

Hood View Adventist School

Communicable Disease School Management Plan for COVID-19

This document outlines the basic steps necessary to minimize the opportunity for a virus outbreak on the Hood View Adventist School campus and to maintain, to the greatest extent possible, the health of students and staff. In order for on-site learning to take place, certain precautions must be observed, processes put in place, cleaning protocols followed, and all school personnel properly educated and trained.

Hood View Adventist School's designated Safety Officer:

Kim Cornette, Principal

The Safety Officer is responsible to:

1. Ensure that daily records, including contact tracing information, are kept of all who come and go throughout the school day. These logs must be maintained for a minimum of 4 weeks from the date of in-person/on-site instruction.
2. Maintain student contact tracing logs, which must include student name, family and emergency contact information, drop off/pick time and adults responsible for both drop/off/pick-up and all staff that interact with each group of students.
3. Ensure health and safety precautions and protocols are followed.

Hood View Emergency Preparedness Plan – Response to Outbreak

1. Document any observed case of elevated temperature (above 100.4) or other symptoms of COVID-19.
2. Refer to the *Planning for COVID-19 Scenarios* toolkit from the Oregon Department of Education.
3. Report any cluster of illness (2 or more people with similar illness in the same cohort) to local public health authority (LPHA), typically the county Health Department (24/7 Clackamas County Disease Reporting Hotline 503-655-8411) and follow any instructions received from the LPHA.
4. Report any confirmed case of COVID-19 to the LPHA.
5. Communicate potential or confirmed COVID-19 cases to the school community and other stakeholders, according to the guidance in the *Planning for COVID-19 Scenarios* toolkit.
6. If a positive case is confirmed, notify local superintendent, Gale Crosby (503-850-3500).
7. Pending instructions from the LPHA:
 - Discourage extracurricular activities and gatherings of staff, students and their families, both private and public.
 - Modify, postpone, or cancel any large-group school activities.
8. Collaborate with the LPHA to determine the need for and/or length of a cohort quarantine or whole-school closure.

Preparation Prior to Resuming Instruction

(Teachers & Staff)

- The principal shall follow ODE guidelines in communicating this plan to families and constituents.
- Signs shall be posted on how to stop the spread of COVID-19, how to properly wash hands, to promote everyday protective measures, and that indicate that face coverings are required.
- Instructional spaces shall have at least 35 square feet per person, including teaching staff.
- Hand sanitizer stations will be located at each entry point. Hand sanitizer will be at least 60% alcohol.
- Principal will disable or block all drinking fountains. Water and bottle refilling stations on drinking fountains may still be used as long as the drinking fountain mouthpiece is rendered inoperable.
- The principal will establish a plan to perform or supervise routine disinfecting of all high-touch surface areas in the common areas and office spaces of the school throughout the day (e.g. doorknobs, faucet handles, light switches, toilets handles, workroom tables/counters, etc).
- Each teacher will establish a plan to perform or supervise a routine disinfecting of touchpoints at various times during the day, along with a plan for teachers or custodians to conduct a daily wipe-down of all touchpoints with disinfectant.
- Staff will be instructed on:
 - Proper use, removal, and washing of face coverings/shields.
 - Avoiding touching the face or face covering as much as possible.
 - Washing or sanitizing hands every day upon entry to the school.
 - Washing hands frequently during the school day, including before/after meals, before/after playground usage, between cohorts, etc.

Responsibilities for In-person/On-campus Instruction

(Teachers & Staff)

- Provide “Coronavirus (COVID-19) Fact Sheet” to all adult guardians with children participating in on-campus instruction.
- Require a health survey form from a parent/guardian upon entry to the building for each student. (See also **Student Pick/Drop Off** below.)
 - If no parent-completed health survey is received, conduct a visual health screening of the student, following county and CDC guidelines to monitor for symptoms. A visual health screening will also be conducted daily for staff and visitors.
 - Thermometers will be available to use regularly for any concerns.
 - Primary symptoms of concern: cough, fever (temperature of 100.4°F or greater) or chills, shortness of breath, or difficulty breathing.
 - Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19.
 - If a student or staff member has non-primary symptoms but no fever, temperature should be checked every three hours, if student otherwise feels well enough to remain at school.
 - Students or staff members with a temperature of 100.4°F or greater will be required to return home.
- Monitor student physical distancing on playground, fields, recess, and breaks to the greatest extent possible and ensure no mixing of cohort group members.
- Teachers will maintain daily student attendance log/contact tracing log (the same form).
- Front office will maintain a daily log of employees on campus as well as of essential visitors who come and go during the school day. Non-essential visitors will be discouraged from entering the building beyond the enclosed entry area.
- Use of cloth face coverings/face shields will be required according to ODE and OHA guidelines.

