



COVID 19 Preparedness Plan

A Safe Return to In-person 2021 /22 School Year

Ubah Medical Academy (UMA) is committed to providing a safe and healthy environment for all our staff, students, guests, and visitors. To ensure this we have developed a COVID-19 Preparedness Plan. The COVID-19 Preparedness Plans' overall implementation is the responsibility of the Director; however, all teachers and staff are equally responsible for supporting, implementing, complying with, and providing recommendations to further improve all aspects of this COVID-19 Preparedness Plan. Our goal is to mitigate the potential for transmission of COVID-19 in our school and community, and that requires full cooperation from all.

Our students and employees are the schools most important assets. UMA is serious about safety and health and protecting its stakeholders. Awareness and engagement is essential in developing and implementing this COVID-19 plan. It was developed with the guidance and information provided by the Centers for Disease Control (CDC), Minnesota Department of Health (MDH) and guidelines for COVID-19 in schools by the Minnesota Department of Education. It also meets the Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, rules and standards, and Minnesota's relevant and current executive orders. These guidelines address:

1. Ensuring sick employees and students stay home and prompt identification and isolation of sick persons;
2. Social distancing – employees and students are encouraged to remain at least **three to six feet** apart wherever possible;
3. Student and employee hygiene and source controls;
4. Workplace building and ventilation protocol;
5. Workplace cleaning and disinfection protocol; and
6. Ensuring employees are afforded their appropriate regulatory rights under federal and state laws;
7. Communications and training practices and protocol.

Protocols will be updated as new guidance is provided by the CDC, MDH, MDE and OSHA standards related to COVID-19.

Other conditions and circumstances included in the plan that are specific to UMA include:

1. Protocols for guests and visitors;
2. Additional protections and protocols for personal protective equipment (PPE);
3. Additional protections and protocol for sanitation and hygiene;
4. Additional protections and protocols for handwashing;
5. Additional protections and protocol for distancing and barriers;

Learning Model:

1. **Ubah Students will be back to school for Full-Time, In-person Learning for Five Days a Week for the 2021-2022 school year!**
2. Face coverings will be required, for all students, staff and visitors to the school building regardless of vaccination
3. Face coverings are required on all public transportation, for all passengers and drivers, including school buses per [federal mandate](#)

Health Screening, Isolation and Quarantine

Students, families and staff can find an easy [self assessment tool](#) here. UMA families and employees must self-monitor for signs and symptoms of COVID-19 prior to coming to school or riding buses. Policies and procedures have been implemented to assess worker, customer, and other visitor health status prior to entering the business and for workers to report when they are sick or experiencing symptoms.

The school district will follow the [MDH Decision Tree](#) when a positive case is identified or when a person is symptomatic. This will be shared with families and staff at the beginning of the school year.

As guidance is revised, information will be updated accordingly. The school director and health services will coordinate the notification of the appropriate agencies and/or employees if they have been exposed to a person with COVID-19 at their workplace and require them to quarantine for the required amount of time.

In addition, UMA adheres to all federal and state regulations and laws to protect the privacy of student and employee health status and information.

Staff

1. A [self-assessment](#) is encouraged to be used by each staff member before entering school grounds
2. Contact the UMA office immediately if:
 1. You are experiencing symptoms as described in the self-assessment;
 2. You have received a positive COVID-19 test; or
 3. You have known exposure to COVID-19.
3. Staff notifications of confirmed COVID-19 case exposure will follow MDH guidance.
4. Staff should not report to work until cleared to do so.
5. [If You Are Sick: COVID-19](#)

UMA will follow leave policies allowing employees to stay at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. UMA will act in accordance with the Family Medical Leave Act (“FMLA”), the Families First Coronavirus Relief Act (“FFCRA”) and the Americans with Disabilities Act. (“ADA”). Accommodations for employees with underlying medical conditions, or those who have household members with underlying health conditions, are implemented in accordance with the ADA.

Students

1. A [self-assessment](#) is required for each student before entering school grounds or school transportation by the student, parent or caregiver.
2. Students must stay home if indicated by the self-assessment.
3. Parents, caregivers and students must contact UMA immediately if :
 1. You are experiencing symptoms as described in the self-assessment;
 2. You have received a positive COVID-19 test; or
 3. You have known exposure to COVID-19.
4. Parents or caregivers must contact the school attendance line immediately to report absences for students who are experiencing symptoms as described in the self-assessment.

