

# Creative Learning Center



## Staying Connected Hygiene and Safety Protocol for Covid 19

July 2020

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## Introduction

There are many things to think about as schools reopen during the pandemic. CLC is not only a place of learning for students, but workplaces for teachers and employees.

Decisions about how to respond to COVID-19 in CLC will be made to protect both the immediate and long-term health and safety of students, teachers, and employees.

For our community's well-being CLC will exclude any student, parent, caregiver, visitor, or staff showing symptoms of COVID-19 by using the CDC and CDPH guidelines for COVID-19 symptoms.

### **What do we know about COVID-19 and children?**

Reports suggest there are different things that affect the number of children who get COVID-19, such as age and other factors.

- Adolescents aged 10-17 may be more likely to become infected with COVID-19 than children younger than age 10.
- Children and adults with certain health conditions are at increased risk of severe illness from COVID-19. Severe illness means they may need to be in the hospital, intensive care, need a ventilator to help them breathe, or may even die.
- Children with intellectual and developmental disabilities are more likely to have additional health conditions that put them at increased risk for severe illness from COVID-19.
- Although rare, some children have developed multisystem inflammatory syndrome (MIS-C) after exposure to COVID-19.

### **Symptoms of Covid-19**

Symptoms of COVID-19 If students, teachers, or employees have any of the 6 symptoms of COVID-19 – Fever, Cough, Shortness of breath, decrease of smell, sore throat, and muscle aches and pains.

Even if they don't have symptoms, students, teachers, and employees need to be very careful and take precautions at school because many children and adults may be asymptomatic. This means they have no signs or symptoms of the virus but can still spread it to others.

**Some students, teachers, and employees may be at higher risk for severe illness from COVID-19**

People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes

Based on what we know now, people with the following health conditions might be at increased risk for severe illness from COVID-19:

- Asthma (moderate to severe)
- Cerebrovascular disease (a disease which affects blood vessels and blood supply to the brain)
- Cystic fibrosis
- Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV/
  - AIDS, use of corticosteroids, or use of other immune weakening medicines
  - High blood pressure or hypertension
  - Liver disease

- Neurologic conditions such as dementia
  - Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
  - Sickle cell disease
- Thalassemia (a type of blood disorder)
  - Type 1 diabetes S

### **CLC will use the CDC Hierarchy of Controls**

#### Overview

Controlling exposures to occupational hazards is the fundamental method of protecting students and employees. Traditionally, a hierarchy of controls has been used as a means of determining how to implement feasible and effective control solutions.

A representation of this hierarchy is as follows:

The idea behind this hierarchy is that the control methods at the top of graphic are potentially more effective and protective than those at the bottom. Following this hierarchy normally leads to the implementation of inherently safer systems, where the risk of illness or injury has been substantially reduced.

### **Contact Tracing at CLC**

CLC has a COVID-19 point of contact (POC). The POC works with the health department on contact tracing. The POC will notify eligible students, parents, teachers, and employees if they were exposed to COVID-19 at school.

1. People who are tested for COVID-19 will get their test results from the healthcare provider or testing location where their sample was collected.
2. The health department will call anyone who tests positive for COVID-19. It may take a few days for the health department to call the person who tested positive. They will ask the person who he or she may have been in close contact with up to 2 days before he or she got sick or tested positive.
3. The health department will notify the POC at the school if a student, teacher, or employee who works in the school or with students tests positive for COVID-19. The health department gives the name of the person who tested positive and the date of last exposure to the POC.
4. The POC collects and provides a list to the health department of students, teachers, or employees who are at higher risk for severe illness from COVID-19 known to have come into close contact with the person who tested positive. The health department will notify the parents of students, teachers, or employees who are at higher risk and provide guidance on how long they should quarantine, how to check for symptoms, and when to consider testing.
5. The POC will notify any other eligible students or students' parents, teachers, or employees who may have been exposed to the person who tested positive. The POC will provide guidance on how long they should quarantine, how to check for symptoms, and when to consider testing.
6. Only students, teachers, or employees who came into close contact with the person who tested positive will be notified of a possible exposure.

## **What is the difference between quarantine and isolation?**

Quarantine is for people who may have been exposed to COVID-19 but are not sick yet.

Isolation is for people who are sick or who have symptoms of COVID-19.

