

COVID-19 Preparedness and Response Plan

Covid-19 Safety Plan (CSP)

Updated 1/28/2021

Disclaimer: This document (including any enclosures and attachments) has been prepared for the exclusive use and benefit of St. Charles Borromeo Academy and solely for the purpose for which it is provided. Unless express prior written consent was provided by the preparer of this document, Mychelle Fernandez, CSP, CHMM, REHS, no part of this document should be reproduced, distributed or communicated to any third party. Ms. Fernandez does not accept any liability if this document is used for an alternative purpose from which it is intended, nor to any third party in respect of this report

COVID-19 Preparedness and Response Plan (Covid-19 Prevention Program - CPP)

Prepared for Saint Charles Borromeo Academy

I Introduction

On March 11, 2020, the World Health Organization (WHO) declared the outbreak of COVID-19, the disease caused by the novel coronavirus SARS CoV-2, a pandemic. In response to this declaration, federal, state, and local public and occupational health agencies have issued requirements and guidance to help control the spread of the disease. In keeping with St. Charles Borromeo Academy's (SCBA) commitment to providing a safety and healthy environment for students, parents, staff, and visitors, SCBA has developed this COVID-19 Preparedness and Response Plan (Plan) to describe the control measures that SCBA has adopted to protect them. This Plan applies to all students, parents, staff, and visitors while on the SCBA campus. The control measures adopted and described in this plan are in accordance with requirements or guidance from the U.S. Center for Disease Control and Prevention (CDC), Federal and California Occupational Health and Safety Administrations (OSHA), the California Department of Public Health (CDPH), San Diego County Public Health Department, the American Industrial Hygiene Association (AIHA), the U.S. American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) recommended practices 1-9, the San Diego County Office of Education, and the Diocese of San Diego Office for Schools.

This Plan specifically addresses:

1. General COVID-19 Information
2. Exposure Risk
3. Exposure Control Measures

II. Responsibilities

This Plan is administered by Ms. Debra Cota, Principal, who, in coordination and consultation with the SCBA COVID-19 Task force, maintains authority and responsibility for development and implementation of the Plan. The staff, students, and parents are equally responsible for supporting, implementing, and complying with the Plan. It will be evaluated periodically and updated as needed by Ms. Cota or designee.

The SCBA COVID-19 Task Force created in June 2020 is made up of volunteer-parents at SCBA. Their diverse professional backgrounds contribute to the team at large – including the entire SCBA staff – whose interest is to craft the least disruptive solution for the children's education in the fall. Their primary objective is to identify solutions

where all students, if possible, can safely return in accordance with the state and county guidelines. The SCBA COVID-19 Task Force consists of the following members:

Ms. Virginia Conowitch

- 3 children at SBCA – 8th, 4th and K
- Program Manager Northrop Grumman/DoD Navy Programs
- Experience in risk management, personnel management, process implementation including COVID-19 DoD policy implementation

Mrs. Erin Wyatt

- 2 children at SBCA – 1st and 3rd (as well as 1 who just graduated from 8th grade)
- Teacher at both high school and middle school for the past 22 years
- Founding teacher at High Tech High and current 6th grade teacher at Pacific Beach Middle School
- Master teacher for SDSU teacher education program and USD online instructor for teacher development courses

Dr. Kim Woodruff

- 1 child at SCBA going into 7th grade and a high schooler at Point Loma High School
- University of San Diego – Supervising Physician and Campus Health Consultant

Ms. Mychelle Fernandez CSP, CHMM, REHS

- 3 children at SCBA – 8th, 5th and 1st grade
- Independent Environmental, Health and Safety (EHS) Consultant that helps organizations identify physical, biological chemical, and ergonomic hazards, assess risk levels and apply proper control measures
- President of the San Diego Chapter of the American Industrial Hygiene Association (SDAIHA) – organization that published the “Back to Work Safely” plan being used by business as they reopen

Dr. Jackie Reardon (Tadlock)

- 3 children at SCBA (for the last 8 years!) going into 6th, 5th and 3rd grade
- Scripps Mercy Chula Vista – Medical Director, Emergency Department

Ed Diab

- 2 children at SCBA going into 2nd and 1st grade
- Dixon Diab & Chambers LLP – Partner

- Litigates mass actions including currently representing over 450 local businesses against insurance companies for failing to cover business interruption claims arising out of COVID-19-related shutdowns

Dana Davalos

- 2 children at SCBA going into 8th and 5th grade
- Vice Principal
- 8th Grade Homeroom Teacher (Social Studies and Math)

The following people are accountable for day to day Covid-19 related responsibilities:

Debra Cota, Principal, is responsible for:

- review and implement SCBA Covid-19 Preparedness and Response Plan
- notify community all positive Covid-19 cases on campus
- post signage of Covid-19 related protocols and guidance
- weekly monitoring of current Covid-19 guidance from state and local public health agencies for any changes in requirements/guidelines and regular updates to plan, protocols, and control measures
- educating staff, parents, and students on the plan and enforcement of the plan via professional development for teachers, posting of the plan on the website and Schoolspeak, parent zoom sessions, and email
- provide for the linguistic needs of the community, providing translators as needed

Christina Bueno, Office and Business Manager, is responsible for:

- notify parents when child develops Covid-19 symptoms while on campus
- complete paperwork for related to Covid-19 health screening and symptom tracking
- supervise students who are isolated when Covid-19 symptoms develop at school
- coordinate scheduling and procedures related to Covid-19 with The Cleaning Company
- notify the local public health department (Health and Human Services Agency - County of San Diego) of positive Covid-19 cases on campus to

June Maeve

- notification of parents when child develops Covid-19 symptoms while on campus
- completion of paperwork related to Covid-19 health screening and symptom tracking
- supervision of students who are isolated when Covid-19 symptoms develop at school

- coordination of scheduling and procedures related to Covid-19 with The Cleaning Company

SCBA Teachers and Staff

- ensure that students are educated on and following Covid-19 requirements and protocols
- complete surface disinfection throughout the school day and upon notification of a student with symptoms
- complete health screening for symptoms throughout the day
- complete health screening and temperature checks when reporting to work
- maintain of necessary supplies (face masks, hand sanitizer, tissue boxes, paper towels, and surface disinfectants, disposable gloves)
- supervise students during recess and lunch to ensure social distancing and face coverings
- required to test with primary care provider every two months for asymptomatic symptoms

Students and Parents

- stay home if experiencing Covid-19 symptoms
- follow Covid-19 protocols on campus
- report Covid-19 symptoms to teachers/staff when on campus
- complete health checks every day before and during school
- wear face masks
- maintain social distance
- proper and frequent hand hygiene
- cover coughs and sneezes

The Cleaning Company/Padre Janitorial Services/AO Reed is responsible for the following:

- ensure that all SCBA facilities are effectively cleaned and disinfected nightly and upon notification of occupancy by a confirmed COVID-19 positive case within the previous 7 days
- ensure that all SCBA facilities are adequately supplied with hand washing supplies, toilet seat covers, tissues, masks, gloves, hand sanitizer, and (CDC and/or EPA approved) surface disinfectants
- make ventilation adjustments to help control COVID-19 transmission

III. General COVID-19 Information

Originally thought to be a respiratory disease, a wide range of symptoms have been associated with COVID-19. The most commonly reported symptoms, as indicated by the CDC are the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list is not all-inclusive and continues to be updated by the CDC as new information is learned about COVID-19. Symptoms typically appear 2-14 days after exposure to the virus. The disease causes illness ranging from mild to severe and can be fatal.

IV. Exposure Risk

People At Higher Risk For Severe Illness At Large

According to the CDC, the following individuals are a higher risk of severe illness:

- People aged 65 years and older
- People who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including:

- People with chronic lung disease or moderate to severe asthma
- People who have serious heart conditions
- People who are immunocompromised

Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

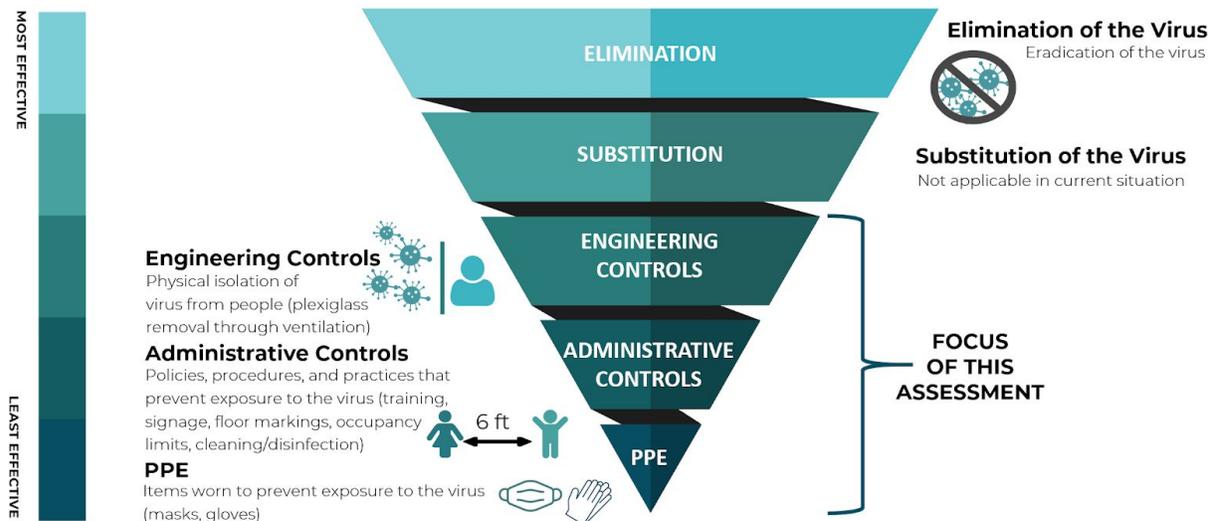
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