5. Student notifications of confirmed COVID-19 case exposure will follow MDH guidance.

Visitors

1. A [self-assessment](#) is required to be used for each visitor entering school grounds.
2. Visitors who are experiencing symptoms as described in the self-assessment are not to enter a building and should contact their medical professional for further direction.
3. Visitors may continue to be limited based on regional, state and federal recommendations.

Quarantine

UMA has also implemented a policy consistent with MDH guidelines for [Close Contacts and Tracing](#) for identifying and communicating with students, families and employees who may have been exposed to COVID-19 at UMA. The school will follow best practices in relation to contact tracing and quarantine as defined by MDH.

1. Students and employees **who have been FULLY vaccinated** do not need to stay home even if they have had recent close contact with a confirmed case so long as they remain asymptomatic and do not test positive.
2. Individuals **who are NOT fully vaccinated** and returning to in-person school, sports, or extracurricular activities (and their families) should get tested regularly and will be required to quarantine based on the UMA Contact Tracing and Quarantine Procedure.
3. Individuals **who are NOT fully vaccinated**, who are masked and can maintain 3 feet of social distance, may not have to quarantine if they have a recent close contact with a confirmed case.

Hygiene Practices and Basic Prevention Measures

Infection prevention measures are always implemented in our school. UMA has put in a policy to provide instruction, signage, facilities, and supplies to encourage regular hand washing and sanitizing. This policy is consistent with [MDH: Hand Hygiene](#)

1. Teachers and Staff are required to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the restroom.
2. All students and visitors to UMA will be required to wash or sanitize their hands prior to or immediately upon entering the facility.
3. Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances and high traffic locations throughout the school so they can be used for hand hygiene in place of soap and water, as long as hands are not visibly soiled.
4. Employees, students, and visitors will have access to hand sanitizer either through self-administration or assistance if needed.

Cough and sneezing etiquette

Employees, students and visitors will be instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, particularly their mouth, nose and eyes, with their hands. Employees, students and visitors are expected to dispose of tissues in provided trash receptacles and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters and supported by making tissues and trash receptacles available to all workers and other persons entering the workplace.

Masks / Face Coverings

UMA will follow [CDC](#), [MDH](#), and [MDE](#) guidance regarding face covering requirements for K-12 Schools. UMA will review and adjust the face covering requirements as guidance changes or local data requires.

1. Face coverings will be required, for all students, staff and visitors to the school building regardless of vaccination
2. Face coverings **are required** on all public transportation, for all passengers and drivers, including school buses per [federal mandate](#).

Facemasks will be provided by the main office if a students, staff or visitor forgets to bring their own. Universal and correct wearing of masks will be communicated, promoted and available

Exemptions to face coverings

There are some exemptions to requiring face coverings for students if the student has a specific medical, developmental, or behavioral condition. Families will need to talk with a licensed healthcare provider to find out if their student may be exempt from wearing a face covering. As needed, families can fill out the Student Face Covering Medical Exemption form.

Social Distancing

Social distancing of at least **3 to 6 feet** will be encouraged between Staff, students and visitors who have not been fully vaccinated in the school building through administrative controls noted below.

Classrooms

1. Classroom seating will be configured with maximum allowable space between students.
2. Instructional plans will be created to limit the sharing of materials, limit shared equipment, and maintain appropriate social distancing as possible.

Drinking Fountains

Drinking fountain access may be limited based on guidelines from MDH. Bottle-filling stations will be accessible, and students will be encouraged to bring refillable bottles to school.

Hallways/Common Spaces

Where appropriate, visual cues to encourage traffic flow and spacing will be implemented throughout the building.

Outdoor Activities

1. Outside activities and physical education will be encouraged.
2. Students will be encouraged to wash or sanitize their hands before and after using any outdoor equipment.
- 3.

Drop-off, pick-up and delivery practices and protocol

UMA has implemented procedures related to the drop-off and pick-up of students before, during and after the school day. Transportation Services has developed procedures addressing the transportation of students on busses in accordance with guidance from MDH and MDE.

