



Valley Christian Schools

Updated: 8/11//2022

COVID-19 SYMPTOMS & EXPOSURE PROTOCOLS

It is essential for Valley Christian Schools to work together to prevent the introduction and spread of COVID-19 in the school environment while still providing quality education. This guidance is intended to support safe, in-person learning on our campuses and mitigate the spread of COVID-19. Disease management strategies in our schools are guided by the principle that safe, in-person learning is critical to student well-being and development. Our employees, students, and volunteers' health and confidentiality are key during this global pandemic. Employees, students, and volunteers should remain at home if they have COVID-19 symptoms regardless of vaccination status and/or previous infection.

This policy outlines steps that the school is taking to keep its employees, students, and volunteers as healthy as possible. It also outlines the steps that will be taken in the event that an employee, student, or volunteer is directly exposed to COVID-19, has symptoms of COVID-19, or tests positive for COVID-19.

This is a "living document" and will be updated regularly as the pandemic conditions within our community and our school change.

Symptoms of COVID-19

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| -Fever or chills | -Headache |
| -New or sudden cough | -New loss of taste or smell |
| -Shortness of breath or difficulty breathing | -Nausea or vomiting |
| -Fatigue | -Sore throat |
| -Muscle or body aches | |
| -Diarrhea | |

Screening

All employees, students, and volunteers should be self-screened for COVID-19 prior to arriving on campus.

Students:

- Parents should screen students for COVID-19 symptoms before arriving on campus for school or extra-curricular activities.

- Parents should check their children to ensure they are fever-free and observe for symptoms as outlined above.
- Students should be kept at home if they have symptoms consistent with COVID-19.
- Parents should notify the COVID-19 Coordinator at the student's campus if they are keeping their child at home due to potential or confirmed COVID-19-related illness.

Employees & Volunteers:

- Employees and volunteers should self-screen for COVID-19 symptoms before arriving on campus.
- Employees and volunteers should ensure they are fever-free and observe themselves for COVID-19 symptoms as outlined above.
- Employees and volunteers should stay home if they have symptoms consistent with COVID-19.
- Employees and volunteers should immediately notify their supervisor and Human Resources if they are staying home due to potential or confirmed COVID-19-related illness.

If an Employee, Student, or Volunteer Becomes Sick:

If an employee, student, or volunteer becomes sick while off work or school please take the following steps:

- Please have the individual stay home and notify the COVID-19 Coordinator. (mgoldine@vcschools.org)
- In order to return to campus, you must be fever-free for 24 hours and/or meet the COVID-19 Return to Campus Guidelines.
- **Return to Campus Guidelines-** If you test positive or have symptoms of COVID-19, you should stay away from others, even at home and even if you have been vaccinated. Isolate for at least 5 full days after your symptoms start, or after your first positive test date if you don't have symptoms. Ending isolation: You may end isolation after 5 days if you test negative (use an antigen test) on Day 5 or later – as long as you do not have a fever and your symptoms are getting better. If you still test positive on or after Day 5 (you may test again the following day) or if you don't test, isolate for 10 full days, and until you don't have a fever. It is strongly recommended that you wear a well-fitting mask around others – especially when indoors – for 10 days, even if you stop isolating yourself earlier.

*For symptomatic students and staff, Day 0 is the first day of symptoms; Day 1 is the first full day after symptoms develop. For asymptomatic students and staff, Day 0 is the day the first positive test was collected; Day 1 is the first full day after the positive test was collected.

If you become sick while at school please take the following steps:

- *Students:* Immediately report any illness symptoms to your Teacher or Coach.
- *Employees:* Immediately report any illness symptoms to your direct Administrator.

If an employee, student, or volunteer is symptomatic while entering campus or during the school day the COVID-19 Coordinator should ensure they have put on the appropriate PPE:

- Then separate the employee, student, or volunteer from others right away, preferably isolated in an area through which others do not enter or pass;
- If more than one employee, student, or volunteer student is in an isolation area, ensure physical distancing;
 - Take and record the temperature;
 - Require employees, students, and volunteers exhibiting symptoms to immediately wear a face covering while they wait, supervised, in the isolation area until they can be transported home by their parent/guardian or to a healthcare facility.

