable articles soiled with blood or other infectious body fluids will be bagged.

HEPATITIS B VACCINE AND POST-EXPOSURE FOLLOW-UP

The Mounds View School District shall make available the hepatitis B vaccination series and post exposure follow-up to all employees who have the potential for risk of occupational exposure, and/or to employees who have had an exposure incident.

The Mounds View School District shall ensure that all medical evaluations and procedures including the hepatitis B vaccination series and post exposure follow-up, including prophylaxis are:

1. Made available at no cost to the employee
2. Made available to the employee at a reasonable time and place
3. Performed by or under the supervision of a licensed physician or by or under the supervision of another appropriate licensed health care professional
4. Provided according to the recommendation of the U.S. Public Health Service

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

Hepatitis B vaccination shall be made available after the employee has received the training in occupational exposure and within 10 working days of initial assignment to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune or the vaccine is contraindicated for medical reasons.

If the employee initially declines hepatitis B vaccination but at a later date, while still covered under the standard, decides to accept the vaccination, the vaccination shall then be made available at no cost to the employee.

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All employees who decline the offer of hepatitis B vaccination shall sign the required OSHA waiver indicating their refusal.

If at some future date, the U.S. Public Health Service recommends a routine booster dose of hepatitis B vaccine, such booster doses shall be made available at no cost to the employee.

1. Post Exposure Procedure and Medical Evaluation

All employee exposure incidents shall be reported, investigated and documented when an employee incurs an exposure incident. The exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

- a) Document the route of exposure and the circumstances under which the incident occurred.
- b) Identify and document the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- c) The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the Mounds View School District shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
- d) When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- e) Results of the source individual's testing shall be made available to the exposed employee, and the employee will be directed not to disclose the identity and infectious status of the source individual. Failure to comply with the directive will be considered insubordination.

2. Collections and testing of blood for HBV and HIV serological status will comply with the following:

- a) The exposed employee's blood shall be collected as soon as feasible and tested after consent is obtained.
- b) The employee will be offered the option of having his/her blood collected for testing of HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur any exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard. All post exposure follow-up will be performed by Group Health, Inc. or the health care provider of the employee's choice. The health care provider is provided with the following:

- a) Written description of exposed employee's duties as they relate to the exposure incident
- b) Written documentation of the route of exposure and circumstances under which exposure occurred
- c) Results of the source individuals blood test, if available

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- d) All medical records relevant to the appropriate treatment of the employee including vaccination status

3. Health Care Professional's Written Opinion

The Mounds View School District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion as soon as feasible after the completion of the evaluation.

The health care professional's written opinion for post exposure follow-up shall be limited to the following information:

- a) A statement that the employee has been informed of the results of the evaluation
- b) A statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment

(All other findings or diagnoses shall remain confidential and shall not be included in the written report.)

RECORDKEEPING

1. Medical Records

Medical records will be kept in the district office in accordance with OSHA Standard 29CFR 1910.30. These records shall be kept confidential and must be maintained at least for the duration of employment plus 30 years. The records shall include the following:

- a) Name and social security number of the employee
- b) Copy of the employee's HBV vaccination
- c) Copy of the results of examinations, medical testing and follow-up procedures
- d) Copy of the information provided to the health care professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes and circumstances of the exposure

2. Training Records

The Mounds View School District is responsible for maintaining the following training records. These records will be kept in the district office and shall be maintained for three years from the date of training. The following information shall be documented:

- a) Dates of the training session
- b) Outline describing the material presented
- c) Names and qualifications of persons conducting training
- d) Names and job titles of all persons attending the training sessions

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All employee records shall be made available to the employee in accordance with 29 CFR 1910.1030. All employee records shall be made available to the Assistant Secretary of Labor for the Occupational Safety and Health Administration and the Director of the National Institute for Occupational Safety and Health upon request.

MOUNDS VIEW SCHOOLS DISTRICT 621

In accordance with new OSHA standards, all employees with occupational exposure risk are required to complete one of the three forms listed below. The completed form is to be submitted to the District Infection Control Officer.