Materials/Meals

Both food service and those delivering supplies and materials will follow the requirements of MDH, FDA and social distancing guidelines.

Mealtime

Maintaining 3- 6 feet of distance between groups of students during meals is recommended. All students will eat in the lunchroom, three different lunches.

Appropriate Accommodations

Appropriate accommodations will be made for anyone with a disability with respect to the health and safety policies that have been provided. To learn more, parents/guardians should contact his/her child's support staff or the schools health office.

Vaccinations

Vaccination information provided by the Centers for Disease Control, Minnesota Department of Health and local public health officials will be communicated to families. At this time Covid 19 vaccinations are not required to return to school, although this may change after the vaccine is fully approved by the Federal Drug Administration (FDA). Currently the vaccine is under emergency approval status and has proven to be highly effective against contracting Covid 19. It also significantly reduces the chance of severe illness or death. All people ages 12 years and older are highly encouraged to get vaccinated for COVID-19 before returning to in-person school, sports, or other activities to protect themselves and people around them who cannot get vaccinated.

1. Students, parents and guardians **will not** be asked to provide proof of vaccination for a student record;
2. Employees may be asked if they have received the vaccine by health services or human resources. Vaccination status **will not** be public or grounds for discipline or dismissal.
3. All information regarding vaccinations will be kept confidential as a part of the private student or employee record, to be viewed by only health services and human resources.

Students and employees who have been fully vaccinated do not need to stay home even if they have had recent close contact with a confirmed case so long as they remain asymptomatic and do not test positive.

Coordination with State and Local Public Health

UMA will continue to coordinate and implement plans with state and local public health officials.

Cleaning and Disinfecting

Infection control practices are being implemented, including routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, delivery vehicles and areas in the school environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Frequent cleaning and disinfecting will be conducted in high-touch areas. All staff will have access and /or be provided to supplies to clean and disinfect classroom and office spaces.

Teachers and staff will be required to do the following:

1. Clean and sanitize their workstation area including keyboards, touch screens, mouse, arm and wrist rests, telephone receivers, desktops, windowsills, and additional office furniture.
2. Anyone using the copy machines or other office equipment must use wipes on the common touch surfaces after use.
3. Common areas, such as conference rooms, will be stocked with wipes and/or cleaning supplies to use prior to and after use.

Appropriate and effective cleaning and disinfectant supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications and are being

used with required personal protective equipment for the product. The maximum amount of fresh air is being brought into the workplace, air recirculation is being limited and ventilation systems are being properly used and maintained.

This policy is consistent with [CDC: Cleaning Your Facility](#) and the U.S. Environmental Protection Agency's (EPA) List N for products that meet EPA's criteria for use against SARS-CoV-2. See [EPA's List N: Disinfectants for Use Against SARS-CoV-2](#)

The following measures will be implemented on the busses and other transportation vehicles UMA uses:

1. Buses and vans will be disinfected following each route with special attention to high touch areas. [Cleaning and Disinfection for Non-emergency Transport Vehicles](#)
2. Hand sanitizer will be available to students as they board the bus.
3. Additional ventilation will be provided where possible from partially opening windows and/or roof hatches as conditions permit.

Building and Ventilation

UMA has evaluated the operational capacity of indoor ventilation systems and implemented a plan to increase and maintain ventilation provided throughout indoor spaces. Standards were implemented to maximize outside air intake, to reduce contaminants, minimize recirculation, whenever possible, while maintaining indoor air conditions. In the absence of effective mechanical ventilation, steps were taken to increase natural ventilation as much as possible, including opening windows when possible and safe. Actions taken are consistent with applicable Stay Safe Industry guidance, and the district consulted the resources in applicable industry guidance and others, as necessary, in implementing this plan.

Ventilation

Building systems have been inspected and controls were set to increase outside air intake.

- Property Services will continue to monitor HVAC systems to ensure proper ventilation.
- American Society of Heating, Refrigerating and Air-Conditioning Engineers: [COVID-19 Preparedness Resources \(HVAC systems\)](#).

