

# **Tualatin Valley Academy Communicable Disease School Management Plan**

This document outlines the steps necessary to implement the reduction of a virus outbreak on our campus and 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.

## **Tualatin Valley Academy's designated Safety Officer is:**

Christina Orozco-Acosta, Principal, is responsible for implementation of health and safety protocols.

## **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-site instruction.
2. Maintain a student contact tracing plan, 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 are followed.

## **Tualatin Valley Academy's Emergency Preparedness Plan – Response to Outbreak**

1. Follow all guidelines as published in the ***Planning and Responding to COVID-19 Scenarios in Schools*** in responding to an outbreak.
2. Document any observed case of elevated temperature or other symptoms of COVID-19.
3. Report any cluster of illness (2 or more people with similar illness in the same cohort) to local public health authority (LPHA) Samantha Schafer (Cell: (541) 520-2517 / Office: (503) 846-4955), typically the county Health Department (24/7 Washington County Disease Reporting Hotline (503) 846-3594 and follow any instructions received from them.
4. Report any confirmed case of COVID-19 to the LPHA.
5. Communicate confirmed COVID-19 cases to the school community and other stakeholders.
6. If a positive case is confirmed, notify local superintendent, Angela White (Cell: (971) 281-0800.
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. Follow all guidelines as published in the ***Planning and Responding to COVID-19 Scenarios in Schools*** to determine safe return of person, cohort, or school body back to in-person learning.

## **Staff & Teacher Preparation Prior to Resuming Instruction**

- Follow Oregon Department of Education (ODE) 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 or required.
- Ensure that instructional spaces have at least 35 square feet per person, including teaching staff.
- 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 perform or supervise a routine cleaning of touchpoints at various points during the day, along with a daily wipe-down of all touchpoints with cleaning and disinfectant.
- Staff will be instructed on:
  - Proper use, removal, and washing of face coverings.
  - 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, especially before/after meals, playground usage, and between cohorts.

### **Staff & Teacher Responsibilities Upon Resuming Instruction**

- Provide “Coronavirus (COVID-19) Fact Sheet” to all adult guardians with children participating in limited instruction.
- Conduct a visual health screening of all staff, students, and visitors upon arrival, following county and CDC guidelines to monitor symptoms.
  - Maintain a thermometer on hand to use frequently for any concerns.
  - Primary symptoms of concern: cough, fever (of greater than 100.4°F) 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.
  - Anyone displaying or reporting the primary symptoms of concern must be isolated and sent home as soon as possible. The Safety Officer will use *Planning for COVID-19 Scenarios in Schools* for decisions.
- 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 face coverings according to ODE guidelines.
- Monitor student physical distancing on playground, fields, recess, and breaks 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 or affect a child’s well-being.
- 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.
- Maintain physical distancing to the maximum extent possible during all routines.
- Encourage use of personal water bottles labeled with students’ names, as all school drinking fountains will have been disabled. The faucet or water dispenser 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 hands before eating, preparing or serving food, and after bathroom use, before/after meals, after elective classes, before/after playground activities or following each cohort. Hand sanitizer may be used as a substitute to handwashing after other activities such as touching shared items.
  - 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 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 (more than 72 hours).

### Cleaning Procedures

Tualatin Valley Academy will be cleaned at least daily according to the following CDC-aligned protocols to minimize the risk of exposure to COVID-19. Cleaning and sanitation frequency will be increased for frequently touched surfaces or areas used by more than one cohort throughout the day.

#### 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. 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**

- Any items that are difficult to clean will removed, 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**

- Outdoor areas, such as playgrounds will receive daily cleaning and disinfecting. Designate shared playground structures/equipment solely for use of one cohort at a time. Clean all structures/equipment between use by different cohorts.
- High touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- 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, hoola hoops or any other game-specific toy or implement are to be sanitized between cohorts.
- Students should wash their hands after use of shared items.
- Playground will be closed to the general public until park, playground equipment, and benches reopen in the community.
- 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.

### **STEAM/Art Supplies**

- 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**

- All caregivers will be informed of drop-off/pick-up procedure to maintain efficiency and social distancing.
- Distancing guidelines will be monitored by teachers and staff during student pick-up and drop-off.
- Upon arrival, students will present their daily questionnaire screenings (filled out prior to arrival by an adult) to their teacher or a staff member. Their teacher or a staff member will do a visual of all students prior to their entering the school building or, after school has begun, in the front office.
- 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.
- All caregivers will be informed of drop-off/pick-up procedures to maintain efficiency and social distancing.
- Areas will be sanitized between arrival and dismissal of different cohort groups. Records will be kept of who cleaned, time, and a checklist of areas cleaned.
- Classroom transitions will be limited to the greatest extent possible.
- Common hallways will be marked for 6ft distancing for students to use when waiting in line.
- Times for recess, PE, gym use will be staggered with other cohorts to reduce time in line and minimize mixing of cohorts.
- Cohorts will be assigned specific classroom restrooms.
- A walking path from the classroom to the restroom will be marked that maintains 6 ft distancing.
- Students will be encouraged to wash hands when transitioning between activities, before and after every snack and meal; after coming inside; after sneezing, blowing the nose, or coughing.
- Pre-purchased hot lunches will be pre-served for the classrooms in individualized servings. These will be prepared following all safety protocols by our regular food service staff. Students will eat at their learning stations 6 ft. apart.
- Sharing of food or utensils will be prohibited.

### **Subject Transitions**

- For each distinct cohort, only the teacher or teacher's aide will move between classrooms for instruction except for PE, recess, Library and Technology.
- The teacher or teacher's aide will sanitize 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

- Families should communicate with the school by calling the school office or through the daily health screening sheet if their child has been exposed or has any concerning symptoms.
- Students and staff must remain at home when sick or if they have recently had an illness with a fever or a cough.
- All protocol for ***Planning and Responding to COVID-19 Scenarios in Schools*** will be implemented and followed for any persons on campus who demonstrate primary symptoms or have been exposed to primary symptoms for COVID-19.
- Closely monitor students or staff for symptoms who have a family member in their home that has signs of COVID-19.
- Students exhibiting symptoms will be isolated from contact with the rest of the school but will remain under the loving care of the supervisory staff until they can be picked up.
- Steps in the “Emergency Preparedness Plan” and the ***Planning and Responding to COVID-19 Scenarios in Schools*** will be followed 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 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. Please review *Ready Schools, Safe Learners*, check the ODE website, and consult your superintendent as part of your planning of such events.

## Primary Sources:

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf>

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

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