HEPATITIS B VACCINATION FORM

_____ (Please check.) I would like to be vaccinated against Hepatitis B at the school district's expense.

Signature _____ Date _____

Print Name _____

HEPATITIS B VACCINATION DATE

I have received the Hepatitis B vaccination series. The dates of the vaccinations and the medical provider are as follows:

Vaccination Dates: #1 _____ #2 _____ #3 _____

Booster Vaccination Date _____ Titer Results _____

Medical Provider _____

Signature _____ Date _____

Print Name _____

**The District is not responsible for providing Serological titers.

HEPATITIS B VACCINATION DECLINATION FORM

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to myself.

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I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Signature _____ Date _____

Print Name _____

MOUNDS VIEW SCHOOLS DISTRICT 621

POST-EXPOSURE AND FOLLOW-UP EXAMINATION DECLINATION MANDATORY FORM

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring a contagious disease(s). I have been given the opportunity for a post-exposure and follow-up examination (including base line blood collection) by a health care professional at no charge to myself.

However, **I decline** the post-exposure and follow-up examination at this time. Should I choose to receive the post-exposure and follow-up examination at a later date, I may do so at no charge to myself.

Signature _____ Date _____

Print Name _____

Mounds View Schools - District 621 Bloodborne Pathogen Exposure Plan

Located in
Principal's office in each building
Human Resources at the snail Lake Education Center

RESPONSE TO DO NOT RESUSCITATE/DO NOT INTUBATE ORDERS

District 621 personnel will comply with their legal duty to exercise such care for student personal safety as any person of ordinary prudence would use. Do Not Resuscitate/Do Not Intubate Orders will not take precedence over this basic requirement. School personnel will provide established emergency medical services as necessary, and will not modify plans in response to Do Not Resuscitate/Do Not Intubate Orders. Further, the School District will not transfer such orders to medical response teams.

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COMMUNICABLE DISEASES & CHRONIC INFECTIOUS DISEASES

COMMUNICABLE DISEASES

Mounds View Public schools will not discriminate against any student or employee because he/she may have a communicable disease.

Definition: Communicable diseases are health problems caused by infectious agents that can be transmitted from one person to another in any setting, including schools. Typically people recover from communicable disease with no treatment or short-term medical treatment and these diseases do not cause long-term problems.

Students

A procedure for minimizing interruptions to learning from communicable diseases will be established by the Superintendent's designee in consultation with the school nurses and community health care providers.

Procedures for inclusion or exclusion of students with communicable diseases from school will consider the educational and health implications for the student and others with whom he/she comes in contact. Mounds View Public Schools will adopt the most current guidelines established by the Minnesota Department of Health with which the Minnesota Department of Education concurs.

Educational decisions regarding a student with a serious communicable disease and his/her school placement and program will be made on an individual basis by a team consisting of the school nurse, school administrator, parent, student's physician, and the student's primary teacher(s). Knowledge that a student has a communicable disease, but does not pose a risk to other students or staff will be confined to those persons with a direct need to know.

Employees

Mounds View Public Schools recognize that employees with communicable diseases may wish to continue working. As long as a physician's statement indicates that their condition is not a threat to themselves or others, employees will not be denied continued employment solely because of their medical condition. Decisions regarding an employee and his/her job performance will be made on an individual basis by the employee and his/her physician in conjunction with the Human Resources Department, who may wish to consult the Support Team* as suggested by the Commissioner of Health. Mounds View Public Schools will follow the most current guidelines for such decisions which are established by the Minnesota Department of Health and with which the Minnesota Department of Education concurs. An effort will be made to modify an employee's duties based on medical recommendations of the employee's physician. Such determinations will be made on a case-by-case basis.

Mounds View Public Schools recognize that an employee's health condition is personal and confidential. In the event an employee is absent from work because of a communicable disease, all reasonable steps will be taken to protect such information from being disclosed inappropriately.

Mounds View Public Schools will provide all employees with updated information regarding communicable diseases.

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*State Epidemiologist
Designated School Nurse

Minnesota Department of Education Representative
Superintendent

Reference: M.S. 121A - Student Rights, Responsibilities and Behavior

Mounds View Schools will promote the health and safety of children and youth in our care as well as their families, our employees and the general public. We will adopt measures, as described in regulation, to effectively respond to health concerns while respecting the rights of students, employees and contractors.

CHRONIC INFECTIOUS DISEASES

Definition: Chronic infectious diseases are diseases caused by infectious agents that are difficult to transmit in the school setting but have the potential of serious long-term effects for the person who is infected. These could include but are not limited to HIV/AIDS, Hepatitis B, C, Sexually Transmitted Infections.

