

MAINE CATHOLIC SCHOOLS COVID-19 GUIDELINES FOR ALL EMPLOYEES

Health & Safety

- Currently, travel to another state does not require quarantine or testing. International flights returning to the US require [testing](#) no more than 3 days beforehand. Unvaccinated international travelers should [quarantine](#) for 7 days after their arrival in the US and be tested 3-5 days after arrival.
- Each day, before entering school property or facilities, employees must complete an online self-assessment for COVID-19 symptoms. Certain responses will require an employee to immediately contact their supervisor and remain off school property or facilities.
- Upon entering school facilities, all employees must wear a face covering, preferably a cloth mask, at all times. Face coverings must be cleaned after each daily use. The school may be able to provide some face coverings.
 - Face coverings may be removed outdoors.
 - Face coverings may be removed while eating and drinking during lunch, with 6 feet of physical distance if indoors.
 - Face shields may be worn with prior approval from the principal.
 - Face coverings may be removed when there are no others in the same room and the door is closed, for example, working or eating alone in a closed conference room or office. Face coverings must be worn in high traffic areas, such as bathrooms.
- All employees must wash their hands with soap and water for at least 20 seconds, or use hand sanitizer if washing is not possible, when:²
 - The employee's hands are visibly soiled (hand washing required)
 - After coughing or sneezing
 - Before and after eating, after using the restroom, or after touching bodily fluids
 - Before and after touching common surfaces like workstations, cash registers, tabletops, touch screens, door handles, refrigerator doors, buttons or keypads, light switches, cover plates, countertops, bus seat backs, handrails, time clocks, stability poles, bars, windows and window ledges.
- All employees must practice the following proper [CDC infection control measures](#):
 - If coughing or sneezing, employees must cover their mouth and nose with the inside of their elbow, or a tissue and immediately discard the tissue.
 - Avoid touching their eyes, nose, or mouth.
 - Avoid touching any surfaces unnecessarily.
 - Refrain from hugs and handshakes.
 - Notify supervisor if they, or anyone in their household, has been confirmed to have COVID-19. *See Return to Work guidelines attached.*
 - Minimize face-to-face meetings by utilizing alternative methods to move projects forward (e.g., email, conference call, phone call, web-based meetings).
 - Follow any additional guidelines established for their specific job role.

CDC TRAINING VIDEOS

- [Cloth Face Coverings Do's and Don'ts](#)
- [Handwashing](#)
- [Social Distancing](#)
- [Know the Symptoms of COVID-19](#)

Communal Areas/Breakrooms

- School offices are restricted to administrative and office staff. Any other employee seeking to access main office spaces must receive prior approval from the school administration.
- Plexiglas barriers may be installed at administrative assistants', nurses' and librarians' workstations, as needed.
- Eating Restrictions:
 - Shared food is prohibited, with the following exceptions:
 - Food prepared by a restaurant or store, wrapped or packaged in individual portions, is allowed.
 - Employees can bring in fresh vegetables from their own gardens.
 - There will be no shared utensils or kitchen supplies.
 - Employees who bring their own meals must sanitize appliances after each use and any individual containers/utensils will be discarded at the end of the day if not taken home.
 - Employees cannot eat in groups inside rooms unless six feet of physical distance is possible.
 - Employees may, with the approval of their supervisor, eat lunch outside.

Visitors and Volunteers

- Parents and visitors should not be allowed to enter the building. If parents or visitors must enter the building or grounds, they can only enter a designated area.
- Only essential volunteers preapproved by the principal will be allowed in the school and must follow employee guidelines.

Work-Related Travel

- Employees must receive prior approval from their supervisor for work travel.
- Employees must minimize contact with others while traveling and must use their own vehicle or sanitize school vehicles upon return. If employees cannot travel alone, they must wear face coverings inside a vehicle and the vehicle should be well-ventilated. At their destination, employees must adhere to any safety guidelines in place at that location, in addition to these guidelines.

Leave

- Employees may have access to the following types of leave for COVID-19 related illness:
 - Sick leave & sick bank (if eligible)
 - Family Medical Leave Act (FMLA)

Please contact Liz Allen, Diocesan Director of Human Resources, at 207-773-6471 or Elizabeth.Allen@portlanddiocese.org for detailed leave information.

¹ See CDC guidance on [physical distancing](#).