### Quarantine

You will be asked to quarantine for 14 days if you were exposed to COVID-19.

This means you were in close contact with someone who has COVID-19. Close contact means you were closer than 6 feet from someone who has the virus for 15 minutes or more.

Quarantine keeps you away from others, so you don't infect someone else without knowing it. Symptoms of COVID-19 may appear 2-14 days after exposure.

This is why you will be asked to quarantine for 14 days if you are exposed to COVID-19, because it can take 14 days for you to get sick.

### Isolation

If you have symptoms of COVID-19 or tested positive, you must isolate. This means you stay at home except to get medical care. If you tested positive for COVID-19, you must isolate until you are fever-free for 24 hours and it has been at least 10 days since you first got sick or tested positive. This means you did not use medicine to lower your fever.

If you are asked to quarantine, you should stay in your home and not go around other people as much as you can.

**Please note these are recommendations from CDC – It is important to follow your doctor's orders.**

### **Virtual Learning**

Will be offered to students who have to be quarantined and/ or isolated.

Specifics of Virtual Learning are located in the CLC Virtual Learning Manual.

### **Attendance Policies for Students**

CLC will protect students, teachers, and employees from Covid-19 by asking any person who is sick to stay home and not come to the school campus.

CLC will not have a punitive attendance policy, allowing students and employees to stay home with the absences.

### **Campus Access for Students**

CLC will have Passive Screening. Instruct parents to screen students before leaving for school (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

CLC will have Active Screening. Engage in symptom screening as students enter campus, consistent with public health guidance, which includes visual wellness checks and temperature checks with no-touch thermometers and doorway thermometers to ensure temperatures below 100.4 degrees Fahrenheit. Although the thermometers are no touch, they will be properly cleaned and disinfected after each use.

CLC staff must wash or sanitize hands as they enter the school.

CLC will exclude employees who are exhibiting symptoms.

Staff members who develop symptoms of illness will be sent home or for medical.

CLC will monitor staff and students throughout the day for signs of illness.

CLC will assist all students must wash or sanitize hands as they enter campuses.

CLC will use privacy boards or clear screens when practicable, if needed.

If a student is symptomatic while entering campus or during the school day the following protocol will occur.

1. Students who develop symptoms of illness while at school will be separated from others right away, in isolated in an area through which others do not enter or pass. If more than one student is in an isolation area, CLC staff will ensure physical distancing.
2. Any students or staff exhibiting symptoms will have a face covering and wait in an isolation area until they can be transported home or to a health care facility. We do understand wearing a mask for our students may be difficult and we will work with them to learn this skill.
3. Students will remain in isolation with continued supervision and care until picked up by an authorized adult.
4. CLC will follow established guidelines for triaging students in the office, recognizing not all symptoms are COVID-19 related.
5. CLC will advise parents of sick students that students are not to return until they have met CDC criteria to discontinue home isolation.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### **Campus Access for Staff**

CLC will have Passive Screening. Staff will self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials and to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

CLC will have Active Screening. Staff will engage in symptom screening as they enter school building, consistent with public health guidance, which includes visual wellness checks and



temperature checks with no-touch thermometers to check temperature to ensure temperatures below 100.4 degrees Fahrenheit, and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Thermometers will be properly cleaned and disinfected after each use.

CLC staff must wash or sanitize hands as they enter the school.

CLC will exclude employees who are exhibiting symptoms.

1. Staff members who develop symptoms of illness will be sent home or for medical care.
2. Teachers will have emergency substitute plans in place.
3. CLC will require sick staff members not to return until they have met CDC criteria to discontinue home isolation.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### **Campus Access for Outside Visitors and Groups**

CLC will limit access to the campus for parents and other visitors. To limit exposure opportunities, parents and guardians will wait outside during dismissal and/ or pick-up. CLC staff will bring the child(ren) outside to meet parents.

### **Hygiene**

CLC will incorporate additional hygiene practices to ensure personal health and safety in school facilities and vehicles.

Handwashing will occur in accordance with CDPH and Cal/OSHA guidance and in consultation with local public health officials, develop a plan for handwashing that includes:

1. Scrub with soap for at least 20 seconds
2. Staff and students should use paper towels (or single use cloth towels) to dry hands thoroughly.

3. Wash hands when: arriving and leaving home; arriving at and leaving school; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.