ATTENDANCE

Students

Students with chronic infectious diseases will not be excluded from attending school in their regular classrooms or participating in athletics so long as their attendance does not create a threat to their own health or a substantial risk of transmission of illness to other students or employees of the School District.

Employees

Employees with chronic infectious diseases will not be excluded from performing employment duties unless their health status deteriorates to a point where they are unable to perform their customary tasks and so long as their employment does not create a substantial risk of transmission of illness to students or other employees of the School District.

EDUCATION

All School District employees and School Board members will receive in-service training regarding communicable diseases and chronic infectious diseases, prevention and response. This will include appropriate hygiene practices for use in all school settings and standard precautions to be used where communicable or chronic infectious disease may be encountered and community resources for information and referral.

The health curriculum for students in grades K-12 will include age appropriate instruction including the prevention, management and control of communicable diseases and chronic infectious diseases utilizing peer leadership in teaching programs wherever possible. Information about appropriate community resources will also be included. Student support staff including school counselors, nurses, psychologists and social workers will provide assistance to students needing to be connected to those resources in accordance with the Minnesota Health care for Minors Act.

INFECTION CONTROL

Standard Precautions including effective handwashing, use of gloves and other personal protective equipment is urged for all staff and students as appropriate to minimize the potential for exposure to infectious blood or other body fluids. A Hepatitis B vaccination program is available for all employees whose job places them in a situation where they are likely to encounter blood or other body fluids.

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EG-3106 Health and Safety (continued)

Management of blood exposure incidents to an employee is clearly defined in the Blood Exposure Procedure Booklet. Possible exposure to blood or other body fluids by a student, including biting incidents, is defined in the Health Service Guide Policy/Procedure Manual. All procedures do and will conform to the regulations of communicable disease control as defined by the Minnesota Department of Health and state and federal statutes.

SPECIAL CIRCUMSTANCES

Some children because of age or disability and some employees because of special conditions may pose greater risks for the transmission of chronic infectious diseases than other persons infected with the same disease. Examples include children who display biting behavior and employees who are unable to control body fluids or have uncovered oozing wounds or who have severe disorders that result in spontaneous external bleeding. These conditions will be considered in assessing the risk of transmission of the disease and the resulting effect on the educational program of the student or the employment of the employee.

Determination of whether a contagious individual's school attendance or job performance creates a significant risk of transmission of the disease to students or employees will be made on a case by case basis. Such decisions will be based on the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential hazard to others) and the probability that the disease will be transmitted and will cause harm.

If a District employee becomes aware that a student or employee of the School District has contracted HIV or another chronic infectious disease s/he will inform the building Principal in the case of the student or the Human Resource Supervisor in the case of an employee. The following steps will be implemented:

The Building Principal or Human Resource Supervisor will inform the Superintendent.

The School Nurse assigned to District Health and Safety will be notified. In the case of a student the school nurse assigned to that school will also be notified.

The appropriate school nurse will contact the employee or the parent/guardian of the student to discuss the situation.

Upon receiving written consent from the employee or the parent/guardian of a student the school nurse will confer with the health care provider in order to determine any significant medical information regarding the diagnosis of the disease as well as factors affecting the possible transmission of the disease.

The school nurse will consult with the local, county and state public health authorities as appropriate regarding the situation.

An advisory committee will be convened to review any case of HIV or other chronic infectious diseases in which a substantial risk of transmission is present.

The advisory committee will provide recommendations regarding educational placement for a student or continued attendance at work for an employee.

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EG-3106 Health and Safety (continued)

The advisory committee may include:

- Representative of the MN Department of Health, Division of Epidemiology
- Representative of the MN Department of Children, Families and Learning
- Physician with expertise relative to HIV/AIDS and other chronic infectious diseases
- Student's/employee's physician
- Designated District/school administrator/s
- School nurse/s
- Student's classroom teacher/s
- Others deemed appropriate by the Superintendent

The advisory committee will function in accordance with Data Privacy Policy EG-3110.

DATA PRIVACY

Public concern regarding chronic infectious diseases is neither an excuse nor a defense for the violation of data privacy rights of students or employees who have or are rumored to have such diseases. Health data regarding students and employees is private data and may not be released to the public or employees without strict observance of data privacy rights. Knowledge that a student or employee has chronic infectious disease will be limited to those persons determined to have a right to know.