² See CDC guidance on [proper handwashing](#).

ADDITIONAL COVID-19 GUIDELINES FOR ADMINISTRATIVE STAFF

In addition to the COVID-19 guidelines, all administrative employees must:

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

ADDITIONAL COVID-19 GUIDELINES FOR NUTRITION AND FOOD SERVICE

In addition to the COVID-19 guidelines, all nutrition and food service employees must comply with the following rules:

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- Staff must wear face coverings while indoors, unless alone in an office with a closed door.
- Staff must properly use gloves during food handling and preparation.
- Food Service Workers must practice [proper handwashing](#) throughout their shift with soap and water for at least 20 seconds. In addition to the circumstances under which all employees are required to wash their hands, Food Service Workers must wash their hands:
 - Before starting work
 - After putting on, touching, or removing cloth face coverings
 - After removing gloves
 - After touching objects that have been handled by others, such as utensils, menus, cups, and trash
 - After touching dirty surfaces like floors, walls and soiled carriers and equipment

Prevention Measures

- Each employee should maintain 6 feet of physical distance from other people.
- Minimize handling cash, credit cards, and mobile devices, whenever possible.
- Practice routine cleaning of frequently touched surfaces, such as workstations, cash registers, tabletops, touch screens, door handles, refrigerator door handles, microwave door handles and buttons/keypads, light switches and cover plates, counter tops.
- Tables should be cleaned and disinfected between groups of students.
- All food must be served in individual portions or meals. Avoid shared serving utensils.
- If not using disposable dishes/utensils, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher.
- If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing food or utensils.
- Staff will clean all surfaces and equipment at day's end.
- Managers will complete daily safety and sanitation checklists.
- If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, the space should be closed off, cleaned and disinfected.
- Always follow label directions on cleaning products and disinfectants. The use of gloves is required for all cleaning and disinfecting. For spray application of disinfectants, safety glasses or goggles shall be worn. Dwell time (wet time on surface) for the application of disinfectants shall be observed as outlined in application instructions. Consult the [State of Maine](#) and [EPA](#) lists of approved products for use against COVID-19.

ADDITIONAL COVID-19 GUIDELINES FOR CUSTODIAL AND MAINTENANCE EMPLOYEES

In addition to the COVID-19 guidelines, all custodial and maintenance employees must follow facilities documented standard procedures for routine cleaning and disinfecting.

- When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy facility.
- Clean high-touch surfaces at least once a day or as often as determined is necessary. Examples of high-touch surfaces include: pens, counters, tables, doorknobs, light switches, handles, stair rails, elevator buttons, desks, keyboards, phones, toilets, faucets, and sinks.
- If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, you should close off, clean and disinfect the space.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
- Always follow label directions on cleaning products and disinfectants. Be sure to read the label directions carefully and review SDS (safety data sheets). The use of gloves is required for all cleaning and disinfecting procedures regardless of SDS requirements. For spray application of disinfectants, safety glasses or goggles shall be worn, regardless of SDS requirements. Dwell time (wet time on surface) for the application of disinfectants shall be observed as outlined in application instructions. Consult the State of Maine and EPA lists of approved products for use against COVID-19:

https://www.maine.gov/dacf/php/pesticides/public/pest_mngt_resources.shtml

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

- Do not mix cleaners and disinfectants unless the labels indicate it is safe to do so.
- Sharing of personal tools will not be allowed. School-provided tools shall be cleaned/disinfected prior to use.
- Due to the end of the state of emergency, powered disinfectant sprayers can no longer be used without a pesticide applicator's license. Non-powered application of general use disinfectants and sanitizers (routine hand cleaning) is exempted from [pesticide licensing requirements](#).

ADDITIONAL COVID-19 GUIDELINES FOR INSTRUCTIONAL EMPLOYEES

In addition to the COVID-19 guidelines, all instructional employees must:

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- Staff will model frequent hand washing/hand sanitizing for students throughout the school day, including upon entering/exiting the classroom.
- There should be at least 3 feet of physical distance between students. Adults should maintain at least 6 feet of physical distance from others.
- Teachers should do the following with respect to shared objects:
 - Discourage the sharing of items that are difficult to clean or disinfect.
 - Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
 - Ensure adequate supplies to minimize the sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, manipulatives, and other equipment) or limit the use of supplies and equipment by one group of children at a time and require hand washing before and after use.
 - Avoid sharing electronic devices, toys, books, and other games or learning aids.
- Determination of additional PPE requirements will be made based upon the unique needs of each student/situation. Additional PPE may be required for staff working with young children, students with ISPs or students with specialized health plans such as, but not limited to:
 - Face shields
 - Gloves
 - Gowns
 - Plexiglass barriers for student desks
- **SUBSTITUTES**
 - Prior to being eligible to substitute within the school, substitutes must complete training including specific information regarding sanitization practices required for each of the categories listed above.
 - All substitutes must then follow the specific guidelines listed above for the areas within which they substitute.