Responsibilities for In-Person/On-Campus Instruction

(Students, Teachers, Staff, Volunteers, Essential Visitors)

- Avoid touching faces or face masks as much as possible.
- Cover coughs and sneezes with a tissue or elbow. Tissues should then be immediately discarded, and hands should be washed or sanitized.
- Avoid contact acts such as shaking hand or holding hands, hugging, or other forms of touching.
- Use personal water bottles labeled with owners' names, as all school drinking fountains will have been disabled. The faucet or water dispenser is to be disinfected regularly.
- Utilize handwashing facilities and teach/learn routines for effective handwashing of at least 20 seconds with soap and water.
 - Wash hands every day upon entry to the school building.
 - Also, wash hands:
 - after bathroom use
 - before/after meals or snacks
 - before/after playground activities, recess, or P.E.
 - before/after art, music, librarian visits (even within the classroom)
 - Though handwashing is highly preferred, approved hand sanitizer may be used as a substitute to handwashing, if necessary, EXCEPT after using the restroom and before snacks/meals.
 - Encourage the use of songs or other motivators to teach/promote effective hand-washing practices.
- In assessing work, limit paper exchange as much as possible.
- Limit sharing of school supplies, books, electronic devices, etc. unless properly sanitized between uses or adequate time is given between uses (more than 72 hours).

Maintaining Health & Safety during Student Transitions

- For the health and safety of those in the school, visitors to the building and classrooms shall be limited to those with essential business. Non-essential visitors shall not be allowed in the classrooms or common areas of the school, beyond the enclosed front entry area.
- Classroom transitions will be limited to the greatest extent possible.
- Common hallways will be marked for traffic flow and physical distancing.
- Times for recess, PE, and gym use, are to be staggered with other cohorts to minimize mixing of cohorts and to avoid waiting-in-line in the hallways.
- Areas used by more than one cohort group are to be sanitized between arrival and dismissal of different cohort groups. Records will be kept of who sanitized, time, and a checklist of areas cleaned.
- Where possible, cohorts shall be assigned specific classroom restrooms. All restrooms' high-touch surfaces are to be sanitized at regular intervals throughout the school day.
- Encourage students to wash hands when transitioning between activities.
- Lunch and snacks are to be consumed in cohorts' classrooms or designated cohort areas. Hot lunches will be delivered to classrooms. During lunch and snacks:
 - Prohibit the sharing of food or utensils.
 - Clean and sanitize eating areas after use.

Essential Visitor Responsibilities

- Undergo health screening for symptoms upon every entry into school.
- Maintain appropriate physical distancing.
- Wash or sanitize hands upon entry and exit.
- Wear face covering.

Staff Member, Student, or Essential Visitor Illness

- Parents and guardians are to report student illness to the school office. COVID-19 symptoms are to be shared so that guidance can be given for safely returning to school after illness according to the *Planning for COVID-19 Scenarios* toolkit. Parents are also to report a student's positive COVID-19 test result as well as student exposure to a confirmed case of COVID-19.
- Students and staff must remain at home when sick or if they have recently had an illness with a fever (temperature above 100.4) or a cough.
- Before students and staff return to school who have been ill with primary COVID-19 symptoms (fever of 100.4 or above, cough, shortness of breath, tightness in the chest), they must consult with the Safety Officer (the principal) regarding the protocol for returning to school, based on the *Planning for COVID-19 Scenarios* toolkit.
- Individuals who have been exposed to a confirmed or presumptive case of COVID-19 must remain at home and quarantine for 14 days after their last date of exposure before returning to work or school.
- Students or staff who have a family member in their home who has signs of COVID-19 must be closely monitored.
- When students come to school sick or become sick at school with any primary COVID-19 symptoms, remove them to the isolation area to eliminate contact with the rest of the school population. Follow procedures for contacting parents/guardians to pick up sick students as soon as possible.
- When adults become sick at school with any primary COVID-19 symptoms, they are to leave campus as quickly as possible.
- Follow the steps in the "Hood View Emergency Preparedness Plan" (page 1 of this document) and the *Planning for COVID-19 Scenarios* toolkit if it has been confirmed that a student or staff member has become infected.

