

Safe and Healthy Workplace Guidelines

LIFE Prep School intends to provide a safe and healthy place for all people who access the school building during the COVID-19 pandemic. This guidance is in accordance with the Minnesota Department of Health and the Minnesota Department of Education.

Groups

LIFE Prep will practice social distancing whenever 2 or more people are together in any area of the school building. Social distancing refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease.

- **6 feet of separation** is the social distance that will be kept between all people interacting.
- **10 people** is the maximum allowed to gather in any area of the building at the same time. Social distance will be practiced in any gathering.
- Always cover your mouth and nose when coughing or sneezing.
- Avoid touching, such as handshakes, hugging, or other forms of contact.

Follow and reinforce social norms and health etiquette:

- If you have **any symptoms of illness**, do not come to the school building.
- Wash your hands or use sanitizer as you enter and leave the building.
- Avoid touching handrails and other common use items with bare hands.
- Wipe down surfaces before you touch them and after

Exclusion of Staff

LIFE Prep Schools will provide reasonable accommodations to employees in high risk categories.

- Nothing in this guidance will be construed to encourage or require staff in at-risk categories to take action inconsistent with public health recommendations or the advice of their doctors.
- If staff cannot perform tasks as assigned due to high risk medical status as defined by MDH, workers can request a reassignment.
- Medical leave is still available if staff should require it. (PTO and Family Leave)
- Contact the Executive Director with concerns.

Environment

LIFE Prep School will provide a safe and thoroughly cleaned premise in which to work.

- State approved cleaning protocols and products are in place.
- Cleaning is regularly completed.
- Staff may provide personal cleaning or sanitizing items as they see fit to use per state guidelines
- Staff may provide, and use, personal protection equipment as they see fit.

Food Packaging

Staff assisting in food packing will follow these guidelines:

- All staff will wear school provided gloves while packing.
- Avoid touching your face or head while packing.
- If you have any symptoms of illness, do not pack food.

Food Delivery

Staff assisting in food delivery will follow these guidelines:

- All staff will wear school provided gloves while packing.
- Avoid touching your face or head while delivering.
- If you have any symptoms of illness, do not deliver food.

Learning Lesson Delivery

Staff assisting in Learning Lesson delivery will follow these guidelines:

- All staff will wear school provided gloves while packing.
- Avoid touching your face or head while delivering.
- If you have any symptoms of illness, do not deliver learning lessons on bus routes.

It is every person's responsibility to follow the guidelines completely