

# School Building Use Guidance for In-Person Assessments/Hands-On Course Completion

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This guidance is intended to support school districts and charter schools offering in-person assessments and hands-on course completion appointments during the COVID-19 pandemic. The Minnesota Department of Education has identified specific purposes for this building use, outlined in the Use of School Facilities section of the [Minnesota Distance Teaching and Learning Implementation Guidance](#). **School districts and charter schools may only use this exception if all virtual/distance options have been exhausted AND compliance with the health guidance outlined below can be ensured.**

## Scheduling and Screening Upon Arrival

- Individual, in-person assessments, or hands-on course completion sessions should be scheduled by appointment only. Appointment schedules should include staggered arrival and completion times to minimize the potential for gathering. Appointment schedules must also allow adequate time for cleaning of high-touch surfaces, assessment spaces, and shared equipment between appointments.
  - When feasible, staff members and individuals completing assessments or hands-on course completions should wear face coverings within the facility. Have clean cloth facemasks available for all individuals entering the facility, and ensure masks that will be reused by staff are washed between uses.
  - Review policies to ensure that individuals who are ill will not be penalized for rescheduling appointments.
  - Establish procedures for discontinuing the scheduled assessment or hands-on course and cleaning the space if an individual or staff member becomes ill during the scheduled appointment.
- Health screenings should be conducted for all individuals entering the facility.
  - Consider using visual cues (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.
  - All people entering the facility should be asked three questions:
    - **Are you feeling sick or have you experienced any new symptoms in the last 10 days?** If the answer is **YES**, the individual should be denied entry.
    - **Have you had close contact with someone who was diagnosed or suspected to have COVID-19 within the last 14 days?** If the answer is **YES**, the individual should be denied entry. Staff members who answer yes should stay home for 14 days before returning to work.

- **Close contact is defined as:** Having been within 6 feet of a person who has COVID-19 or might have COVID-19 for a prolonged period of time. Close contact can occur while caring for, living with, or having a prolonged visit with someone with COVID-19.
- Individuals with scheduled appointments should be directed to reschedule after symptoms resolve.
- For the screening of individuals, the Centers for Disease Control and Prevention (CDC) outlined several examples of screening methods that may be used to screen people upon arrival:
  - **Reliance on social distancing (example 1):** Ask individuals to take their temperature either before coming to the facility or upon arrival at the facility. Upon arrival, the individual should stand at least 6 feet away from screening staff. The individual should be asked to confirm they do not have fever, shortness of breath, or a new /worsening cough. Screening staff should make a visual inspection for signs of illness (e.g., flushed cheeks, rapid breathing). Personal protective equipment (PPE) does not need to be worn if the 6 foot distance can be maintained.
  - **Reliance on barrier/partition controls (example 2):** Stand behind a physical barrier, such as a glass or plastic partition that can protect screening staff members' face from respiratory droplets produced if the individual being screened sneezes, coughs, or talks. Make a visual inspection for signs of illness (e.g., flushed cheeks, rapid breathing). Perform hand hygiene, put on disposable gloves, then conduct temperature screening by reaching around the partition or through a window. If performing a check on multiple individuals, ensure a clean pair of gloves is used for each person and that the thermometer has been thoroughly cleaned between each check. If a disposable or non-contact (temporal) thermometer is used and screening staff did not have physical contact with the individual, they do not need to change gloves before the next check. Non-contact thermometers can be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client.
  - **Reliance on personal protective equipment (PPE, example 3):** If social distancing or barrier/partition controls cannot be implemented during screening, PPE may be used when within 6 feet of another person. Screening staff should wash hands, put on a facemask, eye protection (goggles or disposable face shield), and a single pair of disposable gloves. Make a visual inspection for signs of illness (e.g., flushed cheeks, rapid breathing). If performing a temperature check on multiple individuals, ensure a clean pair of gloves is used for each person and that the thermometer has been thoroughly cleaned between each check. If a disposable or non-contact (temporal) thermometer is used and screening staff did not have physical contact with the individual, they do not need to change gloves before the next check. Non-contact thermometers can be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. The same wipe may be reused as long as it remains wet. After each screening, remove and discard PPE, and wash hands. Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and

water for at least 20 seconds. If staff do not have experience in using PPE, the CDC has recommended sequences for putting on and removing PPE.

- [CDC Guidance for Putting On and Removing PPE \(PDF\)](https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf)  
(<https://www.cdc.gov/niosh/npptl/pdfs/PPE-Sequence-508.pdf>)
- Hand hygiene stations should be set up at the entrance of the facility so people can clean their hands before they enter. If a sink with soap and water is not available, provide hand sanitizer with at least 60% alcohol near the screening/sign in location.

## Material and Equipment Preparation

- No staff who have symptoms consistent with COVID-19 should prepare materials to be used for in-person assessments or hands-on course completion sessions. Staff members should check their temperature each day they will be involved in preparing materials or equipment used for in-person assessments or hands-on course completion sessions.
- No staff who have had close, direct contact with a person who has COVID-19 or is otherwise symptomatic should be involved in material preparation.
- Any locations used for preparation should be thoroughly cleaned prior to preparing materials or equipment.
- If possible, wait 24 hours before distributing assessment materials.

## Maintain a Safe Environment

- Facilities used for in-person assessments or hands-on course completion appointments should be large enough to accommodate social distancing with furniture arranged to ensure appropriate spacing. Consider using visual cues (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.
- Ensure that hand hygiene products (e.g., hand sanitizer, soap, tissues, disinfectant wipes) are readily available for use in the assessment or course completion space.
- Avoid shared supplies as much as possible. If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently. Healthy hand hygiene behavior should be promoted.
  - Do not share writing utensils or office supplies when possible.
  - Frequently clean office supplies or equipment that cannot be designated to a specific individual.
  - Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).
- Avoid sharing required equipment used for assessments or hands-on course completions (e.g., mannequins, machinery) whenever possible. If shared equipment is necessary, develop a process to clean the equipment between individual uses.

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- Place hand hygiene products (e.g., hand sanitizer, soap, tissues, disinfectant wipes) in close proximity to any required equipment.
- Instruct individuals to practice hand hygiene before and after using required equipment.
- For paper testing, designate bins for individuals to place completed tests. Testing staff handling testing materials may consider wearing gloves and should perform hand hygiene after handling paper tests.
- Ensure the availability of appropriate cleaning supplies. Cleaning should occur between appointments with a final cleaning at the end of the day.
  - [COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs \(https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html\)](https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)

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*For more information, visit [Coronavirus Disease 2019 \(COVID-19\) \(health.state.mn.us/diseases/coronavirus/index.html\)](https://www.health.state.mn.us/diseases/coronavirus/index.html), or call the COVID-19 Hotline at 651-201-3920 or 1-800-657-3903.*

*To obtain this information in a different format, call 651-201-5414.*