TOBACCO AND DRUGS

Mounds View Public Schools will follow the guidelines and all applicable law regarding the Tobacco and Drugs.

1. No employee or student may use tobacco in any form in the workplace or school facilities.
2. No employee or student of Mounds View Public Schools will unlawfully manufacture, distribute, dispense, possess or use on or in the workplace or at school facilities any alcohol, narcotic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1300.1-1 through 1300.15. This includes legal substances available by physicians' prescription but used in non-prescribed ways.
3. The Mounds View Public Schools will provide referral to appropriate programs and services for students and employees with the goal of prevention and early intervention for identified problems with tobacco or drugs.
4. K-12 curriculum will teach factual information about the harmful effects of tobacco, alcohol and other drugs. Curriculum content will be planned, implemented, evaluated and revised in accordance with standards and timelines established for all curricular areas.

Definition

"Workplace" is defined as the site for the performance of work done in connection with employment, including a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the Mounds View Public Schools. It is any place where work on a Mounds View Public Schools federal grant is performed.

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EG-3106 Health and Safety (continued)

"School facilities" include all Mounds View Public Schools property and vehicles or wherever students or employees are at school-sponsored events.

WELLNESS

PURPOSE

The purpose of this regulation is to assure a school environment that promotes and protects students' health, well-being and ability to learn by supporting healthy eating, physical activity and healthy life-styles.

GENERAL STATEMENT

- A. The School District recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
- B. The School District recognizes that nutrition, health and physical education are essential components of the educational process and that good health fosters student attendance and education.
- C. The school environment should promote and protect students' health, well-being and ability to learn by encouraging healthy eating, healthy choices and physical activity.
- D. The School District encourages the involvement of students, parents, teachers, Nutrition Service staff and other interested persons in implementing, monitoring and reviewing this wellness regulation.
- E. Children need access to healthy foods and opportunities to be physically active in order to grow, learn and thrive.
- F. All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis.
- G. Qualified Nutrition Service personnel will provide students with access to a variety of affordable, nutritious and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic and cultural diversity of the student body in meal planning; and will provide clean, safe and pleasant settings for students to eat.

GUIDELINES

Foods and Beverages

- 1. All foods and beverages made available through the federal breakfast and lunch program will be consistent with the nutrition standards established in the Healthy, Hunger-Free Kids Act of 2010.
- 2. All competitive food and beverage options available on school campus during the student day (vending machines, school stores and programs) will follow the District's nutritional guidelines.
- 3. The School District will make positive efforts to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.

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EG-3106 Health and Safety (continued)

4. The School District will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
5. The School District will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
6. The School District will discourage tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities.

School Nutrition Service Program

1. The School District will provide healthy and safe school meal programs that comply with all federal, state and local statutes and regulations.
2. The School District will provide continuing professional development for all Nutrition Service personnel in schools.

Wellness Education and Promotion

1. The School District will, as part of a comprehensive program, provide students with the knowledge and skills necessary to promote and protect their health.
2. The School District will encourage all students to make age appropriate, healthy and balanced selection of foods and beverages.
3. The School District will encourage enjoyable, developmentally appropriate, culturally relevant physical activities that support student wellness.
4. The School District will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities.
5. Classroom teachers are encouraged to integrate nutrition education, health education and physical activities into core curriculum areas such as math, science, social studies and language arts as applicable.

IMPLEMENTATION AND MONITORING

- A. This wellness regulation will be implemented throughout the School District and reviewed annually by the Wellness Committee.
- B. The Wellness Committee will involve parents, students, nutrition services staff and school administrators as needed.
- C. The Wellness Committee will provide recommendations to administration to enhance the District's compliance with this wellness regulation.

