



August 28, 2020

Dear CAA Families,

Yesterday evening CAA adopted a modified plan for restarting school for 2020-2021. This plan includes options for on-campus and on-line learning. A **modified re-opening schedule and plan summary** is included below. We will follow this modified schedule for the first three weeks of classes.

There is a lot of uncertainty surrounding school openings and the affect it could have on the spread of COVID-19. However, we believe this modified plan will allow us to monitor community spread and pivot as necessary in the weeks following our start of the school year. We hope things will continue to improve and we will be able to pivot to a standard on-campus schedule after three weeks. When we do transition to our standard schedule, we will continue to provide families an on-line option as we move forward into the school year.

In addition to the modified schedule and re-opening plan, I am including our **COVID-19 Health and Safety Plan as well as our Communicable Disease School Management and Emergency Response Plan** for you. The Center for Disease Control has also asked us to share a fact sheet with all families planning to send their students back to school for on-campus learning. You'll find this attached also.

To be as ready as possible for the re-start of classes we need you to reply to the survey linked below by Monday, August 31st at 8:00am. It is especially important that we know if you plan to have your students begin the school year on campus as we are beginning to develop waiting lists for some classes. On Monday, we will start opening classes up for additional new students who are applying to attend CAA this fall so please let us know your plans as soon as possible.

URGENT: Please click on the following link and respond to the survey questions before 8am, Monday, August 31st. [Return to Classes Survey](#)

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mr. Heinrich', is written over a blue oval-shaped line.

Mr. Heinrich

Columbia Adventist Academy Modified Re-opening Plans

Due to Department of Health concerns and other factors relating to restarting schools for on-campus learning, CAA has developed the following plans for our start of our 2020-2021 school year.

1. CAA will begin with a modified schedule for the first three weeks of school (see below). This will allow both students and staff an introductory period to “acclimatize” to the safety protocols and allow us to see what impact school openings have on COVID-19 spread in our local community.
2. Once school re-opens on September 9 CAA will re-evaluate our learning modality as the county reports new data. Changes in learning modality will be considered based on the county’s previous three weeks data.
3. Should cases begin increasing after school opens and continue to increase for three weeks CAA will consider transitioning learning modalities to reduce the risk of community spread (especially if we cross the threshold into the high-risk category).
4. If case numbers are steady or decreasing for three weeks in a row, CAA will consider transitioning to a standard Monday-Friday schedule on-campus with an online option.
5. At any time while the county is in the moderate-risk category, if cases increase for three weeks in a row, CAA will consider transitioning to a modality that reduces the risk of community spread. Either a modified schedule, hybrid schedule, or entirely on-line learning depending on the circumstances.
6. If at any time, there are positive cases in our CAA community, our county health department will determine our learning modality as well as who should be isolated or quarantined, etc.
7. If at any time, CAA is operating in a standard or modified schedule and the county consistently reports numbers in the high-risk category CAA will consider transitioning to a modality that reduces the risk of community spread.
8. If at any time, CAA is operating a standard on-campus schedule in the low-risk category and the county transitions to the moderate category CAA will consider transitioning to a modality that reduces the risk of community spread.

Modified Schedule On-campus or On-line

Monday-Thursday

- Zero Block Classes - 8:00am to 8:50am
- Block One Classes - 9:00am to 9:55am
- Block Two Classes - 10:05am to 11:00am
- Daily Block Classes - 11:10am to 11:55am
- Block Four Classes - 12:05pm to 1:00pm
- On-campus and/or Virtual Teacher Consultations - 1:30pm to 4pm

Friday – Virtual Class Schedule

8:00am-8:50am	AP Human Geography AP English Language
9:00am – 9:50am	Chapel (On-line)
10:00am – 10:50am	AP Psychology Calculus
11:00am-11:50am	AP English Literature
8am to 3pm	On-campus and/or Virtual Teacher Consultations – 8am to 3pm

During this three week modified schedule, all students will have the opportunity during the week to meet with their teachers virtually in the afternoons. There will also be limited opportunities for students to work and study on campus in the afternoons. This will include accommodations for those who rely on the Meadow Glade Adventist Elementary School buses for transportation.

