

## **MGAES Communicable Disease School Management Plan 2021-2022**

**All listed protocols are subject to change based on guidelines that may be issued by the Oregon Conference Office of Education, the State of Washington and/or local health departments. Adjustments will be made to operations accordingly as changes occur. This document will be updated**

This document outlines the steps necessary to implement the reduction of a virus outbreak on the campus of Meadow Glade Adventist Elementary School (MGAES) and maintain, to the greatest extent possible, the health of students and faculty. Washington state requires that 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:**

Ric Peinado, Principal and Safety Officer is to be responsible for implementation of health and safety protocols at MGAES.

### **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.
3. Ensure health and safety precautions are followed.

### **Meadow Glade Adventist Elementary School 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 the local OR Conference Office of Education Superintendent or designee will be notified.
6. Pending instructions from the Clark County Health Department:
  - Reduce and/or limit 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 whole-school closure.

### **Staff & Teacher Preparation**

- 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 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 daily every day upon entry to the school day.
  - Washing hands frequently during the school day, especially before/after meals, equipment usage, and between classes.

### **Staff & Teacher Responsibilities**

- 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
  - 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 100.4F and above will be required to return home.
- 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 during the school day.
- Monitor student physical distancing on all areas of campus to the greatest extent possible.

### **Face Coverings**

The state of Washington mandates that all students, faculty, volunteers, and guests must wear face coverings when on campus in buildings in K-12 settings including on a school bus.

### **Face Coverings Defined**

- Face Covering fabric should be solid, no lace, vent, holes or mesh material.
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Face coverings with patterns and sayings must be school appropriate at all times.
- Due to current state protocols, disposable masks will be provided for students in choir.

### **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.
  - Sanitize 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.

### **School Transportation**

- When MGAES provides transportation, it will be done following any current DOH guidelines.
- In MGAES vehicles, all students and faculty must wear an approved face covering at all times.
- Visitors, parents or siblings may not ride on MGAES 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.

### **Cleaning Procedures**

MGAES will follow the CDC/DOH guidelines for COVID-19 cleaning and disinfecting and 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

- Disinfectants used at MGAES will be selected from those approved by the EPA.
- 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 at a time
- 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, hula hoops or any other game-specific equipment or implement are to be sanitized.
- 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 visual health screening of all students prior to their entering the school building or, after school has begun.
- Before drop off parents are encouraged to screen their students daily and attest they are free from a fever or other communicable disease symptoms.

### **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.

- Records will be kept of who cleaned, time, and a checklist of areas cleaned.
- Classroom transitions will be limited to the greatest extent possible.
- Faculty will monitor physical distancing of students when waiting in line or passing times.
- Times for breaks, PE, gym use, and other common areas are to be staggered with other classes to reduce time in line and minimize mixing of classes.
- 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**

- Ensure that the students, teacher and/or teacher's aide sanitize their hands when moving between classrooms.

### **Essential Visitor Responsibilities**

MGAES is a closed campus and must approve all essential visitors.

- Undergo health screening for symptoms upon every entry into school.
- Maintain appropriate physical distancing.
- Wash or sanitize hands upon entry and exit.
- Wear appropriate face covering meeting CDC and local health authority guidance.

### **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.
- Presently, field trips, most large-group extra-curricular activities, and other non-essential events are limited. Please review *State and County guidelines*, and consult your superintendent as part of your planning of such events.
- If a person tests positive for SARS-COV-2 by a molecular or antigen test, they can return to school when the following criteria are met:
  - 10 days since symptom onset, or since positive test specimen collection date if no symptoms are present (up to 20 days for those for who are severely ill or severely immunocompromised), AND 24 hours after fever resolves without use of fever-reducing medications, AND symptoms have improved.

### **Quarantine**

- Quarantine should last for a minimum of 10 days after the last close contact with the COVID-19 positive person. Monitor for symptoms during this time, and if any COVID-19 symptoms develop during the 10 days, get tested.
- However, if any COVID-19 symptoms develop during the 10 days, remain in quarantine 14 days and get tested.

- Continue monitoring for symptoms until day 14.
- Quarantine can end after 7 full days beginning after the last close contact if no symptoms have developed and after receiving a negative test result. The test should occur no sooner than 48 hours (2 days) before ending quarantine. Continue monitoring for symptoms until day 14.

#### **Fully Vaccinated Students/Faculty Quarantine Procedures**

- Close contacts who are fully vaccinated and do not have symptoms do not need to quarantine but should be tested 3-5 days following a known exposure to someone with suspected or confirmed COVID-19 and wear a mask in all public indoor spaces for 14 days or until they receive a negative test result.
- They should isolate and follow appropriate guidance if they test positive. If they develop symptoms consistent with COVID-19, they should isolate themselves from others, be clinically evaluated for COVID-19, and tested for SARS-CoV-2 if indicated.
- The symptomatic fully vaccinated person should inform their healthcare provider of their vaccination status at the time of presentation to care.
- Close contact who had confirmed COVID-19 in the past three months, have recovered and do not have symptoms, do not need to quarantine but should watch for symptoms and get tested if symptoms develop.

#### **Primary Sources:**

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/820-105-K12Schools2021-2022.pdf>  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>