



Communicable Disease School Management Plan

This document outlines the steps necessary to implement the reduction of a virus outbreak on the campuses of Kirkland SDA School (KSDA) and Puget Sound Adventist Academy (PSAA) 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:

Ron Jacaban, Principal and Safety Officer is responsible for the implementation of health and safety protocols at KSDA/PSAA.

Contact Information:

rjacaban@psaa.org

425-822-7554 (School Number)

503-801-2302 (Emergency - After Hours Number)

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 Jupiter, our new student information system that has replaced 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 King County Health Department's reporting hotline (8am-7pm), 206-477-3977, and follow any instructions received from them.
3. Report any confirmed case of COVID-19 to the King County Health Department.

4. Communicate (Remind app, email, phone) potential or confirmed COVID-19 cases to the school community and other stakeholders. As much as possible, the privacy of the individual will be protected.
5. If a positive case is confirmed, notify local superintendent, Craig Mattson, 269-313-0016.
6. Pending instructions from the King 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 an individual, class/cohort or whole-school closure.

Staff & Teacher Preparation Prior to Resuming Instruction

- Follow state/local guidelines in communicating this plan to community and stakeholders.
- 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/local 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 daily **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 fevers above 99.4F will be encouraged to return home.
 - Students or staff members with a temperature above 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 and visitors.
- Use of face coverings. Cloth face coverings are the most efficient way to reduce contamination spread. Face shields may be used when appropriate according to state guidelines. Reasons include: disability, respiratory conditions/trouble breathing, deaf/hard of hearing (use of mouth movements as communication), medical, legal, and behavioral health.
- 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 (face shield or mask) 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

KSDA/PSAA classrooms will be deep cleaned daily and surfaces (doors, desks, tables, sinks, etc) throughout the day 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, but not limited to: 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, Cafeteria, and other facilities should be closed to the general public during any communicable disease outbreaks in King 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 and implement plans, specific to KSDA/PSAA, 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 until clearance is received from the health department. Students will be required to bring their own lunch that does not require a microwave or other shared warming or cold storage equipment. Lunch will take place in the homeroom classroom.
- 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 (fever/chills/sweating, cough, unusual fatigue and body ache, shortness of breath, loss of taste/smell, sore throat/runny nose not allergy related, purple toes, and/or diarrhea) are improving.
- Students who miss school due to illness/quarantine will have distance learning (provided the student is physically able) until they are able to rejoin their class. Additional time for due dates may also be appropriate.
- If an individual has symptoms consistent with COVID-19, you must have a health care provider's note allowing the student/staff to return to school.
- 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 and must be without symptoms.
- 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. Students under quarantine will transition to distance learning.
- 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 Washington 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 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 Jupiter any cases of observed fever or other symptoms of COVID-19.
 - Report to King County Health Department (King County Reporting Line, 206-477-3977) 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 King County Health Department.
3. Notify if a documented positive case of virus to local superintendent, Craig Mattson 269-313-0016.
4. Notify King County Disease Reporting, 206-477-3977, should any cluster of illness among staff or students occur.
5. Coordinate with the King 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 an individual, cohort or school closure.