



Valley Christian Schools

Updated: 11/05/2020

COVID-19 SYMPTOMS & EXPOSURE PROTOCOLS

It is essential for Valley Christian to work together to prevent the introduction and spread of COVID-19 in the school environment while still providing a quality education. Employees, students and volunteers should remain at home if they, someone in their immediate household, or someone they have been exposed to has COVID-19 symptoms or is being tested for COVID-19. Our employees, students and volunteers' health and their confidentiality is key during this global pandemic.

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 |
| -Cough | -New loss of taste or smell |
| -Shortness of breath or difficulty breathing | -Sore throat |
| -Fatigue | -Congestion or runny nose |
| -Muscle or body aches | -Nausea or vomiting |
| -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 child 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 or if they have had close contact with a person diagnosed with or suspected to have 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.
- The school will perform temperature checks and ask COVID-19 screening questions to all students prior to them entering campus.

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 or if they have had close contact with a person diagnosed or suspected to have COVID-19.
- Employees and volunteers should notify their supervisor and human resources immediately if they are staying home due to potential or confirmed COVID-19 related illness.
- Employees and volunteers must have their temperature taken no later than 15 minutes after arriving on campus. They can have their temperature taken by their Administrator, the COVID-19 Coordinator or Human Resources.
- Employees and volunteers must then log their result by answering the Health Self-Check form online no later than 30 minutes after arrival on campus.
- The specific contents of the all individual Health Self-Check forms will be shared with Human Resources only and strict confidentiality will be kept.
- The Health Self-Check form can be accessed on each campus
- This process must be repeated each day an employee or volunteer is on campus.

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 Human Resources or the COVID-19 Coordinator.
- In order to return to campus you must be fever free for 24 hours and/or meet the COVID-19 return to campus guidelines.

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 and HR.

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 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 & Human Resources;
- **Principal or Athletic Director:** This group is responsible for notifying the COVID-19 Compliance Team or Human Resources and the Superintendent.
- **Supervisor:** If an employee calls in sick or appears ill, the supervisor can 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 Human Resources for further support.
- **COVID-19 Compliance Team & Human Resources:** This group is responsible for notifying the Superintendent, investigating the potential exposure, informing parents and/or co-workers, notifying the Property Manager to commence Exposure Cleaning Protocols.
- **Property Manager:** This role will work with Human Resources or the COVID-19 Compliance Team and the Principal to determine what 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.
- **Superintendent or Human Resources:** This group is responsible for notifying the LA County Department of Public Health and other agencies as required. Notification of the school community if needed will be made through the Superintendent's office.

Protocol

- *Employee, student or volunteer on campus tests positive*
 - All individuals that were in **close contact** (see terms/definitions) to the positive individual must remain off campus and may return to campus following the **Return to Campus Guidelines**.
 - All individuals that were in close contact with the positive individual may need to be off campus for up to fourteen (14) days. assessment will be conducted and a determination made.
 - All individuals that were in close contact with the positive individual must follow the Monitoring Program when they return to campus.
 - Exposed individuals are informed. Parents are informed.
 - LA County Department of Public Health may be informed based on the situation.
 - Cleaning of area.
 - The positive individual may return to campus following the Return to Campus Guidelines.
 - 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 must remain off campus (if they have been significantly exposed) and may return to campus following the Return to Campus Guidelines.
 - Exposed individuals are informed. Parents are informed.
 - The positive individual may return to campus following the Return to Campus Guidelines.
 - Education is delivered for those off campus with grade appropriate alternative means.

Who Investigates the Potential Exposure?

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

COVID-19 Coordinator:

Marlaina Goldine

COVID- 19 Compliance Team:

High School- Faith Rietveld

Middle School- Patty Vander Molen

Elementary School- Karen Garcia

Preschool- Sara Ramirez

Human Resources- Carol Halma

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 where the employee, student or volunteer has been on campus and who they have 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 Human Resources;
- Notification protocols will be followed and the parents of other students potentially exposed will be contacted by the COVID-19 Compliance Team;
- 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;
- Human Resources will clear the employees and volunteers to return to work once the criteria is met;
- The COVID-19 Compliance Team will clear students to return to school once the criteria is met.

Monitoring Program

Employees, Students and volunteers that 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 14 days after the last close contact date (given no symptoms have begun or positivity has been established).

- The employee, student or volunteer will:
 - Have their temperature taken upon arriving on campus.
 - Self- Monitor for symptoms.
 - Wear a face mask at all times except while eating or drinking.
 - Practice social distancing whenever possible.
 - Routinely clean the spaces they have been in while on campus.

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 mouth;
- 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;
- If an area has been closed for 7 days or longer then only routine cleaning is needed. The virus does not live longer than 7 days on objects;
- To reduce 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 5 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 school closure is warranted for other reasons, including results from public health investigation 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 should wear a cloth mask while interacting with students and in public spaces.
- 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;
- Refrain from shaking hands with others;
- 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)

- Consulting Doctors
- 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 or is a member of an exposed classroom or cohort at the facility.
 - 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 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**- see chart below



Valley Christian Schools' Return to Campus Guidelines

Employee, Student or Volunteer (Individual) with COVID- 19 or Close Contact to COVID- 19

