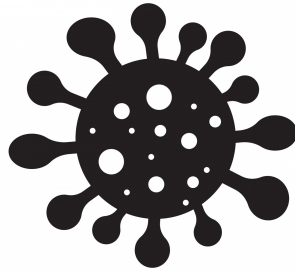




COVID-19 Safety Plan



Updated and presented to the
Board on July 30, 2021

Purpose of this Plan

Highland Academy Charter School is committed to providing all our staff, students, parents, and visitors a safe and healthy environment when they are on our campus. We have developed this plan in response to the COVID-19 pandemic and our desire to have students be able to attend school in-person. Highland Academy administration is responsible for the implementation of this plan and any questions or concerns should be directed to them.

Developing this Plan

We strive to implement the most current directives and recommended practices for the prevention of the spread of this disease. This plan was developed using the requirements and recommendations outlined from the Centers for Disease Control and Prevention (CDC):

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

Changes to this Plan

Our school's safety plan is adaptable and is based on the most current information that we have at this time. It will be revised if new guidelines are issued and Highland Academy families will be notified in a timely manner of the changes.

Highland Academy's Operation Status

Highland Academy plans on offering full-time Monday-Friday in-person schooling for all its students during the 2021/2022 school year. A limited distance learning option will continue to be available for students impacted by COVID-19.

General Protocols to be Followed Campus-wide

- A. Do not enter any school facility if you have a cough, fever, or any symptoms of COVID-19.
- B. Students, teachers, and staff should stay home when they have signs of any infectious illness and will be referred to their healthcare provider for testing and care.
- C. Masks should be worn indoors by all individuals (age 2 and older)
 - a. In general, people do not need to wear masks when outdoors
- D. Students will maintain a minimum three-foot distance from other people within classrooms..
- E. Sneeze and cough into a cloth or tissue or, if not available, into one's elbow.
- F. Continue avoiding or engaging in any unnecessary physical contact as much as possible.
- G. Practice frequent hand washing or utilize hand sanitizer when hand washing is unavailable.
- H. Avoid touching eyes, nose, and mouth with unwashed hands.
- I. Clean and disinfect frequently touched surfaces and objects.

- J. Self monitor daily for COVID-19 signs and symptoms.
- K. Highland Academy will conduct all meetings, trainings, and other activities in-person, with a Zoom option also being available when needed.
- L. Break rooms, bathrooms, and other common high touch surfaces are being cleaned daily by custodial staff.
- M. Soap, water, and paper towels are available in all restrooms and classrooms with a sink.
- N. Hand sanitizer is located in high traffic areas throughout campus and in all classrooms.

Promotion of Healthy Hygiene Practices on Campus

- A. Wash your hands often. Proper hand washing with soap and water is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.
- B. Proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes will be taught and reinforced.
- C. Signage in high visibility areas to remind students and staff of proper techniques for handwashing, covering of coughs and sneezes, wearing of face coverings and other prevention measures are posted.
- D. Adequate supplies of soap, tissues, face coverings and hand sanitizers will be provided.
- E. All persons are encouraged to wash their hands or to use hand sanitizer upon arrival.
 - a. Hand sanitizing stations have been set up near the entrances of the campus, high traffic areas, and in office spaces.
 - b. Hand sanitizer will contain at least 60% ethyl alcohol.
 - c. Children under the age of 9 should use hand sanitizer under adult supervision.
 - d. Signs are posted in restrooms and by hand washing stations with instructions for effective washing.
- F. All employees will self-monitor their health each day and notify their supervisor before the start of their shift and prior to arriving at the site, if they have been exposed to someone with COVID-19 or have any of the following symptoms:
 - a. Temperature of 100.4 or more
 - b. Cough



- c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
- G. In addition to the general hand washing training already included in this plan, staff who are engaged with students will be instructed and reminded to wash their hands:
- a. When they arrive at the facility and before they leave the facility.
 - b. Before and after handling food, feeding a child, or eating.
 - c. After helping a child wipe their nose or mouth.
 - d. Before and after providing first aid.
 - e. After working in children's play areas.
 - f. Before and after giving medicine to a child.
 - g. After handling waste baskets or garbage.
 - h. After cleaning surfaces. Staff will also be encouraged to wear gloves.
 - i. After using a toilet or urinal.
- H. Students will be instructed to wash their hands or use hand sanitizer:
- a. When arriving and leaving home; arriving at and leaving school.
 - b. After playing outside.
 - c. After having close contact with others.
 - d. After using shared surfaces or tools.
 - e. Before and after using the restroom.
 - f. After blowing their nose, coughing, and sneezing.
 - g. Before and after eating and preparing food
- I. Staff will teach and remind students to sneeze and cough into a cloth or tissue or, if not available, into one's elbow and to wash their hands or use sanitizer. The cloth or tissue should be thrown away immediately.
- J. When classroom items must be shared, they will be cleaned and disinfected in between uses.
- K. Minimize staff and students' contact with high-touch surfaces (e.g. propping open building or room doors, particularly at arrival and departure times).
- L. Suspend or modify use of site resources that necessitate sharing or touching items. For example, suspend the use of drinking fountains; encourage the use of reusable

Self Monitoring Daily Screening

- A. Employees - All employees are required to self-monitor their health each day and notify their supervisor prior to arriving at the site if they have been in close contact to someone with COVID-19 or have any of the following symptoms:
 - a. Temperature of 100.4 or more
 - b. Cough
 - c. Shortness of breath or difficulty breathing
 - d. Fatigue
 - e. Muscle or body aches
 - f. Headache
 - g. New loss of taste or smell
 - h. Sore throat
 - i. Congestion or runny nose
 - j. Nausea or vomiting
 - k. Diarrhea
- B. Students - Families should similarly monitor their students' health. Anyone exhibiting or reporting symptoms of COVID-19 or having close contact with a known positive case is excluded from campus. All persons will be encouraged to contact their health provider for evaluation and direction on self-care.