During this three week modified schedule, **only AP classes will meet on Fridays**. They will meet virtually. We hope having only virtual classes and chapel on Friday will create space for students who have been attending classes virtually Monday-Thursday to come on campus and have in-person meetings with their teachers.

We are excited to welcome our CAA Students back school. We will adhere to the following Safety Practices for on-campus learning:

1. Per current government mandates, a brief health screening and attestation of health will be required each day before students are allowed to enter the buildings.
2. Masks will be required at all times. Students who refused to wear masks or wear them properly will be asked to transition to on-line learning. Please note: Face shields are not considered an alternative to face masks under current guidelines.
3. Physical distancing will be required at all times. Students who disrespect the physical distancing requirement will be asked to transition to on-line learning.
4. Students will work primarily in one or two classrooms the entire school day.
5. Students will be seated by seating charts and must stay in their assigned seat.
6. While on campus, students will not be allowed to have close contact with other students outside of their class zone or elective classes.
7. Students will be encouraged to follow social distancing and mask mandates when not at school.



Safe School, Safe Students
COVID-19 Health and
Safety Plan 2020-2021

Contact Information	
Key Contact	Gene Heinrich, Principal
Phone Number	W: 360-687-3161 C: 503-781-5799
Email Address	Gene.Heinrich@CAAschool.org
Safety Committee	Tami Congleton, Adam Dovich, Caryn Earl, Gene Heinrich, Aaron Payne, and Jeni Schmidt

Health Protocols	
Safety Guidelines and Goals	CAA's Plan
<p>Communicate: Communicate regularly with families, staff, and emphasizing the importance of staying home when sick, physical distancing of six feet (if possible), and hand hygiene.</p>	<ul style="list-style-type: none"> ● Family Communication Weekly email, text, and social media ● Staff Communication Regular chats in MS Teams, daily briefings, and weekly staff meetings.
<p>Communicate: Ensure staff are trained in health and safety protocols for your site.</p>	<ul style="list-style-type: none"> ● COVID-19 Safety Training for all staff ● Screening prior to entry ● Hand washing/Sanitization ● Face Coverings ● Disinfecting high-touch areas in the classroom ● Physical distancing ● Lunch procedures ● Daily cleaning
<p>Communicate: Students/teachers at high risk for health problems from COVID-19 should consult with their health care provider when considering whether to provide or participate in K-12 activities.</p>	<ul style="list-style-type: none"> ● Pre-session interviews with all staff to ensure individual health screening. ● Conversations with families regarding students with health issues/family health that may prevent them from in-person learning. Work with families on a plan for continued education.
<p>Health Screening at Entry: Do not allow students, staff, vendors, parents and guardians, or guests on-site if they:</p> <ul style="list-style-type: none"> ● Are showing symptoms of COVID-19 ● Have been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days. 	<ul style="list-style-type: none"> ● Health screenings will occur at entry for all students, staff, vendors, parents and guardians, or guests. ● Parents may sign an attestation prior to each school day verifying they have conducted a health screening for their student.

<p>Face Coverings: All students, staff, volunteers, and guests must wear face coverings in K-12 settings.</p>	<ul style="list-style-type: none"> ● DOH requires everyone in a school building or on a school bus to wear a cloth face covering, with specific exemptions identified in the guidance. Those who meet the exemptions will be allowed to participate in virtual classes but may not attend in-person classes
<p>Face Coverings: What is acceptable for a face covering?</p>	<ul style="list-style-type: none"> ● Face shields may be used by teachers under certain circumstances but cloth face coverings have a superior ability to capture more droplets from speaking, coughing, sneezing, etc. ● According to DOH, a cloth face covering is fabric that covers the nose and mouth. It can be: <ul style="list-style-type: none"> ▪ A sewn mask secured with ties or straps around the head or behind the ears. ▪ Multiple layers of fabric tied around a person's head. ▪ Made from a variety of materials, such as fleece, cotton, or linen. ▪ Factory-made or made from household items.
<p>Face Coverings: What if a student/family chooses not to have their student wear a face covering?</p>	<ul style="list-style-type: none"> ● If a student/family is choosing not to wear a face covering, CAA will provide the student with an opportunity to receive educational services through our synchronous on-line learning program. ● Students who are unable to consistently wear a face covering due to sensory, behavioral, or other disabilities will not be disciplined or denied access to educational services as a result. However, those services will be provided electronically.