CLC will provide opportunities for students and staff to meet handwashing frequency guidance.

CLC will provide fragrance-free hand sanitizer (with a minimum of 60 percent alcohol) and supervised at or near all classrooms and offices.

All children under will use hand sanitizer under adult supervision.

### **Protective Equipment**

CLC has developed and implemented a plan to incorporate and use protective equipment needs to ensure personal health and safety in school facilities and vehicles.

According to CDC guidance:

CLC will provide training and information to staff and students on proper use, removal, and washing of cloth face coverings.

Face coverings are not recommended for anyone who has trouble breathing or otherwise unable to remove the covering without assistance. CLC will make reasonable accommodations such as a face shield for those who are unable to wear face coverings for medical reasons.

CLC will follow Cal/OSHA considerations for face shields.

Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

### **Staff Protective Equipment**

As recommended by the CDC, all CLC staff will wear face coverings.

Per CDPH guidance, some of the teachers may use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.

CLC will provide masks if the employee does not have a clean face covering.

During screening protective equipment will be used. The employees engaging in symptom screening, will wear masks, face shields, and disposable gloves.

CLC's front office employees, will wear face coverings and have access to disposable gloves.

The cleaning staff, will have equipment and PPE for cleaning and disinfecting, including:

A. For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.

B. Classified staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.

C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on the hazards of chemicals, CLC will follow these guidelines.

### **Student Protective Equipment**

Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. CLC will work with students to assist in understanding and how to wear the mask. CLC understands this will be difficult for some students so instruction and modeling will be provided.

## Physical Distancing

CLC has plan to meet physical distancing standards in school facilities and vehicles. Clearly define how staff can honor physical distancing recommendations, yet meet student medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain health and safety of students and staff, especially when tending to individual student medical or personal needs.

- a. Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations.)
- b. To the extent possible, and as recommended by the CDC, attempt to create smaller student/ educator cohorts to minimize the mixing of student groups throughout the day. Minimize movement of students, educators, and staff as much as possible. CLC has worked with in the recommended guidelines and developed programs to meet our student needs.
- c. In a circumstance where sufficient physical distancing is difficult or impossible, all individuals, including staff and students, should wear face coverings that cover the mouth and nose consistent with public health guidance. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.
- d. Student Physical Distancing. LEAs should plan to:
  - i. Limit number of students physically reporting to school, if needed to maintain physical distancing.
  - ii. Determine student and staff capacity of each school meeting 6-foot physical distancing objectives.
  - iii. The CDC recommends virtual activities in lieu of field trips and intergroup events.
- iii. CLC will have signage and barriers to direct traffic around campus.

#### iv. Buses

1. CLC has created a plan for seating based on maximum capacity determined above and accommodates the capacity limitations. CLC will also mark or block seats that must be left vacant. Sample seating options:
2. CLC will provide instruction to students to maintain 6-foot distancing.
3. Classrooms will have maximum capacity for students of each classroom while meeting 6-foot physical distancing objectives.
4. In accordance with CDC and CDPH guidance, ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.
5. CLC will use other campus spaces for instructional activities (e.g., hallways, OT classroom, outdoors).
6. CLC will implement physical distancing objectives as students move between classrooms.
7. CLC will limit meal preparation and eating. If students require lunch, CLC will use classrooms and outdoor facilities.
8. CLC will have a plan, for cleaning and trash removal, providing meal service in classrooms.

#### **Staff Physical Distancing**

CLC has developed a plan that ensures physical distancing among staff in their work environment to reduce spread of the virus that includes:

1. Staff will not congregate in work environments, break rooms, staff rooms, and bathrooms.
2. CLC will avoid grouping staff together for training or staff development. Trainings will conduct trainings virtually or, if in-person, ensure distancing is maintained.
3. CLC staff schedules have been developed to accommodate new student schedules and physical distancing strategies.

4. In accordance with Cal/OSHA regulations and guidance, CLC has evaluated all workspaces to ensure that employees can maintain physical distancing to the extent possible.

### **Cleaning and Disinfecting**

Plan to meet cleanliness and disinfecting standards in school facilities and vehicles.

