

## **Livingstone Adventist Academy Communicable Disease School Management Plan**

This management plan is for the 2021-22 school year. Our School purpose is to provide on-site learning during the 2021-22 School year provided there are no Governor's orders which supersede this.

The following protocol outlines steps necessary to implement the reduction of a virus outbreak and maintain the health of students and staff. Before offering on-site learning, the physical plant must be equipped with necessary precautions listed below and all personnel must be properly trained on all procedures as listed below.

-Livingstone Adventist Academy's designated Safety Officer is George Personius, School Principal who is to be responsible for implementation of health and safety protocols.

-The Safety Officer is responsible for:

- Ensuring the keeping of daily records of visitors who enter our building for more than just walking students to class.
- Renweb/TeacherEase software , will 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.
- Ensuring health and safety precautions are followed.

### **Preparation prior to on-site instruction:**

- Establish routines and checklists for effective sanitizing of all high-touch surface areas throughout the day (e.g. desks, doorknobs, light switches, toilets, faucets, etc).
- In elementary classrooms, each teacher will establish and supervise routine cleaning of touchpoints during the day. Custodians shall clean and daily wipe down touchpoints with disinfectant.
- In the high school, each teacher shall clean/supervise cleaning of classroom touchpoints between each cohort. Custodians shall clean and wipe touchpoints daily with disinfectant.
- Principal in collaboration with teachers shall ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc.) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Hand sanitizer stations shall be located at each entry point. Hand sanitizer shall be at least 60% alcohol.
- Hand washing posters in all bathrooms and classrooms describing washing with soap and water for minimum of 20 seconds.
- All who enter the school are encouraged to wash or sanitize their hands.
- Visitors are encouraged to wash or sanitize their hands upon entry.
- All visitors must wear face coverings in accordance with Oregon State, ODE/OHA guidelines.
- In collaboration with custodial supervisor and business manager, Principal shall ensure that masks for employees, gloves, soap, hand sanitizer, tissues, paper towels and no-touch trash cans are readily available as needed.

- Drinking fountains in the elementary area will be turned off. However touchless water bottle filling stations will remain serviceable in the cafeteria, elementary hallway, high school upstairs hallway and gym foyer.
- Make sure that all water systems and features are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water. Custodian shall on a weekly basis run clean water through each drinking fountain.
- 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.
- Elementary/Middle school students will be spaced apart by classes for child drop-off. Supervise front drop off area to ensure students are adhering to distancing guidelines.

All parents have been encouraged to not send students that are sick to school.

LAA will continue to keep two entrances, one primarily for elementary/middle school students and one for high school students.

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

- Provide "Coronavirus (COVID-19) Fact Sheet" to all adult guardians with children participating in on-site instruction. This is posted on LAA's website
- Identify the primary symptoms of Covid-19 such as: Cough, fever (over 100.4), chills, shortness of breath or difficulty breathing, and new loss of taste or smell. If these primary symptoms are reported/observed, the staff or student must be isolated, sent home and encouraged to seek testing.
- All individuals are directed to stay home if they or anyone in their homes have Covid-19 symptoms or are ill.
- A daily attendance log of people who visit LAA and contact information will be kept at the front office.
- All Livingstone classrooms are equipped with O2 sensors to ensure rooms remain well-ventilated
- LAA will require the use of cloth face coverings for staff. Staff will be instructed on proper, removal, and wash of face masks/shields daily. LAA staff will also be encouraged to avoid touching the face covering and to wash their hands frequently, especially in before/after meals, playground usage and between cohorts.
- Face coverings are currently required for all students in grades Kindergarten and above. LAA will follow ODE/OHA and Governor mandates regarding face coverings

### **Joint School & Student Responsibilities**

- Create conditions for students to be successful in practicing and learning these new and not-so-intuitive guidelines.
- LAA teaching staff will hold a developmental view of students in our care while elevating and practicing heightened awareness of health and safety needs. When students falter in adhering to the new operating procedures, we will focus on grace and patience instead of punishment and never implement consequences that deny access to instruction.
- The best prevention for Covid-19 spread is to communicate to all individuals who are sick, to stay home.
- LAA staff and students are encouraged to avoid touching their faces.

