



Recruitment during COVID19 for Title I Migrant Education Services

During the Stay at Home order (Title I)

- Under the stay at home order from Governor Tim Walz, we are not conducting face-to-face interviews to determine Migrant Education Program eligibility. All identification and recruitment of potential migratory families will be conducted over the phone or video conference interviews until further notice.
- Recruiters will work from their home office during the Stay at Home order.
- Use resources to gather information about past migratory families.
- Check Migrant Student Information Exchange (MSIX) to see if the family has been identified recently.
- If no recent Qualifying Arrival Date (QAD), the family made a new qualifying move in the past 36 months, or the QAD in Migrant Student Information Exchange (MSIX) is different than what the family states, conduct interview to determine eligibility for the Minnesota Migrant Education Program (the State [SEA] must approve the COE before services can start).
- Contact the family by phone or video conference.
- If eligible, fill out an eCOE. Do they have an email address? Email will be one of our primary forms of communication. We will not share their email address with third parties.
- Verify date of birth (DOBs), spelling of names and all other information to ensure accuracy before submitting the eCOE.
- Very important to apprise the interviewee of FERPA and their rights and responsibilities (found on the back of the COE).
 - Read the following statement in the Interviewee Signature section before checking the box below:
 - *I understand the purpose of this form is to help the State determine if the child(ren)/youth listed above is/are eligible for the Title I, Part C Migrant Education Program. I certify that the above information is correct to the best of my knowledge. My rights, responsibilities and FERPA have been explained to me (see back of this form). I hereby authorize the school district, the MN Migrant Education Program, Hamline/MMERC, and Tri-Valley Opportunity Council, Inc. to release/transfer my child's education and health records to/from other schools and educational agencies. I grant permission for my child(ren) to be given emergency medical treatment. I*



understand the contact information I provided will be used for communication purposes.

- *Due to COVID-19 pandemic parental signature was unable to be obtained. Verbal authorization was granted, and interviewee agrees to the above statement and the information collected on the eCOE.*
- Follow up for a signature may be needed at a later date. We will contact families as needed.
- MSIX Move Notices are a fundamental part of the determining eligibility process – a move notice should be filled out in MSIX every time a family has arrived or has left. Submit a move notice as soon as possible.
- For Recruitment Requests, share any of the following for when they move again or if they know someone who has or is moving:

Our link

- https://forms.office.com/Pages/ResponsePage.aspx?id=YYYqEkdTzkuVTIXwnDsd_vod4hg7rf5OvXm6vD5ob-ZURFA3TTdZSEJFRUZIMIQ2M0ILNDIPUldKQi4u
- Minnesota Migrant Hotline **1-800-890-4853**

After Stay at Home Order is Lifted

Prior to conducting face-to-face home visits, a self-screening and family screening must take place. The recruiter will follow the self-screening guidance below to determine if he/she should proceed with a home visit. The recruiter must also screen the person they will interview using the same self-screening questions. If the answer is no to all of the questions for the recruiter and the interviewee, face-to-face contact can occur following social distance guidelines.

- Try to get as much filled out as possible before the face to face visit. Then when you are with the family, you will just need to verify the information and obtain a signature.
- Let the family know that the interview will need to take place outside of the house and that we will be wearing masks and gloves and will take precautions to keep everyone safe.
- Keep in mind that even if you and the person you are visiting do not have any symptoms, you may still be exposing each other to the virus.



No home visits will be conducted **inside** the home. The priority is to determine eligibility and verify the information on the eCOE. If possible, a phone or virtual interview should take place first, and then a home visit should follow in order to verify the information on the Certificate of Eligibility and obtain a signature. Recruiters will assess with each family what will work best for them. Options include phone, virtual, or face-to-face contact, can be done at the center, outside the home (e.g. back yard), or outside in a community space.

Recruiters must wear masks during the home visit.