- a. CLC has incorporated higher level cleanliness standards prior to reopening and maintain a high level during the school year.
- b. CLC in accordance with CDC guidance, will avoid sharing of electronic devices, toys, books, and other games or learning aids.
- c. CLC will limit stuffed animals and any other toys that are difficult to clean and sanitize.
- d. In accordance with CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:
  - i. A plan for safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
  - ii. CLC will disinfect surfaces between uses, including:
    1. Desks and tables
    2. Chairs
    3. Seats on bus
    4. Keyboards, phones, headsets, copy machines
  - iii. CLC will disinfecting daily all high-touch surfaces, such as:
    1. Door handles
    2. Handrails
    3. Drinking fountains
    4. Sink handles
    5. Restroom surfaces

6. Toys, games, art supplies, instructional materials

7. Playground equipment

iv. When choosing disinfecting products, using those approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N: Disinfectants for Use Against SARS-CoV-2 and follow product instructions.

1. To reduce the risk of asthma related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid).

2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.

3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.

v. CLC will not clean or disinfect when children are present.

vi. CLC will close all areas used by any sick person and not using before cleaning and disinfection. To reduce risk of exposure, CLC will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, CLC will wait as long as possible.

### **Employee Issues**

Engage employees on COVID-19 plans and provide necessary training and accommodations.

a. Staffing Ratios

i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, student learning, and health and safety needs to address COVID-19.

b. CLC has developed and will provide staff training or utilize state-provided training on:

i. Disinfecting frequency and tools and chemicals used in accordance with the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.

ii. State and local health standards and recommendations, including, but not limited to, the following:

1. CLC will properly train and use of protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also, CLC will include training on removal and washing of cloth face coverings.
  2. CLC will use cough and sneeze etiquette.
  3. CLC will train and implement proper handwashing and proper technique.
  4. CLC will maintain confidentiality around health recording and reporting.
  5. CLC has designate Point of Contact (POC), Tamila Sayar and Carisa Bowman, are responsible for responding to COVID-19 concerns.
- c. Reasonable Accommodations
- i. CLC will provide reasonable accommodations to employees with document need including flexible leave plan.

### **Communication with Students, Parents, Employees, Public Health Officials, and the Community**

- a. CLC has and will continue to include families and staff to formulate and implement the plans.
- b. CLC will continue to communicate to staff, students, and parents about new, COVID-19-related protocols, including:
  - i. Proper use of PPE/EPG.
  - ii. Cleanliness and disinfection.
  - iii. Transmission prevention.
  - iv. Guidelines for families about when to keep students home from school.



- v. Systems for self-reporting symptoms.
- vi. Criteria and plan to close schools again for physical attendance of students.
- c. CLC has created a communications plan for if a school has a positive COVID-19 case.
  - i. CLC will address the school's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.
  - ii. CLC will notify staff and families immediately of any possible cases of COVID-19 within the legal responsibilities and privacy rights for communicating about cases of the virus.
  - iii. CLCL will provide guidance to parents, teachers, and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
  - iii. CLC will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

## **Social Emotional Learning**

There is a growing body of research proving that social and emotional learning (SEL) is fundamental to academic success. SEL will be woven into the work of every teacher, in every classroom and every program if we truly want to prepare all our students for careers. CLC knows the COVID-19 pandemic has created different types of traumatic experiences and high levels of stress for many of our staff, students, and families. This experience emphasizes the importance of social– emotional well-being for all.

CLC wants to emphasize that all educators and students practice physical distancing at school or through distance learning, does not mean they must lose social and school connections. The

COVID-19 response, CLC knows it is critically important to place adult and student wellness first to establish a positive, safe, and supportive learning environment. Leading with SEL is essential because children need social and emotional support as they, like the adults around them, navigate the unprecedented challenges of alternative learning contexts, and because SEL helps achievement.

As the possibility of a virus resurgence exists, so does the possibility of alternating between virtual learning and in-person classroom activities. The CDE has compiled a list of resources that provide a range of SEL options for educators, school leaders, and families/guardians as they support their students during virtual learning.

To view the list of resources, visit the CDE SEL and Distance Learning web page at <https://www.cde.ca.gov/ci/se/seldistance.asp>.

The CLC is committed to helping educators learn more about SEL and how to infuse social and emotional supports into every child's school experience.

California's has developed a Social and Emotional Learning Guiding Principles (full version and summary) and a social and emotional learning resource guide. To learn more about this work, visit the CDE SEL web page at <https://www.cde.ca.gov/eo/in/socialemotionalllearning.asp>