ADDITIONAL COVID-19 GUIDELINES FOR SCHOOL NURSES

- Follow [Covid-19 PPE guidelines](#) when working with students and staff who visit the nurse's office.
- Clean/disinfect the nurse's station and medical equipment as well as areas used for isolation of suspected COVID-19 cases.
- Keep school administration abreast of any notable health trends, and especially any suspected or confirmed cases of COVID-19.
- Nurses should be vigilant and attend to reporting and documentation obligations.
- School nurses and other providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people.

Pooled Testing

Information for schools interested in participation in the pooled testing program can be found at <https://www.maine.gov/doe/covid-19/toolkit>.

Positive Case of COVID-19 in School, Regardless of Transmission

Any school in any community might need to implement short-term closure procedures regardless of community spread if an infected person (faculty, staff, student, visitor, or volunteer) has been in the school building or around the school campus.

- If the school is informed of a confirmed or probable case, inform the person/parents of [isolation](#) requirements, [quarantine](#) requirements for household members, and the [Sara Alert system](#).
- If the Maine CDC has not yet been notified, call the DOE reporting hotline at 624-6717, which is staffed Monday-Friday 8 AM-5 PM. If voicemail, leave your name, school, and phone number. Or submit the [online positive case reporting form](#).
- Inform the principal, school pastor and superintendent.
- Identify close contacts. The Maine CDC currently defines close contact as exposure, up to 2 days before onset of illness, within 6 feet for 15 minutes or more cumulatively in 24 hours, masked or not, or any physical contact. Everyone in a classroom would be considered close contacts.
- Identify which close contacts meet any of the following exceptions:
 - 1) Fully vaccinated, no symptoms: not required to quarantine but should test 3-5 days after exposure.
 - 2) Proof of COVID-19 within past 90 days, no symptoms: not required to quarantine. If unvaccinated, should be tested as soon as possible and re-tested 5-7 days later.
 - 3) Exposure occurred in school, participating in school weekly pooled testing program, no symptoms: can attend school and school activities but must quarantine outside of school.
 - 4) Exposure occurred in classroom, with at least 3 feet of distance, universal masking policy, assigned seating, and no symptoms: student can participate in class but not school activities and must

quarantine outside of school. If unvaccinated, should be tested as soon as possible and re-tested 5-7 days later. This exception does not apply to adults.

- Include close contacts who either qualified for exception #4 or did not qualify for any exceptions on the [contact tracing template](#). Close contacts included on the template will be automatically added to Sara Alert but can choose to opt out in the Sara Alert system.
- Send the contact tracing template, in Google Sheet or Excel format, to DOE-contact-tracers@maine.gov. For privacy reasons, please do not provide the name of the positive case on this email communication.
- For more details see [Standard Operating Procedures \(SOP\) for Responding to a Positive Case in Schools](#). This also includes letter templates for sending information to close contacts and the school community.

ADDITIONAL COVID-19 GUIDELINES FOR SOCIAL WORKERS, COUNSELORS AND COORDINATORS

In addition to the COVID-19 guidelines, all social workers, counselors, and coordinators must:

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

ADDITIONAL COVID-19 GUIDELINES FOR TECHNOLOGY STAFF

In addition to the COVID-19 guidelines, all technology employees should:

- Perform troubleshooting tasks remotely if possible.
- Maintain 6 feet of physical distance from other staff members and wear a face covering when working on others' devices.
- Wash hands for at least 20 seconds or use hand sanitizer before and after working on other people's devices.