<p>Hygiene Practices: Wash hands often with soap and water for at least 20 seconds.</p> <p>Everyone should wash hands or use hand sanitizer when they arrive at school, before meals or snacks, after outside time, after going to the restroom, after nose blowing or sneezing, and before leaving to go home.</p>	<ul style="list-style-type: none"> ● Upon arrival at CAA students/staff will be asked to disinfect their hands with hand sanitizer or wash their hands with soap and water for at least 20 seconds. ● Teachers will instruct students disinfect their hands before meals, before leaving the classroom, and upon return to the classroom. ● Faculty will continue to instruct students to wash or sanitize their hands after going to the bathroom and after nose blowing or sneezing. ● Teachers will instruct students to wash or sanitize their hands before leaving to go home
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Facilities and School	
Safety Guidelines and Goals	CAA's Plan
<p>Cleaning and Disinfecting Procedures: Schools should have infection control plans, updated to reflect what is known about COVID-19.</p>	<p>Infection Control Plan:</p> <ul style="list-style-type: none"> ● Screen all individuals entering our buildings for COVID-19. ● Standard Precautions for physical distancing. ● Hand hygiene ● Masks for faculty, students and essential visitors. ● Cleaning and Disinfection of our building daily. ● Waste disposal daily. <p>See our Communicable Disease Control Policy for additional details.</p>

<p>Cleaning and Disinfecting Procedures: Increase how often you clean.</p>	<p>CAA will follow the CDC/DOH guidelines for COVID-19 Cleaning and disinfecting.</p> <ul style="list-style-type: none"> ● Cleaning will occur between groups of individuals moving from one space to another on high-touch surfaces.
<p>Cleaning and Disinfecting Procedures: Current guidance for cleaning and disinfection for COVID-19 from the CDC states that disinfectants should be registered by the EPA for use against the virus.</p>	<p>Disinfectants used at CAA will be selected from those approved by the EPA.</p>
<p>Cleaning and Disinfecting Procedures: Clean and disinfect high-touch surfaces each night after students leave.</p>	<ul style="list-style-type: none"> ● After students leave for the day, the classrooms will be cleaned and surfaces will be disinfected using a Vectorfog machine an EPA approved disinfectant.
<p>Carpets: If possible, vacuum daily, when children are not present.</p>	<p>Carpets will be vacuumed daily.</p>
<p>Ventilation: Ventilation is important to have good indoor air quality. Offer more outside time, open windows often, and adjust HVAC system to allow the maximum amount of outside air to enter the program space.</p>	<ul style="list-style-type: none"> ● As weather permits, students will have opportunities to have have outdoor breaks. ● Windows will be opened to allow for good ventilation throughout the day. ● The HVAC systems will be adjusted to allow for the maximum fresh air to enter buildings.

<p>Shared Hands–On Materials: Clean and sanitize hands-on materials often and after each use. Limit shared teaching materials to those you can easily clean and sanitize or disinfect. Books and other paper-based materials are not high risk for spreading the virus.</p>	<ul style="list-style-type: none"> • Students will be instructed to use their own school supplies and will not share any supplies that cannot be disinfected between use.
<p>School Transportation: `</p>	<ul style="list-style-type: none"> • When CAA provides transportation it will be done following any current DOH guidelines. • When athletics begin, families will be encouraged to transport their own student in their vehicle to games. • In CAA vehicles, all students and faculty must wear a cloth face covering. • Visitors, parents or siblings may not ride on CAA transportation. • Windows will be opened when possible. • Vehicles will be disinfected before transportation and after transportation. • Cleaning and disinfecting supplies will be available while vehicles are used to transport faculty or students.
<p>Grouping Students (Cohorting): Keep students in groups and maintain consistency from day to day among groups where possible.</p> <p>Multiple groups of students may use the same facility as long as they are in limited contact with other groups.</p>	<p>All students will be grouped into cohorts and cohorts will be assigned to particular zones on campus. These zones will be limited to students in that particular cohort as much as possible.</p>

