

MAINE CATHOLIC SCHOOLS COVID-19 GUIDELINES

RETURN TO WORK RULES AND EXPECTATIONS FOR ALL EMPLOYEES

Health & Safety

- Before returning to work, employees who travel to a non-exempt state¹ must provide a negative COVID-19 test result or quarantine for 10 days after their return to Maine, unless they are fully vaccinated² or have recovered from COVID-19 within the past 90 days.³ Travel outside of Maine must be reported in advance to your immediate supervisor, including travel for medical appointments. International travel requires quarantine for 7 days, with testing 3-5 days after returning, or 10 days without testing. (*Updated 3/5/21*)
- 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 property or 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. The following exceptions may be approved, provided that the employee can maintain six feet of distance (about two arms' length) from others:⁴
 - Face shields may be worn with prior approval from the principal.
 - 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, office, or classroom.
 - When students request the removal of a covering to hear instruction.
- All employees must wash their hands with soap and water for at least 20 seconds, or use sanitizer if washing is not possible, when:⁵
 - 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.

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 will be installed at administrative assistants', nurses' and librarians' workstations, as needed.
- Elevators will be limited to a maximum of two people per ride. Sanitize hands when entering and exiting the elevator.
- 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. (*Updated 8/20/2020*)
 - 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.
 - Employees cannot eat in groups inside rooms unless six feet of physical distance is possible, and occupancy of each room will be limited.
 - 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, as 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.

¹Except for travel to New Hampshire, Vermont, Connecticut, Rhode Island or Massachusetts (*effective 3/5/21*)
<https://www.maine.gov/covid19/restartingmaine/keepmainehealthy>

²You are considered fully vaccinated after at least 14 days following your final COVID-19 shot.

³Documented by a positive test result.

⁴See CDC guidance on [social distancing](#).

⁵See CDC guidance for [proper handwashing](#).

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS 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.
- Sanitize own desk, equipment, and office areas on a regular basis (at least daily) to prevent the spread of germs. (i.e., keyboards, telephones, doorknobs).
- 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 RETURN TO WORK RULES AND EXPECTATIONS FOR NUTRITION AND FOOD SERVICE

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

Health & Safety

- Staff must wear face coverings when preparing food and/or working with or in proximity to employees or students.
- 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 employees are required to wash their hands set forth in the *Rules and Expectations*, Food Service Workers must wash their hands:
 - Before, during, and after preparing food
 - Before and after work shifts as employee arrives and leaves
 - Before and after work breaks
 - After putting on, touching, or removing cloth face coverings
 - After removing gloves
 - After directly handling used food service items
 - 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
- Employees must be vigilant to maintain six feet of distance while removing or bringing in items to walk-in coolers or storerooms.
- Staff must properly use gloves during food preparation.

Prevention Measures

- Each employee will have an assigned workstation and should limit interactions with other workstations whenever possible.
- Minimize handling cash, credit cards, and mobile devices, whenever possible.
- Practice routine cleaning and disinfection 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.
- All food served to students or employees must be covered and individually wrapped. Dining utensils are individually wrapped. All meals must be served as a unit.

- Use disposable food service items (e.g., utensils, dishes). If disposable items are not feasible or desirable, 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.
- Any food and beverage items served from food service staff will be served by staff following safety and sanitation guidelines, including appropriate personal protective equipment (PPE).
- Staff will increase the frequency of cleaning and sanitizing and keep sanitation charts updated. Pay special attention to cleaning “high-touch” areas.
- Staff will sanitize all surfaces and equipment at day’s end.
- Managers will complete daily safety and sanitation checklists.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR CUSTODIAL AND MAINTENANCE EMPLOYEES (Updated 10/19/20)

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

ITEMS THAT NEED TO BE SPECIFICALLY DISINFECTED DURING A PANDEMIC:

- **Restrooms/Bathrooms:**
 - Doorknobs or handles
 - Light switches and cover plates
 - Paper towel dispenser knobs or handles
 - Faucet handles
 - Toilet and urinal flush levers
 - Toilet and urinal partitions, doors (including knobs, levers or slides)
 - Other items identified locally
- **Locker rooms:**
 - Doorknobs or handles
 - Light switches and cover plates
 - Other items as identified on the checklist provided
- **Classrooms and Office Spaces:**
 - Doorknobs or handles
 - Light switches and cover plates
- **Other locations:**
 - Nurse's office
 - Elevator call and operating buttons
 - Stairway handrails, doorknobs, light switches
 - Hallway doorknobs, handles, drinking fountain faucets
 - Vending machines
 - Other items identified
- Special cleaning and disinfecting processes, including wiping down walls.
- 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.

Use of Disinfectant Sprayers

State regulations requiring a Commercial Applicator's License for use of powered equipment such as battery powered electrostatic sprayers, misters, or foggers to disperse general use disinfectants and sanitizers in schools and buses have been temporarily lifted for K-12 school employees meeting the stipulated requirements outlined below. Non-powered application of general use disinfectants and sanitizers (routine hand cleaning) is also exempted from pesticide licensing requirements.