Student Pick-up/Drop-off

- For pick-up and drop-off, parents shall not enter the building.
- For morning drop off, students are to use the designated entrance for their class/cohort groups.
- Drop off areas will be supervised to ensure students are adhering to distancing guidelines.
- Upon arrival, staff members will receive parent health survey/screening forms and/or will conduct a health screening for each student prior to their entering the school building or, after school has begun, in the front reception area.
- Logs of health screenings will be kept for a minimum of 4 weeks.
- Students will be dismissed when their assigned pick-up numbers are called and are to use their outdoor classroom entrance/exit and walk on sidewalks to the crosswalk at the drive-thru pick up area.
- Pick up areas will be supervised to ensure students are adhering to distancing guidelines.

Cleaning & Disinfecting

Hood View Adventist School will be cleaned at least daily according to the following CDC-aligned protocols to minimize the risk of exposure to COVID-19. Cleaning frequency will be increased for frequently touched surfaces and areas used by more than one cohort.

Step 1: Clean

- Wear disposable gloves to clean and disinfect.
 - Additional personal protective equipment (PPE) may be required based on the cleaning/disinfectant products used and whether there is a risk of splash.
- Clean *soiled* surfaces daily using soap and water, if needed, prior to disinfecting. Some products may accomplish the cleaning and disinfecting process in one step.

- More frequent cleaning and disinfecting may be required based on level of use. High touch surfaces include tables, doorknobs, light switches, handles, learning areas, keyboards, toilets handles, faucets, etc.

Step 2: Disinfect

- It is recommended to use EPA-registered household disinfectant.
 - Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
 - Keeping surface wet for a period of time (consult product label).
 - Following precautions such as wearing gloves and making sure there is good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
 - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
 - Unexpired household bleach will be effective against coronaviruses when properly diluted.
 - Follow manufacturer's instructions for application and proper ventilation.
 - Never mix household bleach with ammonia or any other cleanser.
 - Leave solution on the surface for at least 1 minute.
 - To make a bleach solution, mix:
 - 5 tablespoons (1/3rd cup) bleach per gallon of water
 - OR
 - 4 teaspoons bleach per quart of water
 - Bleach solutions will be effective for disinfection up to 24 hours.
 - Alcohol solutions with at least 60% alcohol may also be used.

Supplies for Cleaning/Disinfecting

- The principal will ensure that employees are provided with gloves and cleaning/disinfecting supplies are readily available to accomplish periodic cleaning and disinfecting activities.
- The principal will ensure that soap, hand sanitizer, tissues, paper towels and no-touch trash cans are readily available for student and staff use.

Soft Surfaces

- It is recommended to remove any items that are difficult to clean, such as non-essential furniture, toys, etc. that are difficult to sanitize.
- For soft surfaces:
 - Clean using soap and water or with cleaners appropriate for use on these surfaces.
 - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely,
 - OR
 - Disinfect with an EPA-registered household disinfectant.

Technology/Electronics

- For electronics, such as tablets, touch screens, and keyboards, follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol.

Playground Equipment/Outdoor Areas

- Designate shared playground structures/equipment solely for use of one cohort at a time. High touch surfaces on play structures made of plastic or metal, such as grab bars and railings, should be disinfected between cohorts, whenever possible.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

- Items that are shared such as bats, balls, hula hoops, or any other game-specific toys are to be sanitized between cohorts.
- Students are to wash their hands after using the play structure and/or any play equipment.
- Keep playground closed to the general public until park, playground equipment, and benches reopen in the community.
- Sidewalks and roads need not be disinfected.

STEAM/Art Supplies

- Teachers will ensure adequate supplies to minimize sharing of high-touch materials to the fullest extent possible (art supplies, lab equipment, etc.). If items must be shared, they will be disinfected between users.

All above protocols are subject to change based on new guidelines that may be issued by the Oregon Conference Office of Education, the Oregon Department of Education, the Governor's Office, and state and local health departments. Schools may need to adjust operations accordingly as changes occur. Presently, field trips, most large-group extra-curricular activities, and other non-essential events are either not permitted or severely restricted.

Primary Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=40>

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Supporting%20All%20Learners%20Beyond%20Distance%20Learning%20for%20All.pdf> Other Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

<https://www.oregon.gov/ode/students-and-family/SpecialEducation/Documents/Emergency%20Child%20Care%20Guidance.pdf>