<p>Physical Distancing: Practice physical distancing (6 feet) within each group of students as much as possible. Create space between students and reduce the amount of time that are close with each other. Your ability to do this will depend on students' ages and development and physical abilities. Select your strategies to increase physical distancing that will work for your school and the space available.</p>	<p>Classrooms will be set up with student seating that meets recommended physical distancing guidelines. Hallways will be monitored for physical distancing with markers indicating the direction of traffic flow. Spacing guidelines will be placed in waiting areas (outside entrances, restrooms, etc.) to remind students of and staff of distancing guidelines.</p>
<p>Physical Distancing:</p>	<ul style="list-style-type: none"> ● All short-term field trips will be cancelled. ● Assemblies and chapels will be held virtually or at the cohort level. ● Modifications will be made or alternatives will be offered for Band, Choir, and Praise and Worship Leadership as these are considered high-risk activities. ● Students will be assigned an specific building entrance based on their grade level and they will be expected to used this as their primary entrance and exit to the building ● Student lockers will not be utilized for at least the first three weeks of school.

	<ul style="list-style-type: none"> ● Nonessential visitors will not enter the building. ● Information will consistently go out reminding faculty, students and families to maintain distance from each other. ● Families will be educated on the risk ignoring physical distancing guidelines outside of school hours could pose to a student’s ability to participate in our in-person educational program. Should a member of their cohort test positive students who have not followed masking and physical distancing guidelines outside of school hours are more likely to be quarantined by DOH and restricted from participating in our in-person educational program.
<p>Drop-Off and Pick: Develop a system for drop-off and pick-up that keeps families at least six feet from each other and reduces their need to enter the school. This may include staggering drop-off and pick-up times for various groups, one-way traffic, greeting students at their vehicle, or placing distance markers on walkways.</p>	<p>Students will go directly to their cohort zone and their first class upon arriving at school.</p> <p>Whenever possible students will be ask not to arrive at school more than 15 minutes prior to class or remain more than 15 minutes after school.</p>
	<p>Start of the Day: Students will line up at their assigned entrance, spaced at least feet apart.</p> <p>End of the Day: Students will be dismissed systematically by teachers.</p>

Meals:

- Limit gatherings and potential mixing of classes or groups in the cafeteria or other communal spaces. Consider having students take their meals outside or in the classroom. If using the cafeteria,
- Initially we will be eating in the classrooms and remaining as cohort groups.
- Students will need to bring a lunch that does not require refrigeration or heating.
- Students must stay in their assigned desks during lunch.
- When possible cohorts may be allowed to eat lunch outside in an assigned space.

Response to Outbreak

Safety Guidelines and Goals

What to do if Someone Develops Signs of COVID-19: To prepare for the potential of student(s) or staff showing symptoms while at school, schools should have a response and communication plan in place that includes communication with staff, families, and their local health jurisdiction.

CAA's Plan

Response Communication Plan:

- Clark County Department of Health will be notified and the response plan will be implemented.
- Individual will be separated from others and supervised at a distance immediately placed in the quarantine room until they are able to leave campus. The individual with symptoms should wear a cloth face covering or mask if tolerated. The quarantine room will be cleaned and disinfected after the person leaves.
- Safety Committee will be informed that an individual has potential symptoms and the response plan is being followed
- Faculty will be informed that an individual has potential symptoms and the response plan is being followed.
- School board will be informed that an individual has potential symptoms and the response plan is being followed.
- CAA Families will be informed that an individual has potential symptoms and the response plan is being followed.
- Confidentiality will be maintained at all times.