- Contact parent/guardian or emergency contact to pick up the sick student. Notify Human Resources if the sick individual is an employee.
- Parents/guardians or emergency contacts need to pick up sick children within 1 hour that they have been isolated in the health office;
- Clean and disinfect the area once the employee, student, or volunteer has left following proper cleaning and disinfecting procedures.
- Remove and clean or throw away soiled PPE.

Notification Process:

Responsible Parties

- **Teacher/Coach:** This group is responsible for notifying the COVID-19 Coordinator or Principal or Athletic Director;
- **Principal or Athletic Director:** This group is responsible for notifying the COVID-19 Coordinator.
- **Supervisor:** If an employee calls in sick or appears ill, the supervisor may inquire as to whether they believe the illness to be COVID-19 related and/or whether they are exhibiting any symptoms of COVID-19. If the answer is yes to either of these questions the employee should be referred to the COVID-19 Coordinator for further support.
- **Property Manager:** This role will work with the COVID-19 Compliance Team and the Principal to determine if rooms/buildings need to be closed and for what period of time using the Exposure Cleaning Protocols. The local health department may also help the team to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine room, building, or closure.

Protocol

- *Employee, student, or volunteer on campus tests positive*
 - The positive individual must remain off campus. They may return to campus following the Return to Campus Guidelines.
 - Exposed individuals are informed. Parents are informed.
 - All individuals who were in close contact with the positive individual must test within 3-5 days after the last contact.
 - All individuals who were in **close contact** (see terms/definitions) with the positive individual must monitor themselves for symptoms for ten (10) days and test within days 3-5.
 - Education is delivered for those off campus with grade-appropriate alternative means.
- *Employee, student, or volunteer who lives in the same home as someone who has tested positive in that home (there has been no direct exposure with a positive individual on campus)*
 - Anyone living in the same home with the positive individual must monitor themselves for symptoms for ten (10) days.
 - All individuals who were in close contact/live in the same household with the positive individual must test within 3-5 days after the last contact.
 - The close contact may attend school, but per CDPH and LACDPH masking guidance, close contacts should wear a well-fitting mask around others for a total of 10 days, especially in indoor settings and when near those at higher risk for severe COVID-19 disease.
 - If symptoms develop, test and stay home AND if the test result is positive, follow the isolation recommendations above.

Who Investigates the Potential Exposure?

The COVID-19 Compliance Team is responsible for investigating each case of potential exposure on the school campuses. The COVID-19 Compliance Team will follow the procedures below unless otherwise instructed by the County Health Department.

COVID-19 Coordinator:

Marlaina Goldine
mgoldine@vcschools.org

COVID- 19 Compliance Team:

High School- Faith Rietveld
Middle School- Cheryl Chamberlin
Elementary School- Karen Garcia
Preschool- Sara Ramirez
Human Resources- Tracie Jones

Ensuring confidentiality, Human Resources and the COVID-19 Compliance Team on each campus will ensure the following steps are taken:

- If an employee, student/parent or volunteer notifies the school of an illness, the COVID-19 Compliance Team or Human Resources may ask the person if they believe the illness to be COVID-19 related and/or whether the student is exhibiting any symptoms of COVID-19;
- Appropriate investigation is conducted using the Contact Form and the Return to Campus Guidelines to determine if removal from campus is warranted, when the employee, student, or volunteer is allowed to return and to identify who the employee, student or volunteer has interacted with;
- Leave of absence and paid time off will be reviewed by Human Resources with the employee;
- Notification protocols will be followed and other employees will be contacted by COVID-19 Coordinator;
- Notification protocols will be followed and the parents of other students potentially exposed will be contacted by the COVID-19 Coordinator;
- Human Resources will collect the documentation required to certify the need for time off for employees and COVID-19 Compliance Team will do the same for students;
- COVID-19 Coordinator will clear the employees and volunteers to return to work once the criteria is met;
- The COVID-19 Coordinator will clear students to return to school once the criteria is met.

Monitoring Program- Close Contacts

Employees, Students, and volunteers who have been in close contact with someone who is positive for COVID-19 or has significant COVID-19 symptoms should ensure they follow these steps while on campus.

These steps can be discontinued 10 days after the last close contact date (given no symptoms have begun or positivity has been established).

