

COVID-19 Preparedness Plan
Health and Safety Guidelines for ACT Plus Writing Make-Up Day
Duluth Public Schools

The Duluth Public School District is committed to providing a safe and healthy place for all our students and staff, including during the in-district administration of the ACT Plus Writing.

The Duluth Public Schools Assessment Department has developed the following COVID-19 Preparedness Plan in response to the COVID-19 pandemic. This plan follows the guidance developed by the state of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC), Minnesota Department of Health (MDH) guidelines for COVID-19, Minnesota Occupational Safety and Health Administration (MNOSHA) statutes, and Minnesota’s relevant and current executive orders. School and district assessment staff are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our schools and communities, and that requires full cooperation among our students and staff.

Requirements for School and District Assessment Staff (staff proctoring the exams)

Consistent with the Duluth Public Schools Return to Learn Plan, school and district assessment staff are expected to self-monitor for signs and symptoms of COVID-19. Staff will conduct a self-screening using the Minnesota Department of Health [COVID-19 Decision Tree for People in Schools](#) prior to supporting testing each day. Any staff member who responds “yes” to any of the following health screening questions will not support the test administration. Please notify your school and consult your healthcare provider for further instructions.

Health Screening Questions for Testing Staff
Does the testing staff have <i>one or more</i> of these symptoms: <ul style="list-style-type: none">● Fever of 100.4 degrees Fahrenheit or higher● Difficulty or trouble breathing● New cough or a cough that gets worse● New loss of taste or smell
Does the testing staff have <i>at least two</i> of these symptoms? <ul style="list-style-type: none">● Sore throat● Nausea● Vomiting● Diarrhea● Chills● Muscle pain● Excessive fatigue (extreme tiredness)● New or severe headache● New nasal congestion or runny nose
Has the testing staff been diagnosed with COVID-19 since they last worked with students?
Has the testing staff had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or doctor or other health care provider contacted you and said your child should stay home (quarantine?)

Is the testing staff or any other household member who is symptomatic (has symptoms consistent with COVID-19) currently waiting for COVID-19 test results?

If testing staff become symptomatic during testing, they must also be sent home immediately. If they cannot be sent home immediately, they must be isolated in the school's designated medical safe room until they can be sent home.

Physical distancing of at least six feet will be implemented and maintained between district and school testing staff and students. The number of occupants in each testing room will be reduced to 25% occupancy to maintain physical distance between examinees testing and testing staff. Examinees and testing staff will be alert to signage and floor markings that address physical distance and the flow of traffic.

District and school staff will wear face coverings as required by the Governor's executive order. District and school testing staff will wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of a testing session, prior to and after meals, and after using the restroom. District and school staff have been 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.

Routine practices of cleaning and disinfecting have been implemented, including more frequent cleaning and disinfection of high-touch surfaces.

Appropriate and effective cleaning and disinfecting supplies will be available for use by testing staff. Supplies will be used with any required PPE, and in accordance with product labels, safety data sheets, and manufacturer specifications.

District ventilation is continually monitored; ventilation rates in our schools meet or exceed all applicable MN codes and standards.

Requirements for Examinees (students taking exams)

Examinees, with the support of an adult, will conduct a self-screening using the Minnesota Department of Health [Home Screening Tool for COVID- 19 Symptoms](#) prior to arriving on the test administration date. Examinees who respond "yes" to any of the following health screening questions will not participate in the exam.

Health Screening Questions for Examinees

Does the examinee have *one or more* of these symptoms:

- Fever of 100.4 degrees Fahrenheit or higher
- Difficulty or trouble breathing
- New cough or a cough that gets worse
- New loss of taste or smell

Does the examinee have *at least two* of these symptoms?

- Sore throat
- Nausea
- Vomiting
- Diarrhea
- Chills
- Muscle pain
- Excessive fatigue (extreme tiredness)

- New or severe headache
- New nasal congestion or runny nose

Has the examinee been diagnosed with COVID-19 since they last went to their school, child care, or youth program?

Has the examinee had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or doctor or other health care provider contacted you and said your child should stay home (quarantine?)

Is the examinee or any other household member who is symptomatic (has symptoms consistent with COVID-19) currently waiting for COVID-19 test results?

If an examinee answers “yes” to any of the above questions, please notify your school that you will not be attending. Consult your health care provider for further instructions.

If examinees become symptomatic during testing, they must also be sent home immediately. If they cannot be sent home immediately, they must be isolated in the school’s designated medical safe room until they can be sent home.

Examinees are required to wash or sanitize their hands prior to or immediately upon entering the school. Hand-sanitizer (with greater than 60% alcohol) will also be available in the testing room.

Examinees will wear face coverings on test day, as required by the Governor’s executive order. Masks must be worn throughout the entire exam. Individuals who cannot tolerate a face covering due to a medical condition or disability-related condition may be permitted to utilize alternative options such as a face shield or other reasonable accommodation. Contact your school for details.

Examinees will need to show a picture ID (school ID or driver’s license) and will be asked to remove masks for inspection and full facial confirmation at check-in.

Gloves and hand sanitizer are acceptable for examinees to bring on test day and have in the testing room. Materials brought into the testing room are subject to inspection.

Examinees must adhere to physical distancing practices (remain six feet apart) throughout the duration of the test.

Schools will inform examinees of what door to enter the building and the location of the testing room. Examinees must report directly to the testing room upon entering the building. Upon completion of the exam, examinees must exit promptly through the door as directed by the school testing staff. Loitering in the building or visiting with school personnel will not be permitted.

Examinees and testing staff will be alert to signage and floor markings that address physical distance and the flow of traffic.

Communication Practices

This COVID-19 Preparedness Plan was communicated to all district and school testing staff and was made available to all examinees and their families prior to testing through email communications. It is also posted on the ISD 709 Website.

If staff members or examinees test positive for COVID-19 within 14 days after participating in an exam, contact your local healthcare provider or local health department who is responsible for contract tracing to disclose that you participated in the exam. Provide the exam date and location.

If you have any questions regarding the district plan, please contact the ACT district testing coordinator:

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If you have any questions specific to your school, please contact your ACT school testing coordinator:

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