<p>Testing Positive Protocol: If a student or staff member tests positive for COVID-19, the local jurisdiction will advise, but it is likely that many of the student's classmates will be considered close contacts and need to be quarantined for 14 days.</p>	<ul style="list-style-type: none"> • If a student or staff member tests positive for COVID-19 guidance from the Clark County Health Department will be followed. • Those identified as close contacts will likely be quarantined for 14 days. • Staff identified as close contacts will likely be quarantined for 14 days.
<p>Returning to School After Having Suspected Signs of COVID-19: A staff member or student who had signs of suspected or confirmed COVID-19 can return to the program when:</p> <ul style="list-style-type: none"> • At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND • At least 10 days have passed since signs first showed up. OR 	<p>A staff member or student who had signs of suspected or confirmed COVID-19 can return to the program when:</p> <ul style="list-style-type: none"> • At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND • At least 10 days have passed since signs first showed up. OR
<ul style="list-style-type: none"> • It has been at least three days (72 hours) since recovery AND a health care provider has certified that the student does not have suspected or confirmed COVID-19. <p>If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, childcare, school, or public places for 14 days.</p>	<ul style="list-style-type: none"> • It has been at least three days (72 hours) since recovery AND a health care provider has certified that the student does not have suspected or confirmed COVID-19. <p>If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, childcare, school, or public places for 14 days.</p>



Communicable Disease School Management Plan

This document outlines the steps necessary to implement the reduction of a virus outbreak on the campus of Columbia Adventist Academy (CAA) and maintain, to the greatest extent possible, the health of students and staff. In order for on-campus learning to take place certain precautions must be observed, processes put in place, cleaning protocols followed, and all school personnel properly educated and trained.

Safety Officer:

Gene Heinrich, Principal and Safety Officer is to be responsible for implementation of health and safety protocols at CAA.

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 after completion of in-person/on-campus instruction.
2. Maintain a student contact tracing plan, which must include student name, family and emergency contact information, drop off/pickup time and adults responsible for both drop off/pick-up and all staff that interact with each group of students. (This will be done through FACTS/RenWeb)
3. Ensure health and safety precautions are followed.

Emergency Preparedness Plan – Response to Outbreak

1. Document any observed case of elevated temperature or other symptoms of COVID-19.
2. Report any cluster of illness (2 or more people with similar illness in the same class/cohort) to the Clark County Health Department's 24/7 reporting hotline, 888.727.6230, and follow any instructions received from them.
3. Report any confirmed case of COVID-19 to the Clark County Health Department.
4. Communicate potential or confirmed COVID-19 cases to the school community and other stakeholders.
5. If a positive case is confirmed, notify local superintendent, Gale Crosby, 503-799-1452.
6. Pending instructions from the Clark County Health Department:
 - Discourage extracurricular activities and gatherings of staff, students and their families, both **private** and public.
 - Modify, postpone, or cancel any large-group school activities.
7. Collaborate with the Health Department to determine the need for and/or length of a class/cohort or whole-school closure.

Staff & Teacher Preparation Prior to Resuming Instruction

- Follow state guidelines in communicating this plan to families and constituents.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and wear a face covering as needed.

- Ensure that instructional spaces have sufficient space for physical distancing in accordance with state guidelines.
- Establish routines for effective sanitizing of all high-touch surface areas throughout the day (e.g. desks, doorknobs, light switches, toilets, faucets, etc).
- Each teacher will establish a plan to clean/supervise cleaning of classroom touchpoints between each class/cohort, along with a plan for teachers or other janitorial staff to conduct a daily wipe-down of all touchpoints with disinfectant.
- Staff will be instructed on:
 - Proper use, removal, and washing of face masks/shields.
 - Avoiding touching the face or face covering as much as possible.
 - Washing or sanitizing hands every day upon entry to the school day.
 - Washing hands frequently during the school day, especially before/after meals, equipment usage, and between classes or cohorts.