ADDITIONAL COVID-19 GUIDELINES FOR COACHES

- In addition to the COVID-19 guidelines, all coaches must maintain adequate cleaning schedules, which will be created and implemented for all athletic facilities to mitigate any communicable diseases.
- Follow [Maine Principals' Association](#) guidelines.
- Each coach must complete the free NFHS COVID-19 for Coaches and Administrators training <https://nfhslearn.com/courses/covid-19-for-coaches-and-administrators>.

RETURN TO WORK PLAN

The school will comply with CDC recommendations regarding employees' return to work after testing positive for COVID-19. Under the current CDC guidance:

- If diagnosed with COVID-19, a school employee must [isolate](#) and may return to work when: 1) at least 10 days have passed since their symptoms first appeared; or if asymptomatic at least 10 days since their positive COVID-19 test, 2) at least 24 hours have passed with no fever and without fever-reducing medication, and 3) symptoms of COVID-19 (other than loss of taste or smell) have improved.
- If an employee has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, it is assumed that the school employee has COVID-19 and may not return to work until the criteria listed above have been met.
- Employees who have been exposed to COVID-19 should stay home, contact their supervisor, follow [Maine CDC guidelines for quarantine](#), and contact their healthcare provider. Employees who are close contacts are required to quarantine for 10 days from exposure unless they qualify for an exception.
 - The Maine CDC defines a close contact as being less than 6 feet away for a cumulative total of 15 minutes within 24 hours, or physical contact for any amount of time, with or without masks, from a person with COVID-19 up to 48 hours before they tested positive or developed symptoms.
 - A person who cannot avoid close contact with a household member with COVID-19 may need to quarantine for the duration of the household member's illness plus an additional 10 days.
 - The following exceptions to quarantine may be allowed:
 - 1) Fully vaccinated (at least 14 days since final shot), no symptoms: not required to quarantine but should test 3-5 days after exposure.
 - 2) Proof of COVID-19 recovery within past 90 days, no symptoms: not required to quarantine. If unvaccinated, should be tested as soon as possible and re-tested 5-7 days later.
 - 3) Exposure occurred in school, participating in school weekly pooled testing program, no symptoms: can attend school and school activities but must quarantine outside of school.
- If an employee has used personal sick leave or FMLA leave, the employee will need to provide a medical note stating that they are medically cleared to return to work prior to doing so.

PLAN FOR "HIGH RISK" EMPLOYEES

The school will work with each individual employee to provide realistic accommodations to employees who may be in need. Communication is the key to the establishment of effective accommodations for employees. Any employee who has a medical condition that is considered to be in a "high risk" category should communicate with their principal and provide medical documentation. This will allow the principal to review the circumstances and to understand if accommodations can be made. If unable to work remotely, employees who must be out will need to use available leave. Additionally, employees may have access to additional leave via FMLA.

COVID-19 RETURN TO WORK AGREEMENT

EMPLOYEE TO SIGN AND RETURN TO DIRECT SUPERVISOR

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

I, _____, acknowledge, understand, and agree that while working in a school building, I am to adhere to the following protocol:

1. I will complete a self-screening assessment daily to check for symptoms of COVID-19. Certain responses will require that I remain home. In this event, I will contact my supervisor immediately.
2. I will enter any school building with my identification badge and a face covering each day.
3. I will wear my face covering when indoors in the presence of others (i.e., restroom, hallway, any suites, elevator, conference rooms, communal areas, etc.) and maintain 6 feet of physical distance from others.
4. I will practice [proper handwashing guidelines](#) and use hand sanitizer upon entering the workplace and throughout the workday.
5. If during my workday, I begin to experience any signs and symptoms of respiratory illness or spike a fever of 100.4°F or higher, I will notify my supervisor immediately to avoid exposing others in the workplace.
6. I will notify my supervisor if I, or anyone in my household, has been confirmed to have COVID-19. As a response to protect the health and safety of our workforce, the school will follow the CDC guidelines to notify all employees that have come in contact with and/or have been exposed to a person with COVID-19 in the most confidential manner possible.
7. I will minimize face-to-face meetings by utilizing alternative methods to move projects forward (e.g., email, conference call, phone call, web-based meetings).
8. I will follow any additional guidelines established for my specific job role and essential travel guidelines which are included in this document.

My signature below is an acknowledgment that I have read, understand, and agree to comply with the above terms. I also acknowledge that failure to adhere to this agreement could result in disciplinary action. Employees will be notified of updates as guidance may change.

Employee's Signature

Date

Supervisor Signature

Date