Communication and Training

The Safe Return to In-Person Learning Plan, as well as changes to the plan, will be posted at [UMA Website](#) for all stakeholders to review and provide feedback. Training related to COVID-19 is continuous and delivered by individual departments based on state and federal guidance. Additional communication and training will be ongoing by utilizing the schools email system to all stakeholders in the UMA community. The school will also maintain a COVID-19 Incident Response Team (IRT) who will meet as needed. This team will also work with health services to identify building level administration to provide communication and training.

As guidelines and information changes regarding COVID-19 mitigation, they will be communicated to all staff, students, families and visitors, about protections and protocols, including:

1. social distancing protocols and practices;
2. material and meals;
3. practices for hand hygiene and respiratory etiquette; and
4. recommendations or requirements regarding the use of masks, face-coverings and/or face-shields.
5. Staff, students and visitors will also be directed not to enter the school if they are experiencing symptoms or have recently tested positive for COVID-19.

Administrators and other appropriate staff members are expected to monitor how effective the program has been implemented and report discrepancies to the Human Resources and Health Services Departments. All Administrators, and staff are to take an active role and collaborate in carrying out the

various aspects of this plan, and update the protections, protocols, work-practices and training as necessary. This COVID-19 Preparedness Plan has been certified by the Ubah Medical Academy board of directors.

Student Support and Engagement

Community Partnership: UMA will work with all available local, county and state resources to provide a wide range of services to our students and families.

Specialized Services: UMA will focus on ensuring the needs of all students are met.

- Referral to local services
- Providing support when and where it has been identified as a need
- Evaluating outcomes

COMMUNICATION: Ongoing communication from the school to staff and families will remain a high priority throughout the planning stages and implementation of our Safe Return to In-Person Learning Plan.

Appendix

Guidance criteria used for developing a COVID-19 Preparedness Plan

This plan was developed using the information, facts and guidance from the following Government agencies and other relevant resources.

General	
Centers for Disease Control and Prevention (CDC)	Coronavirus (COVID-19) Guidelines for Schools Best Practice Recommendations for COVID-19 Prevention in Schools for the 2021-22 School Year (PDF)
Minnesota Department of Health (MDH)	COVID 19 Home Page
State of Minnesota:	COVID 19 Vaccine and testing information
Centers for Disease Control and Prevention (CDC)	Resources for businesses and employers General business frequently asked questions Building/business ventilation
Minnesota Department of Health (MDH)	Businesses and employers: COVID-19

	MDH home screening tool Materials for businesses and employers
Minnesota Department of Employment and Economic Development (DEED)	COVID-19 information and resources
Minnesota Department of Labor and Industry (DLI)	Updates related to COVID-19 Worker Protections related to COVID-19
Federal OSHA	OSHA Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace
Handwashing	
Minnesota Department of Health (MDH)	Handwashing video translated into multiple languages
Respiratory Etiquette: Cough/Sneeze	
Centers for Disease Control and Prevention (CDC)	Prevent getting sick Etiquette when coughing/sneezing
Minnesota Department of Health (MDH)	Prevention
Social Distancing	
Centers for Disease Control and Prevention (CDC)	Social Distancing Guidance
Minnesota Department of Health (MDH)	Diseases- Guidance
Cleaning, Disinfecting, and Ventilation	
Centers for Disease Control and Prevention (CDC)	Disinfecting Prevent getting sick Cleaning/Disinfecting
Environmental Protection Agency (EPA)	Use of disinfectants
UMA Community exhibiting signs of COVID-19	
Centers for Disease Control and Prevention (CDC)	What to do if you are sick?
Minnesota Department of Health (MDH)	Diseases- Guidance MDH home screening tool Return to work
State of Minnesota	Should I get tested?
Training	

Centers for Disease Control and Prevention (CDC)	Community Guidance
Minnesota Department of Health (MDH)	Diseases- Guidance
Federal OSHA	OSHA 3990
Vaccinations	
Minnesota Department of Health	Vaccination Toolkit Vaccine Connector
Mental Health Resources	
State and Local Resources	Solutions Behavioral Healthcare Lakeland Mental Health Center Minnesota Association for Children's Mental Health - COVID Resources Minnesota Association for Children's Mental Health - Trauma Resources National Institute for Mental Health