Due to the urgency associated with schools re-opening during the COVID-19 pandemic and the short time frame available for school staff to become licensed, on Wednesday August 26th Governor Mills issued Executive Order 7 FY 20/21 which temporarily permits unlicensed school staff to use powered equipment in the course of routine cleaning and disinfection with the following requirements:

- School employees using powered equipment must complete training below:
 1. [Recorded webinar](#)
 2. [Presentation slides](#)
 3. [Online exam](#)
- Schools must keep [detailed records of applications](#)
 - [Sample Disinfectant Application Record Form](#)
 - [Sample Disinfectant Key Record Form](#)
- Products applied by powered equipment must be:
 - Labeled for use with powered application equipment
 - [Registered by the Maine Board of Pesticides Control](#)
 - [Approved by EPA for use against SARS-CoV-2 \(COVID-19\)](#)

The Governor's Executive Order does not pertain to non-school employees. Personnel employed by private service providers are not exempted and must have the necessary Commercial Pesticide Applicator licenses.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS 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.
- Staff will wipe down and sanitize classroom desks and changing stations when students vacate the classroom in the middle of the day. Cleaning products and proper training will be provided.
- 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 clean and disinfect between use.
 - Avoid sharing electronic devices, toys, books, and other games or learning aids.
 - Remove any furniture, toys, rugs, and other items that cannot be easily cleaned each day.
- 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 RETURN TO WORK RULES AND EXPECTATIONS FOR SCHOOL NURSES (*Updated 1/5/21*)

- Follow Covid-19 PPE guidelines when working with students and staff who visit the nurse's office.
- Frequently sanitize 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.

Confirmed 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 there is a positive case in your school:

- Call the hotline at 624-6717, which is staffed 7 am to 9 pm seven days a week, for reporting and guidance. 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 and inform families of [isolation](#) and/or [quarantine](#) requirements, that they will be contacted by the contact tracing team and, if they consent, added to [SaraAlert](#) for symptom monitoring. The DOE recommends that families are offered a form ahead of time to consent to or opt out of being added to SaraAlert. Templates can be found at [DOE COVID-19 ToolKit](#).
- Send the [School Close Contact Tracing Template](#) in Google sheet or Excel format to the DOE Contact Tracers email, DOE-contact-tracers@maine.gov. For privacy reasons, please do not provide the name of the positive case on this email communication.

More information:

- [DOE COVID-19 ToolKit](#)
- [Maine CDC COVID-19 Investigation Procedure in PreK-12 Schools](#)
(includes letter templates)

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS 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 RETURN TO WORK RULES AND EXPECTATIONS FOR TECHNOLOGY STAFF

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

- Staff should continue to attempt troubleshooting tasks remotely.
- Technology staff members may not work on/troubleshoot a device in close proximity to other staff members. A distance of at least six feet must be maintained at all times.
- When working on other individuals' devices, gloves should be worn at all times, and the portion(s) of the device being worked on should be disinfected providing that doing so will not harm the device. Staff will be provided with wipes to accomplish this purpose.
- After all incidents of working on other people's devices, the Technology staff must wash their hands for at least 20 seconds and/or use hand sanitizer.
- Technology staff will devise a system/furniture set up in their own workspaces that will encourage or prevent others from passing a certain point/entering the room.
- Technology staff will encourage staff to drop off devices in need of service. The technology staff will then work on devices without staff waiting to minimize contact.
- Technology staff will clean their own workspaces, equipment, desks, devices, etc. daily.

ADDITIONAL COVID-19 RETURN TO WORK RULES AND EXPECTATIONS FOR COACHES (*Updated 2/25/21*)

- 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](#) and [state community sports 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>.

CDC TRAINING VIDEOS *(Updated 10/26/20)*

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

RETURN TO WORK PLAN (Updated 2/25/21)

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

- If the employee tested positive for COVID-19 and is asymptomatic, they may return to work once at least 10 days have passed since their positive COVID-19 test.
- If the employee tested positive for COVID-19 and is exhibiting symptoms, they may return to work once: 1) at least 10 days have passed since their symptoms first appeared, 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.
- Employees who have been exposed to COVID-19¹ should stay home, contact their supervisor, follow [CDC guidelines for quarantine and self-isolation](#), and contact their healthcare provider. Employees who have been exposed to COVID-19, have no symptoms and have not been tested may return to work when at least 10 days have passed since their last exposure². Employees who have been exposed to COVID-19 and have no symptoms are exempt from quarantine and testing requirements if they are fully vaccinated³ or have recovered from COVID-19 within the past 90 days at the time of exposure⁴.
- Employees who have not been tested but who have exhibited symptoms of COVID-19 may return to work once: 1) at least 10 days have passed since their symptoms first appeared, 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 been out of work due to exposure to COVID-19 and the 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.

¹ The CDC defines “exposure” as being less than six feet away, for a cumulative total of 15 minutes or more over 24 hours, with or without masks, from:

- A person with COVID-19 who has symptoms, or within 48 hours before their symptoms started
- A person who has tested positive for COVID-19 but has not had any symptoms

² 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.

³ You are considered fully vaccinated after at least 14 days following your final COVID-19 shot.

⁴ Documented by a positive test result.

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 in the presence of others (i.e., restroom, hallway, any suites, elevator, conference rooms, communal areas, etc.) and maintain six feet of distance (about two arms' length) at all times throughout the workday. (*Updated 8/20/2020*)
4. I will practice [proper handwashing guidelines](#) and use hand sanitizer upon entering the workplace and throughout the workday. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after coughing/sneezing and using the restroom.
5. I will only utilize the elevator with one additional passenger for a maximum of two people per ride.
6. 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.
7. 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, we will notify the Facilities Director so the work areas can be sanitized and will follow the CDC guidelines to notify all employees that have come in contact with and/or have been exposed to this person in the most confidential manner possible.
8. I will minimize face-to-face meetings by utilizing alternative methods to move projects forward (i.e. email, conference call, phone call, web-based meetings).
9. I will follow any additional guidelines established for my specific job role and essential travel guidelines which are included in this document.

10. I have watched the CDC training videos included and understand the expectations.

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