- School and classroom instruction should include that coughs and sneezes should be covered with a tissue or elbow. Tissues should then be immediately discarded and then hands should be washed.
- To prevent risk of transmitting COVID-19 students and staff should be taught that immediate contact acts such as shaking or holding hands, hugging are to be avoided.
- LAA provides handwashing facilities and will teach and post routines for effective hand-washing of at least 20 seconds with soap and water (after bathroom use, before/after meals, after elective classes, before/after playground activities or following each cohort. Songs or other motivators to teach/encourage effective hand-washing practices are encouraged for age appropriate students.
- Students and staff are to wash hands before eating, preparing or serving food, and after toileting, changing, or restroom use. Hand sanitizer may be used as a substitute to hand washing after other activities such as touching shared items. Student hands should be sanitized before and after use of recess equipment.
- Monitor closely the use of face coverings by children. Face masks are now required for students Kindergarten and above.
- Face coverings are required for all staff.
- Students who choose not to wear a face covering must be provided access to instruction, and will more than likely be accomplished through distance learning.
- Use of personal water bottles is encouraged, elementary/middle school drinking fountains have been disabled during this pandemic. Proper hygiene and sanitary practices should be implemented when refilling.
- Limit paper exchange as much as possible (provide immediate verbal feedback and response instead).
- Students and adults should not be sharing school supplies, books, electronic devices, etc. unless properly washed/sanitized between uses or adequate time is given between uses (more than 72 hours).
- Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school unless school officials determine that their medical needs may be beyond what can be accommodated for at LAA.

### **Maintaining Health & Safety during Student Transitions**

- Visitors will be encouraged to wash or sanitize their hands upon entry.
- For morning arrival, all Elementary students shall enter either through Kids Zone (early arrivers) or the front of the school (if within 15 minutes of school starting). All high school students shall park in the parking lot across from the chapel and enter the high school through the entrance near the music room. Once school has begun, high school students are to enter into the main doors and lobby of the school.
- If a student has primary symptoms of Covid-19, that student is to be isolated, and sent home. Students with fevers above 99.F will be encouraged to return home (per student handbook). Students with a temperature above 100.4F (38C) and above will be required to be sent home. Staff working with students that have Covid-19 are required to use appropriate physical distancing while screening the student, using a physical barrier or partition, or relying on adequate personal protective equipment. Health confidentiality will be kept in accordance with any applicable privacy laws or regulations.

- For end of day dismissal, all elementary/middle school students will go to their respective areas with adult supervision. High School students will be monitored and encouraged to remember distancing should we see students forget this important aspect.

- Areas are to be sanitized between arrival and dismissal of different cohort groups.
- Hallway floors will include distancing and traffic flow markers to avoid crowding in the elementary and middle school areas.

### **Classroom Transitions**

- Student cohorts will be established (students in a particular classroom or grade). Mixing of cohorts will be reduced.
- Floors will be marked for 6ft distancing for students to use when waiting in line in the cafeteria. Travel lanes will also be marked in the hallways for elementary and middle school students.
- Student learning areas are to be set up at least 3ft apart and students are to be reminded to keep all personal items in their areas.

### **Recess Transitions**

- All elementary classrooms will have their own assigned balls to play with and keep track of.
- students should wash or sanitize their hands before and after use of shared items.
- Elementary students are assigned to specific classroom restrooms.

### **Restroom Transitions**

- Establish an exit path from the classroom to the restroom that maintains 3ft distancing.
- Assign classrooms to specific bathrooms (Pre-K-4<sup>th</sup> classroom bathroom; 5th-8<sup>th</sup> grade designated hallway bathrooms, visitors to use hallway bathroom next to 5th/6<sup>th</sup> grade classroom. High School students will use bathroom that is on the same floor as their current classroom).
- Scheduled bathroom breaks coordinated throughout the school to avoid contact in the bathroom.

### **Hand Washing Transitions**

- For classrooms with sinks, rotate students washing hands as needed.
- For classrooms without sinks, coordinate bathroom visits with the entire school to avoid students from different cohorts making contact in the bathroom with each other.
- Wash/sanitize hands frequently: when transitioning between activities, before and after every snack and meal; after coming inside; after sneezing, blowing one's nose, or coughing, between cohorts.

### **Cafeteria/Hot Lunch Transitions**

- Students who are getting hot lunch will travel to the cafeteria in classroom cohorts, 3 feet apart.
  - There will be no sharing of food or utensils
  - Students will be assigned to sit in designated physically distanced areas 3 feet or more in the cafeteria or in their assigned classroom.
  - Cafeteria tables will be cleaned and disinfected between cohorts.
- Students will be assigned seating in the cafeteria to be able to easily identify anyone that could be considered a close contact.

An outdoor cafeteria sitting area will be available, weather permitting to allow students more distancing and comfort.

### **Subject Transitions**

- When feasible, Teacher or teacher's aide are encouraged to move between classrooms instead of moving students.
- The teacher or teacher's aid are encouraged to sanitize when moving between classrooms.
- Extra precautions will be taken for any choir/singing activities (require face masks, greater physically distancing, larger classroom spaces, move outdoors, use of barriers etc.)
- Cleaning/disinfecting of classroom touch surfaces between cohorts.
- HS students sanitize hands before/after electives or any mixing of grade level cohorts.