Legal References:

M.S. 121A Student Rights, Responsibilities and Behavior
M.S. 121.203 (Health-Related Programs)
M.S. Ch. 363 (Minnesota Human Rights Act of 1973)
20 U.S.C. # 401 et seq. (IDEA Individuals with Disabilities Employment Act)

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EG-3106 Health and Safety (continued)

29 U.S.C. # 794 et seq. (# 504 of Rehabilitation Act of 1973)
29 U.S.C. #12101 et seq. (Americans with Disabilities Act)

Other References:

Bloodborne Exposure Procedure Book (621 Risk Management)
School Reference: Selected Infectious Diseases of Childhood, 2nd ED. 10/02
Potential Infectious Illness Outbreak (621 Crisis Intervention Handbook p. 9-2)
Mounds View Public Schools Health Service Guide Policy/Procedure Manual:
Guidelines for Handling Body Fluids in School
Handwashing/Diapering
Bloodborne Pathogens
Instructions for Possible Exposure to Blood/Body Fluids by a Student
Biting Incidents

Policy & Regulation EG-1101 - Equal Opportunity
Policy EG-3106 - Communicable Diseases
Policy EG-3110 - Protection and Privacy of Student Records

Ref:

M.S. 144.4165	Tobacco Products Prohibited in Public Schools
20 USC 58	Drug Free Schools and Communities
21 USC 812 section 202	Controlled Substances Act
21 CFR 1300 1-1 – 1300.15	Regulation

OSHA Emergency Temporary Standard for Covid-19 Mandatory Covid-19 Vaccination or Testing and Face Coverings

PURPOSE

The purpose of this policy is to comply with federal and state legal requirements related to the health and safety of school district students, staff and visitors due to the COVID-19 pandemic. The school district's intent is that this policy meet, and should be read consistent with, the procedures mandated by the Occupational Safety and Health Administration's ("OSHA's") Emergency Temporary Standard on Vaccination and Testing ("ETS") (see 29 C.F.R. § 1910.501) as adopted by the Minnesota Occupational Safety and Health Administration ("MNOSHA"), to the extent these regulations are adopted and enforceable. This policy shall be governed by the laws of, and applicable to, the State of Minnesota. If any part of this policy is construed to be in violation of any law, it shall not be enforced, but portions remaining valid shall remain in full force and effect.

SCOPE

This policy applies to all employees of the school district, both full and part-time. For purposes of this policy, the term "employees" includes all part-time employees, student employees, and temporary or seasonal employees, but does not apply to volunteers, independent contractors, employees who are employed through a staffing agency, or employees who do not report to a workplace where other employees or students are present, except as modified by law.

DEFINITIONS

- A. "Authorized telehealth proctor" means someone who is trained to observe sample collection and provide instructions and result interpretation assistance to individuals taking a COVID-19 test.

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Health and Safety (continued)

- B. "COVID-19 antigen test" means an in vitro diagnostic test used to detect active SARS-CoV-2 infection approved or authorized for emergency use by the U.S. Food and Drug Administration ("FDA").
- C. "COVID-19 nucleic acid amplification test ("NAAT")" means a molecular test that detects the ribonucleic acid ("RNA") sequences that compromise the genetic material of the virus approved or authorized for emergency use by the FDA.

OVERVIEW AND GENERAL INFORMATION

- A. Any employee that chooses to be vaccinated against COVID-19 must be fully vaccinated no later than January 10, 2022. Any employee not fully vaccinated by January 10, 2022, will be subject to the regular testing and face covering requirements of this policy until fully vaccinated.
- B. Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. Employees will be considered partially vaccinated if they received only one dose of a two-dose vaccine. This policy does not require booster vaccinations.
- C. Employees are responsible for scheduling their own vaccination appointments through their medical provider or pharmacy. The school district may hold vaccine clinics that the employee may attend, but the availability of a vaccine clinic does not shift the responsibility of obtaining a vaccination from the employee.
- D. An employee who does not comply with this policy will be subject to disciplinary action as set forth in School District policy and the employee's collective bargaining agreement ("CBA") or employment contract or other agreement, to the extent applicable.