Staff & Teacher Responsibilities Upon Resuming Instruction

- Provide “Coronavirus (COVID-19) Fact Sheet” to all adult guardians with children participating in on-campus instruction.
- Conduct a visual health screening of all staff, students, and visitors upon arrival, taking temperature and following other state, county and CDC guidelines to monitor for symptoms.
 - Symptoms of COVID-19 include cough, fever, chills, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.
 - If a student or staff member has symptoms but no temperature, temperature should be checked every five hours.
 - Students or staff members with a temperature of 100.4F and above will be required to return home.
 - Visitors will be limited and those permitted on campus will not be allowed more than 15 minutes unless they are fulfilling an educational role.
- Teachers will maintain daily student attendance log.
- Front office will maintain a daily log of employees on campus as well as of visitors who come and during the school day.
- Use of cloth face coverings (face shields may only be used by teachers when appropriate according to state guidelines).
- Monitor student physical distancing on all areas of campus to greatest extent possible.

Joint School & Student Responsibilities

- Create and support conditions for students to be successful in practicing and learning new and not-so-intuitive guidelines and procedures.
- Maintain a developmental view of students while elevating and practicing heightened awareness of health and safety needs.
- When students falter in adhering to the new operating procedures, maintain a positive attitude, focusing on grace and patience instead of punishment. Never implement consequences that deny access to learning.

- Avoid touching faces or face masks as much as possible, and monitor closely the use of face coverings by children.
- Cover coughs and sneezes with a tissue or elbow. Tissues should then be immediately discarded and hands should be washed or sanitized.
- Avoid immediate contact acts such as shaking or holding hands, hugging, or other forms of touching.
- Encourage use of personal water bottles labeled with students' names, as all school drinking fountains will have been disabled except for touchless water bottle fill stations. Any faucet requiring physical touch should be disinfected after each use.
- 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.
 - Wash or sanitize hands before eating, preparing or serving food, and after bathroom use, before/after meals, after elective classes, before/after outdoor activities or following each class/cohort.
 - Encourage the use of memory devices, like the chorus to the school song, to teach/promote effective hand-washing practices.
- In assessing work, limit paper exchange as much as possible by providing immediate verbal feedback and response instead.
- Limit sharing of school supplies, books, electronic devices, etc. unless properly washed/sanitized between uses or adequate time is given between uses (72 hours or more).

Cleaning Procedures

CAA 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 or areas used by more than one class/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 surfaces daily using soap and water, then use disinfectant. 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, phones, keyboards, toilets, faucets, sinks, etc.
- **Note:** *Some surfaces may only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfecting. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Check the label of all products to verify their safe use around children.*

Step 2: Disinfect

- Recommend use of 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).

- Follow precautions such as wearing gloves and making sure you have 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.

Safety, Cleaning, and Disinfecting Supplies

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

Soft Surfaces

- Remove any items that are difficult to clean, such as non-essential furniture, toys, etc. that are difficult to sanitize.
- For soft surfaces such as carpeted floor and rugs:
 - 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 disinfectant.
- Vacuum as usual.

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.

Outdoor Areas and PE Equipment

- Outdoor areas generally require normal routine cleaning, but do not require disinfection.
- Designate shared equipment solely for use of one class/cohort at a time. Clean all equipment between use by different classes/cohorts.

- High touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- Items that are shared such as bats, balls, hoola hoops or any other game-specific equipment or implement are to be sanitized between classes/cohorts.
- Students should wash or sanitize their hands after use of shared items.
- Sidewalks and roads should not be disinfected.

Common-Use Areas

- Hand sanitizer stations must be located at each entry point. Hand sanitizer should 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.
- Gym, Chapel, Cafeteria and other facilities should be closed to the general public during any communicable disease outbreaks in Clark County or as advised by the County or State Health Department.

STEAM/Art Supplies

- The Principal, in collaboration with teachers, will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, lab equipment, etc.) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

Student Pick-up/Drop-off

- Develop a plan for student pick-up and drop-off that limits direct contact between parents and staff members.
- Supervise front drop off area to ensure students are adhering to distancing guidelines.
- Upon arrival, staff members will conduct a health screening of all students prior to their entering the school building or, after school has begun, in the front reception area.
- Before drop off parents will be required to screen their students daily and attest they are free from a fever or other communicable disease symptoms.
- Logs of health screening will be kept for a minimum of 4 weeks.