Cleaning and Disinfection Strategy

- A. Staff will clean frequently-touched surfaces in offices, schools, and classrooms.
- B. Custodial staff and any other staff will be provided appropriate cleaning materials to support cleaning of frequently touched surfaces during the day, and will be provided with proper personal protective equipment.
- C. Frequently touched surfaces include, but are not limited to:
 - Sink handles
 - Shared tables or desks
 - Door handles
 - Light switches
 - Egress Bars
 - Handrails
 - Shared technology and supplies
- D. If used, outdoor playgrounds/natural play areas only need routine maintenance. Highland Academy will ensure that children wash or sanitize their hands before and after using these spaces.
- E. Cleaning and Disinfection procedures for areas occupied by persons testing positive for COVID-19:

- a. Restrict and seal the areas used by the person who was confirmed infected and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets
- b. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, and possible shared electronic equipment.
- c. Appropriate PPE will be worn before entering the room
- d. A disinfectant that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer's instruction, allowing for the appropriate contact time
- e. Employees will remove PPE and wash their hands
- f. Ventilation will be maximized after disinfection dwell time
- g. If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Personal Protective Equipment

Personal protective equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses or to protect others by limiting the spread of respiratory droplets.

- A. Masks should be worn indoors by all individuals (age 2 and older).
- B. The school will provide face coverings as needed or requested.

Close Contact & Reporting/Testing Procedures

Proper health officials, Highland Academy staff and families will be notified if they have been in close contact with a positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Please note, a "Close Contact" is currently defined as being within six feet of a positive case while infectious for a period of 15 cumulative minutes.

The actions that the school and/or person must take depends on the scenario and the symptoms being shown.

- A. **No Symptoms, No Close Contact with Confirmed Case, No Positive Test**
 - a. Continue daily self screening to monitor for symptoms
 - b. No quarantine
 - c. No testing required
 - d. Address any concerns with personal health provider
- B. **Person Displays COVID-19 Symptoms**
 - a. Send to Isolation area (or home, if staff) until person can be transported home or to healthcare facility as soon as practicable
 - b. Close off areas used by any sick person and do not use them before

disinfection. To reduce risk of exposure PPE equipment will be used to protect staff, and will be disinfected before reopening.

- c. Require students and staff to get tested after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19
- d. If tests negative or provides medical note explaining symptoms and reasons
 - i. Symptomatic individuals who are not close contacts and who test negative for COVID-19 can return to in-person school/work after at least 24 hours from fever resolution (if any) and improvements in other symptoms
 - ii. Close contacts to a COVID-19 case must complete 14 day quarantine period
 - iii. School/Class Remains Open
 - iv. No Additional Communication

C. Person is Close Contact with Confirmed Case

- a. Highland Academy will Identify Close Contacts
- b. Send Close Contacts home
- c. Provide informational email for close contacts with instructions for quarantine and testing
- d. School remains open

D. Confirmed Case

- a. School administration notified
- b. School administration will contact RUHSPH within 24 hours of learning of any positive COVID-19 case via Contact Line List process
- c. Confirmed student/staff receive a call and an informational email for positive COVID-19 case with instructions for isolation
- d. Follow Close Contact with Confirmed Case protocol
 - i. School based close contacts identified will receive an email or letter with instructions for quarantine and testing recommendations
 - 1. For classrooms where stable groups have been maintained: all students and staff within the same classroom as the confirmed COVID-19 case should be sent home immediately and instructed to quarantine at home for 14 days from the last exposure and be tested in accordance with RUHSPH recommendations
 - 2. For classrooms where stable groups have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus

activities. Close contacts should be sent home immediately and instructed to quarantine for 14 days from the last exposure and be tested in accordance with RUHSPH recommendations

- e. Parents/guardians are urged to notify any individuals or organizations with which their child has close contacts outside the school setting
- f. Disinfect classroom and spaces where case spent significant time
- g. School/Building remains open per guidance from RUHSP

Identifying, Evaluating, and Correcting COVID-19 Hazards

_____ Highland Academy administration has overall authority and responsibility for implementing the provisions of this COVID-19 Safety Plan. In addition, all staff are responsible for implementing and maintaining the COVID-19 Safety Plan in their assigned classroom/work areas. All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Action Steps:

- A. The school will collect, organize, and review information with staff to determine what types of hazards may be present and which workers may be exposed or potentially exposed.
- B. School administrators will periodically inspect the buildings on campus for hazards to help identify areas of concern so that they can be addressed before an incident occurs.
- C. Administrators will thoroughly investigate incidents and reports to identify hazards that are likely to cause issues. In order to prevent future occurrences, the purpose of the investigation will be to identify the root causes of the exposure.
- D. Employees will be provided with a copy of and trained in the policies and procedures found in Highland Academy's COVID Safety Plan.

Employee participation

Employees are encouraged to participate in the identification and evaluation of COVID-19 concerns by reporting potential COVID-19 hazards to school administration.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be

corrected in a timely manner based on the severity of the hazards, as follows:

- i. The severity of the hazard will be determined through the investigation.
- ii. Timeframes will be assessed based on severity of the hazard, the availability of potential mitigation measures, and according to the guidelines provided by the CDC and RUHSPH.