VACCINATION STATUS AND ACCEPTABLE FORMS OF PROOF OF VACCINATION

- A. All vaccinated employees are required to provide proof of full COVID-19 vaccination, regardless of where they are vaccinated, and even if employees received a vaccination through a school district sponsored clinic. Proof must be provided before January 10, 2022. If the school district does not receive proof of full vaccination from an employee by January 10, 2022, that employee will be considered unvaccinated until such proof is received.
- B. Proof of vaccination must be submitted to the Human Resource Department. Acceptable submissions include uploading the document via the district's ETS google doc, emailing a copy of the proof of vaccination to humanresources@moundsvIEWSchools.org, providing a physical copy of the proof of vaccination to the Human Resource Department, or bringing the proof of vaccination for the Human Resources Department to copy.
- C. Acceptable Proof of Vaccination Status

The following forms of proof of vaccination status will be accepted:

1. The record of immunization from a healthcare provider or pharmacy;
2. A copy of the COVID-19 vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or

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5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).
- D. Proof of vaccination must include the employee's name and should include the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site. In those circumstances the school district will accept the state immunization record as acceptable proof of vaccination.
- E. If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to his/her vaccination status (fully vaccinated or partially vaccinated); attesting that the employee lost and is otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

Employees who attest to their vaccination status in this manner shall, to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of the administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine.
- F. To satisfy this policy, the COVID-19 vaccine must be approved or authorized for emergency use by the Federal Food and Drug Administration ("FDA"), or listed for emergency use by the World Health Organization ("WHO").

SUPPORTING COVID-19 VACCINATION

- A. An employee may take up to four hours of paid leave per dose to travel to the vaccination site, receive a COVID-19 vaccination, and return to work. A maximum of eight hours of paid leave will be provided for employees receiving two primary doses. Paid leave provided for obtaining a COVID-19 vaccination will not affect or reduce any accrued leave time (e.g., vacation or sick leave). If an employee does not require the full use of four or eight hours to obtain the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four or eight hours to obtain the vaccine must send their supervisor an email documenting the reason for the additional time. Any additional time requested will be granted, if reasonable, but will not be paid by the school district. An employee may elect, however, to substitute accrued paid leave in lieu of unpaid leave. Employees vaccinated outside of their approved work hours will not be compensated unless previously agreed to in writing by the school district.
- B. Employees may utilize up to two workdays of accrued paid sick leave immediately following receipt of each primary dose if they experience side effects from the COVID-19 vaccination that prevent them from working. Employees who have no accrued sick leave will be granted up to two days of additional paid sick leave immediately following each primary dose, if necessary, upon written approval by the school district.
- C. Employees are to follow the school district procedures in requesting sick leave for duty time missed to obtain the COVID-19 vaccine or sick leave to recover from side effects.

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- D. Paid leave will not be provided by the school district for booster shots for employees who have been fully vaccinated.
- E. Nothing in this policy should be construed to create a right to paid leave for any vaccination other than the one or two primary COVID-19 vaccination doses.

ACCOMMODATION REQUESTS

Employees may request an accommodation from this vaccination policy if the vaccine is medically contraindicated for them or medical necessity requires a delay in vaccination. Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated, test for COVID-19, and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for reasonable accommodations must be initiated by the employees by submitting a written request to Julie Coffey, Executive Director of Human Resources. All such requests will be handled in accordance with applicable laws and regulations.

COVID-19 TESTING

- A. Effective January 10, 2022, all employees who are not fully vaccinated and who have not received a reasonable accommodation pursuant to Section VII. of this policy will be required to comply with Sections VIII. and IX. of this policy.
- B. Effective February 7, 2022, employees who report to the workplace at least once every seven days:
 - 1. Must be tested for COVID-19 at least once every seven days; and
 - 2. Must provide documentation of the most recent COVID-19 test result to Human Resource Department no later than the seventh day following the date on which the employee last provided a test result.
- C. An employee who does not report to the workplace during a period of seven or more days (e.g., teleworking or on vacation for two weeks):
 - 1. Must be tested for COVID-19 within seven days prior to returning to the workplace; and
 - 2. Must provide documentation of that test result to Human Resource Department upon return to the workplace.
- D. Employees who do not provide documentation of a COVID-19 test result as required by this policy, will be removed from the workplace until a test result is provided.
- E. Employees who received a positive COVID-19 test or have been diagnosed with COVID-19 by a licensed healthcare provider are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis. Employees must provide proof of the positive test result or diagnosis to the Human Resources Department.

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F. Approved COVID-19 Tests

Approved COVID-19 tests are tests for SARS-CoV-2 that are:

1. Cleared, approved, or authorized, including in an Emergency Use Authorization (EUA), by the FDA to detect current infection with the SARS-CoV-2 virus;
2. Administered in accordance with the authorized instructions; and
3. Not both self-administered and self-read unless observed by the school district or an authorized telehealth proctor.