### **Field trips, extra-curricular activities**

- Field trips, extra-curricular activities, will be now be offered but physical distancing of 3 feet or more will be encouraged and supervised. When outdoors, without masks, 6 feet of distance should be maintained.

### **Plan for When a Staff Member, Child, or Visitor Becomes Sick**

- Anyone with a cough or fever should seek Covid-19 testing. LAA will continue to rely on Marion County Public Health Department for guidance.
- Students, staff and visitors must remain at home when they are sick or recently have had an illness especially a fever or cough (at least 24 hours after fever breaks without the use of fever reducing medication).
- LAA families are to report to the school office any symptoms of their students.
- Symptomatic staff or students should seek Covid-19 testing through their regular physician or through LPHA.
- If students or staff who have been positive COVID-19 viral (PCR) test results, they must remain home for at least 10 days after illness onset and until 24 hours after fever is gone, without use of fever reducing medicine, and COVID-19 symptoms (fever, cough, shortness of breath, and/or diarrhea) are improving. Length of quarantine will be established through consultation with Marion County Public Health Department.
- Staff and students who have Covid-19 symptoms who do not seek COVID-19 testing must remain at home for at least 10 days after illness onset and 24 hours after fever is gone.
- A person who has had a positive viral test may return to school after 10 days after onset of the illness and at least 24 hours after fever is gone without use of fever reducing medicine and symptoms are improving.
- Closely monitor students or staff for symptoms who have a family member in their home that has signs of COVID-19. Symptoms of COVID-19 include fever and new cough, as well as shortness of breath or difficulty breathing; fever; chills, muscle pain; sore throat; and new loss of taste or smell.
- Staff or visitors who come to school sick are to be sent home ASAP. Until the sick child or staff can leave the premises, they shall be isolated to the health room under adult supervision.
- Follow the "Emergency Preparedness Plan-Confirmed Case of COVID-19" if a student or staff member becomes infected.

•LAA Communicable Disease Plan indicates that students/staff known to be exposed are to be restricted from school for 14 days of being exposed. “Exposed” will be defined by LPHA and length of quarantine.

All above protocols are subject to change based on Oregon Conference Office of Education, State and local health department notices about spread of COVID-19 in the area. Schools may need to adjust operations accordingly as changes occur.

### **Cleaning Procedures**

Livingstone Adventist Academy will be cleaned at least daily according to the following 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 cohort.

#### **Step 1: Clean**

- Encouraged to wear disposable gloves to clean and disinfect.
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Clean surfaces using soap and water, then use disinfectant.
- Routine cleaning of frequently touched surfaces.
  - ***More frequent cleaning and disinfection 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.

*Some surfaces 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 disinfection. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths.*

#### **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 (see product label).
  - 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 70% alcohol may also be used.

### **Soft surfaces (Remove any items that are difficult to clean)**

For soft surfaces such as carpeted floor and rugs

- Clean the surface 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.
- Vacuum as usual.

### **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 70% alcohol.

### **Cleaning and disinfecting outdoor areas**

- Outdoor areas, like playgrounds generally require normal routine cleaning, but do not require disinfection.
  - Designate playground structures/equipment or any shared equipment solely for use of one cohort at a time. Clean all equipment used between 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.
- Sidewalks and roads should not be disinfected.
  - Spread of COVID-19 from these surfaces is very low and disinfection is not effective.

## **Livingstone Adventist Academy Emergency Preparedness Plan**

1. Document in Renweb/TeacherEase software any cases of observed fever or other symptoms of Covid-19. Send any ill individuals home asap. Those that are sick, isolate symptomatic individual in the health room under supervision until they can return home. Clean and disinfect the area.
2. Symptomatic staff and students should be evaluated and seek Covid-19 testing from their regular physician or through the local Marion County Public Health Authority.
3. Confirm any reported case of an infected person from our campus by obtaining documentation of a positive test result of the virus from LPHA, parent or physician.
4. If a positive case of virus has been found on our campus, report to Marion County Health Department (24/7 Marion County Disease Reporting 503 588-5621) and receive further direction.
5. Also notify any documented positive cluster of cases of virus on LAA's campus to local superintendent, Dan Nicola (Cell: 503 504-6586, Office: 850-3544).
6. Notify Marion County Disease Reporting (503) 588-5621 should any cluster of illness among staff or students occur.
7. Coordinate with the LPHA 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.Or consider increasing student distancing to 6 feet.
8. Notify anyone who could be considered a close contact who the infected person may have come in contact with.
9. Clean, sanitize and disinfect surfaces areas where the infected person was.
10. Collaborate with local health officials (LPHA) to determine need or length of a cohort or school closure.