SCBA COVID-19 Risk Assessment

Schools in communities where there is known ongoing transmission are a moderate exposure risk for students and staff. This is because school activities require frequent and/or close contact with (i.e., within 6 feet of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. This is a general assumption for locations with widespread COVID-19 transmission.

The SCBA COVID-19 Task Force performed a COVID-19 Exposure Risk Assessment of the school to identify activities with potential for contact and exposure and to assign risk levels to each of these activities. Control measures for each activity were also identified and documented to track efforts to lower risk of transmission on campus. The risk assessment helped to determine which areas need(ed) additional attention to further lower the risk associated with them. A copy of the risk assessment is attached to this report as **Attachment A**.

Exposure Control Measures The National Institute of Occupational Safety and Health (NIOSH) hierarchy of controls depicted in the figure below was used to classify implemented control and rank their effectiveness. Elimination and substitution were not applicable controls that could be considered as part of this assessment.



In line with CDC recommendations, this section outlines the control measures that have been identified and implemented to protect our staff and students by lowering their risk of exposure to the virus.

Flexible Learning Options

SCBA families will have the option to choose between ***In Person Face to Face Learning (5 days a week OR Hybrid determined by level of risk) OR a full time Distance Learning option.***

In Person Face to Face

Families that choose this option will attend school full time five days a week OR part time in a Hybrid Schedule based on the level of risk as determined by the county and state and school administration.

Distance Learning

(Will be implemented for ALL students if there is High Risk to the Community or for individual families who determine that this is the best option for their family.) Families who determine that in person learning is not a viable option for them due to increased risk factors or other concern about the health and safety of their children, may choose a full time distance learning option. This option will include a combination of synchronous and asynchronous learning.

Even if the school returns to in person learning, there is a plan in place to offer Distance Learning to all students who are interested for the duration of the school year during the Covid-19 pandemic. Students who are distance learning will participate in synchronous (live streaming) and asynchronous learning. They will also receive support from the

classroom teacher on a weekly basis. Students who participate in Distance Learning are expected to attend virtual class daily. Teachers will record attendance based on students participation in classroom Zoom/Google Meet participation.

Chromebooks will be provided to families who do not have access to technology to ensure an equitable learning environment for all students. Students will submit work through Seesaw and Google Classroom. Directions for the use of these platforms will be provided to all parents and they will address the linguistic needs of the SCBA community, as needed.

If a LHJ has been on the monitoring list within the last fourteen days, the entire school must conduct Distance Learning only, until their LHJ has been off the monitoring list for 14 days. If a school has been approved for a waiver, the school may conduct in person learning.

Sick Policy

All staff and students are instructed to stay home if they become ill. Anyone experiencing any of the COVID-19 symptoms listed in section III or the CDC website is asked to notify the office immediately. Anyone exhibiting symptoms of illness on campus will be sent home. He/she will be sent to the isolation room to await pick up by a parent or authorized adult. Testing will be recommended. Anyone with a positive COVID-19 test result or who has been in contact with someone who has tested positive for COVID-19 will be asked to isolate or quarantine, respectively, in accordance with CDC guidelines (also outlined below).

Wellness Screening

Prior to entering the classroom, a wellness screening will be conducted and temperatures will be taken. Likewise, parents will be asked to monitor students prior to arrival at school each day. Students should be screened for:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Fatigue
- Muscle Pain
- Headache
- Sore throat
- Congestion or runny nose

- Nausea or vomiting
- Diarrhea
- New loss of taste or smell

Students will be monitored throughout the day. If a student indicates he/she is experiencing any of the symptoms listed on the questionnaire OR has a temperature of 100.0°F, they will be sent home.

Face Coverings

In accordance with CA Department of Public Health Industry Guidance for Schools and School Based Programs, it is mandatory that **all** students, faculty, and staff members wear an approved face covering while in school, unless exempted.