G. Employees who elect to complete weekly testing in lieu of getting fully vaccinated may test during the regular workday. Employees must abide by the following testing procedures:

1. Employees must notify their supervisor in advance of the date and time of their testing. Employees will be responsible for paying the cost of testing.

FACE COVERINGS

- A. Employees covered by this policy who are not fully vaccinated will be required to wear a face covering. Face coverings must (1) completely cover the nose and mouth; (2) be made with two or more layers of a breathable fabric that is tightly woven (i.e. fabrics that do not let light pass through when held up to a light source); (3) be secured to the head with ties, ear loops, or elastic bands that go behind the head; (4) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (5) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively. If gaiters are worn, they should have two layers of fabric or be folded to make two layers.
- B. Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes.
- C. Employees who choose to remain unvaccinated are responsible for providing their own face covering that complies with this policy.
- D. The following are exceptions to the school district's requirements for face coverings required by this policy:
1. When an employee is alone in a room with floor-to-ceiling walls and a closed door.
 2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
 3. When an employee is wearing a respirator or facemask, as those terms are defined by 29 C.F.R. § 1910.501(c) or other applicable OSHA/MNOSHA regulation.

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Health and Safety (continued)

4. Where the school district has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to the employee's job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).
- E. The face covering requirements are applicable regardless of any other school district policy, resolution, regulation or administrative directives regarding face coverings.

EMPLOYEE NOTIFICATION OF COVID-19 AND REMOVAL FROM THE WORKPLACE

- A. The school district will require employees to promptly notify their school/building COVID Coordinator as soon as possible after they test positive for COVID-19 or are diagnosed with COVID-19 by a licensed healthcare provider.

1. Employees who are sick or experiencing symptoms while at home or work will contact their school/building COVID Coordinator. The COVID Coordinator will follow Minnesota Department of Health guidance on quarantine procedures and a return to work date.

B. Medical Removal from the Workplace

The school district also implemented a policy following state and local public health guidance for keeping COVID-19 positive employees from the workplace in certain circumstances. The school district will immediately remove employees from the workplace if they received a positive COVID-19 test or are diagnosed with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate).

1. Employees will be required to follow Minnesota Department of Health guidelines for isolation of individuals who test positive for COVID-19. The COVID Coordinator at each school/building will provide information on quarantine procedures and a return to work date.
2. In very limited situations the district will approve the ability to work from home. Employees who request to work from home must contact their supervisor and receive approval from the Human Resources Department.

C. Return to Work Criteria

1. For employees removed because they are COVID-19 positive, the school district will keep them removed from the workplace until the employees receive a negative result on a COVID-19 nucleic acid amplification test ("NAAT") following a positive result on a COVID-19 antigen test if the employees choose to seek a NAAT test for confirmatory testing; meet the return to work criteria in the "Isolation Guidance" of the Centers for Disease Control and Prevention ("CDC"); or receive a recommendation to return to work from a licensed healthcare provider.
2. Under the CDC's "Isolation Guidance," asymptomatic employees may return to work once 10 days have passed since a positive test, and symptomatic employees may return to work after all the following are true:
 - a. At least 10 days have passed since symptoms first appeared, and
 - b. At least 24 hours have passed with no fever without fever-reducing medication, and

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- c. Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, the school district will follow the guidance of a licensed healthcare provider regarding return to work.

NEW HIRES

All new employees are required to be in compliance with this policy before arriving at the workplace as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

CONFIDENTIALITY AND PRIVACY

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and policy.

Ref:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch. 182 (Occupational Safety and Health)

Minn. Stat. § 363A.20 (Exemption Based on Employment)

Minn. R. Pt. 5205.0010, subp. 2, QQ (Adoption of Federal Occupational

Health and Safety Standards by Reference)29 C.F.R. § 1910.501 (Emergency Temporary Standard on Vaccination and Testing)

42 U.S.C. § 2000-e, et seq. (Equal Employment Opportunity)

42 U.S.C. § 12101, et seq. (Americans with Disabilities Act)

29 C.F.R. § 1630.14(d)(4) (Medical Examinations and Inquiries Specifically Permitted)

Cross References:

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 412 (Expense Reimbursement)

MSBA/MASA Model Policy 807 (Health and Safety)

Centers for Disease Control's "Isolation Guidance" found at: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.

Revised: January 2022