- The employee, student or volunteer **must**:

- Self- Monitor for symptoms.
- Test within 3-5 days after the last contact.
- Wear a face mask at all times while indoors except while eating or drinking. (For 10 days)
- Practice social distancing whenever possible.

Unless they develop symptoms during the 10 days after they were exposed, close contacts may remain on campus and do not need to quarantine as long as they follow all of the above requirements.

*NOTE: Asymptomatic student and staff close contacts who were previously infected with SARS-CoV-2 within the last 90 days are exempt from testing but must mask around others indoors for 10 days after the last date of exposure.

Cleaning Procedures

Cleaning & Disinfecting

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening school spaces and keeping them open. This section describes both routine cleaning that happens daily, weekly, and monthly and the cleaning of an area that has been affected by COVID-19.

Routine Cleaning

The cleaning of all rooms on campus is conducted regularly:

- They are cleaned with soap & water first and then the high-touch surfaces are disinfected;
- We use cleaning products that meet the EPA's list of disinfectant products that kill COVID-19;
- We do not typically apply disinfectants on items used by very young children, especially any items that children might put in their mouths;
- Items that should be disinfected regularly:
 - Doorknobs, light switches, countertops, handles, handrails, drinking fountains, toys, games, art supplies, instructional materials, playground equipment, toilets, faucets, microwave, bathrooms, coffeepot, sinks, desks, tables, chairs, keyboards, phones, headsets, copy machines, etc.
- We ensure trash is removed daily;
- We plan to do the thorough cleaning when children are not present and when possible during cleaning, we air out the space before children arrive.

Exposure Cleaning

- Close off any area used by any sick person and do not use it before it has been cleaned and disinfected;
- To reduce the risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible;
- Ensure that ventilation systems and fans operate properly and increase circulation of outdoor air as much as possible by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk to children using the facility;
- Perform the Routine Cleaning procedures as listed above.

Guidance on School Closure

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure

may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 10 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine whether school closure is warranted for other reasons, including results from public health investigations or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

What are the criteria for closing a school district?

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department. If a school district is closed, when may it reopen? Districts may typically reopen after 14 days, in consultation with the local public health department.

Preventative Measures

All employees and students are strongly encouraged to implement the following behavioral practices, as reasonable, to help reduce the likelihood the virus would be spread at school:

- Wash hands frequently with soap and water for at least 20 seconds;
- If hand washing is not available, sanitize with hand sanitizer;
- Employees are encouraged to wear a face mask while interacting closely with students indoors.
- Practice social distancing, avoid close contact with others especially if they are sick;
- Avoid touching eyes, nose, and mouth;
- Stay home when sick;
- Clean and disinfect frequently touched objects or surfaces;
- Wipe down public surfaces before and after you touch them;
- Leave doors open to prevent frequent touching;
- Open windows or increase air conditioning circulation;
- Cover your cough or sneeze with a tissue, then throw it in the trash and wash your hands.

Resources:

- Resources we rely upon for updated information that guides our plan:
 - Centers for Disease Control (CDC)
 - Los Angeles County Department of Public Health
 - California Department of Education
 - State of California
 - California Department of Public Health

****Terms/Definitions**

- **Close Contact--** any of the following people who are exposed to an “infected person” while they were infectious.
 - An individual who was within 6 ft of the infected person for more than 15 minutes in a 24-hour period.
 - An individual who had unprotected contact with the infected person’s body fluids and/or secretions, ie: being coughed/sneezed upon, providing care without wearing appropriate protective equipment.
 - An individual living in the same household as an “infected individual”.
- **An Infected Person** is anyone with COVID-19, or who is suspected to have COVID-19 and is considered to be infectious from 72 hours before their symptoms first appear until they are no longer required to be isolated.
- **Return to Campus Guidelines-** If you test positive or have symptoms of COVID-19, you should stay away from others, even at home and even if you have been vaccinated. Isolate for at least 5 full days after your symptoms start, or after your first positive test date if you don’t have symptoms. Ending isolation: You may end isolation after 5 days if you test negative (use an antigen test) on Day 5 or later – as long as you do not have a fever and your symptoms are getting better. If you still test positive on or after Day 5 (you may test again the following day) or if you don’t test, isolate for 10 full days, and until you don’t have a fever. It is strongly recommended that you wear a well-fitting mask around others – especially when indoors – for 10 days, even if you stop isolating yourself earlier.