Self-Screenings include:

- A temperature check – temperature should be below 100.4°.
- Answer the following questions:
 - In the past 10 days, including today, have you had symptoms of acute respiratory illness (e.g., acute cough, shortness of breath, sore throat)?
 - Including today, have you had a fever > 100° F or symptoms of a fever such as chills, muscle aches, and/or weakness?
 - Have you been in close contact (household or intimate) with an individual with undiagnosed fever and/or acute respiratory symptoms (cough, shortness of breath) in the past 14 days?
 - Have you had close contact with an individual diagnosed (lab or clinical) with COVID-19 in the past 14 days?
 - Have you or anyone close to you had a headache, sore throat, or new loss of taste or smell?
- If the temperature is below 100.4° AND the answer to all questions is “No”, the recruiter can proceed with the home visit. The recruiter must proceed to wash their hands before having any contact with families or other staff.
- If the answer to any of the questions are “Yes” OR the temperature is above 100.4°, the recruiter WILL NOT BE ALLOWED to enter the program space, or do a home visit, and should stay home. If you feel sick with COVID19 symptoms, do not do the home visit.
- If any symptoms are noted during the screening, the staff, child or recruiter is excluded in accordance with the MDH COVID-19 guidelines for 7 days or 3 days with no fever.
- Title I recruiter screenings must be documented on the COVID-19 Staff Screening Logs in FastField.



Upon Arrival

- Sanitize your hands and put on a facemask, a single pair of disposable gloves, and jacket (jacket will need to be changed after the home visit)
- Gather needed devices, forms, binder's/ clip boards, pens, stylus. Have hand sanitizer and Ziploc baggie nearby.
- If the family does not have a mask, and we have extra, offer the person you are interviewing a mask.
- Have handouts and packets of information prepared and ready to be handed out

During the Interview

- When at all possible, staff should practice social distancing and try to maintain six feet of distance between people.
- Staff will be provided with appropriate protective equipment supplies which include masks, gloves, disinfectant, and jackets as appropriate.
- Do not shake hands or give hugs, offer a wave to say hello as needed
- Let the family know that we are taking all precautions that we can to keep everyone safe and healthy.
- Keep the visit as short as possible.
- Do not touch items in or around the home and avoid touching things in the home and do not touch your eyes, nose, mouth, or face during your home visiting time.
- Staff are prohibited from gathering in groups and in confined areas.
- Meetings and events that require close contact will be suspended (e.g. Parent Meetings, Recruitment Events, etc).
- If possible, let the family keep the pen that is used during the interview.
- Always cover your coughs and sneezes and ask others to do the same. Take tissues with you. If you use a tissue, throw it away right after use and then wash or sanitize your hands.

After the Interview

- The recruiter will remove gloves and place them in the Ziploc baggie once they have completed the interview.
- The recruiter will use hand sanitizer between interviewing families who live in separate households.
- The recruiter should disinfect anything that the family touched (stylus, pen, device, etc).



Door Knocking/Postering/Visiting Agencies

- Practice social distancing at all times.
- Could start right away after Stay at Home is lifted (take same precautions/procedures as listed above in the After Stay at Home Order is lifted).
- Make sure you have all of the safety materials needed.

Cleaning

Exposed, high-touch surfaces (windows, steering wheel, etc.) in the car should be wiped down with disinfectant wipes or sprayed with soapy water and then wiped down. Remove all trash from the car.

Disinfecting:

At the end of the day, spray exposed, high-touch surfaces (windows, steering wheel, etc.) with a disinfectant spray, ensuring a contact time of at least 2 minutes.

Ensure that all areas are dry before entering the vehicle.

Personal Protective Equipment

Gloves

Hand Sanitizer

Light Jackets with long sleeves

Disinfectant Wipes

Masks (for recruiters and families if they don't have one)

Ziploc baggies

Lysol spray

Thermometers (for recruiters if they don't have one to check their temps)

Pens with logo to leave with them (if needed)

Tissues