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.
- Develop plans specific to your school for pick-up and drop-off, passing periods, transitions to lunch, recess, and PE, etc.
- Areas are to be sanitized between arrival and dismissal of different classes or cohorts. Records will be kept of who cleaned, time, and a checklist of areas cleaned.
- Classroom transitions will be limited to the greatest extent possible.
- Floors will be marked for 6ft distancing for students to use when waiting in line.
- Times for breaks, PE, gym use, and other common areas are to be staggered with other classes/cohorts to reduce time in line and minimize mixing of classes/cohorts.
- Where possible classes/cohorts should be assigned specific restrooms.
- Establish an exit path from the classroom to the restroom or other waiting areas that maintains 6ft distancing.

- Schedule regular restroom breaks coordinated throughout the school to avoid different classes/cohorts from mixing.
- Encourage students to wash or sanitize hands when transitioning between activities, before and after every snack and meal; after coming inside; after sneezing, blowing the nose, or coughing.
- Meals will not be served in the cafeteria. Students will be required to bring their own lunch that does not require a microwave or other shared warming or cold storage equipment.
- Sharing of food or utensils is prohibited.
- Clean and sanitize all desks or tables after lunch breaks.

Subject Transitions

- For each distinct cohort, ensure that only the necessary students, teacher and/or teacher's aide move between classrooms for instruction.
- Ensure that the students, teacher and/or teacher's aide sanitize their hands when moving between classrooms.

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

- Communicate with families on protocol for self-reporting symptoms of students.
- Students and staff must remain at home when sick or if they have recently had an illness with a fever or a cough.
- Before students and staff who have been ill return to school, they must wait at least 10 days after illness onset and/or 72 hours after fever is gone, without use of fever reducing medicine, and other COVID-19 symptoms (cough, shortness of breath, and/or diarrhea) are improving.
- 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, staff or other visitors who have a family member or resident in their home that has signs of COVID-19 will not be allowed on campus until that individual is symptom free for at least 72 hours.
- Establish a procedure for removing students, staff, or visitors from contact with the rest of the school population and sending them home when they come to the school sick or become sick at school.
- Follow the steps in the "Emergency Preparedness Plan" if it has been confirmed that a student or staff member has become infected.

All above protocols are subject to change based on new guidelines that may be issued by the Oregon Conference Office of Education, the State of Washington and local health departments. Adjustments will be made to 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. Please review *State and County guidelines*, and consult your superintendent as part of your planning of such events.

Primary Sources:

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

<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>

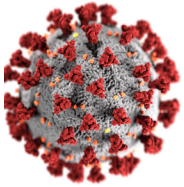
<https://www.k12.wa.us/sites/default/files/public/workgroups/Reopening%20Washington%20Schools%202020%20Planning%20Guide.pdf>



Emergency Preparedness Plan

1. Document in FACTS/Renweb any cases of observed fever or other symptoms of Covid-19.
 - a. Report to Clark County Health Department (24/7 Clark County Reporting Line 888.727.6230) and receive further direction.
2. Confirm the reported case of an infected person from our campus by obtaining documentation of a positive test result of the virus from Clark County Health Department.
3. Notify if a documented positive case of virus to local superintendent, Gale Crosby 503-799-1452.
4. Notify Clark County Disease Reporting, 888.727.6230, should any cluster of illness among staff or students occur.
5. Coordinate with the Clark County Health Department for any outbreak response.
 - Modify, postpone, or cancel any large school events.
 - Discourage extracurricular activities and gathering of staff, students and their families, both public and private.
6. Notify anyone who the infected person may have come in contact with.
7. Clean, sanitize and disinfect surfaces any areas where the infected person may have been.
8. Collaborate with local health officials to determine need or length of a cohort or school closure.

What you should know about COVID-19 to protect yourself and others



Know about COVID-19

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.



Know how COVID-19 is spread

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.



Protect yourself and others from COVID-19

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a mask that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.



Practice social distancing

- Buy groceries and medicine, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.



Prevent the spread of COVID-19 if you are sick

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.



Know your risk for severe illness

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)