Anyone on SCBA campus will be required to wear face coverings. SCBA will teach and reinforce the use of face coverings. Face coverings and masks must be put on PRIOR to stepping on campus. Students who do not wear a face mask will be excluded from campus if they are not exempt from wearing a face covering under CDPH guidelines. Face coverings and masks may only be removed to consume food or beverages in designated areas. Staff and families will be educated on the proper use, removal, and washing of cloth face coverings. The school will provide a face covering for students who inadvertently fail to bring a face covering to school to prevent any unnecessary exclusions. The CDPH recommends disposable 3-ply surgical masks, which are more effective than cloth face coverings. In limited situations where a face covering cannot be used for pedagogical or developmental reasons, a face shield with a drape can be used as long as the wearer maintains physical distance from others.

Face shield FAQs:

- https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/faceshield_handout.pdf

Saint Charles Borromeo Academy provides a face covering for staff that provides an even higher level of protection than surgical masks and recommends that staff use the KN95 mask. If choosing the KN95, you should do the following:

- Read and heed all instructions provided by the manufacturer on use, maintenance, cleaning and care, and warnings regarding the respirators limitations.
- Choose respirators certified for use to protect against the contaminant of concern. NIOSH, the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, certifies respirators. A label or statement of certification should appear on the respirator or respirator packaging. It will tell you what the respirator is designed for and how much it will protect you.

- Do not wear your respirator into atmospheres containing contaminants for which your respirator is not designated to protect against. For example, a respirator designed to filter dust particles will not protect you against gases, vapors or very small solid particles of fumes or smoke.
- Keep track of your respirator so that you do not mistakenly use someone else's respirator.

Physical Distancing

Students and staff are required to maintain at least six feet of distance between each other when on campus. Floor markings and physical barriers have been installed to help identify and maintain acceptable distancing. Contact within six feet may be required in passing or for brief periods. If contact within six feet is required for more than a few minutes, a plexiglass barrier will be installed to minimize the potential for contact with large, short-range airborne droplets.

Desks will be configured to maintain at least six feet of space around each desk. Floor markers have been installed to help maintain six feet between desks and signs have been posted in classrooms to remind students to maintain physical distance between one another. In non-classroom spaces, including hallways and passing times, congregate movement through hallways will be minimized as much as practicable. Guidelines will be posted on the floor in hallways, bathrooms, recess and lunch areas, office spaces, and in the faculty room as reminders to maintain physical distancing guidelines.

Students are required to provide their own supplies to use throughout the day, and students will not share community items. Items that are shared (iPADS and computers) will be disinfected between each use. In middle school, teachers will move from classroom to classroom to reduce mixing of cohorts and minimize contact between students.

Stable Groups

Stable groups (cohorts) will be determined by grade level and students will be assigned to stable groups based on the A/B schedule. Each grade will stay in the same classroom throughout the day and each grade will have designated lunch tables and seating outside, as well as predetermined and marked areas to congregate during recess. Recess and lunch will be staggered to help maintain the integrity of stable groups. ***In middle school***, teachers will move from classroom to classroom to reduce mixing of stable groups and minimize contact between students. Guidelines will be posted on the floor that students can follow to enable physical distance while passing.

Classroom Space

Classrooms will be limited to serving only the number of students who can safely be accommodated, making every effort to maintain six feet of distance between room occupants. Teacher and other staff desks will be located 6 feet away from student and other staff desks. Under no circumstances will the distance between student chairs be less than 4 feet. When 6 feet of distance is not possible, ventilation will be optimized, desk partitions will be used, and desks will be arranged to minimize face-to-face contact.

Removal and Covering of Furniture

Furniture that will not be used has been removed to provide more space for physical distancing, to deter gathering, and/or to limit the length of transactions and interactions. Furniture that is not smooth and cannot be easily cleaned and disinfected has been covered to restrict use or moved.

Flow on Campus

Contact between students will be minimized during drop off and pick up time. Drop off times and locations will be staggered to maximize space between students and there will be designated routes for entry and exit, using as many entrances as possible to limit direct contact with others as much as possible. Students and staff will participate in health screenings upon arrival to school. Grades TK-2 will be dropped off between 7:30 and 7:45 just inside the school gates, where they will meet a teacher/TA, line up with social distancing in place, and walk together to class to ensure safety. Grades 3-6 will be dropped off from 7:45 - 8. Grades 3 and 4 will follow a specified route between the science classroom and the Hall to their classrooms. Grades 5 and 6 will follow a specified route to their classrooms between Grade 6 and Grade 8. These routes will minimize mixing of students and cohorts. Students will report directly to class. Backpacks will be kept inside of the classroom next to the student.

Recess and lunch schedules and designated areas will promote social distancing, with staggered recess and lunch times to limit mixing of students. Hallways will be marked with unidirectional flow and arrows to maintain social distancing and to limit mixing of students. Bathrooms will be limited to no more than two students at a time and stalls and sinks will be limited to allow for social distancing.

Pick up will be managed from individual classrooms. Older siblings will be notified, pick up siblings, and walk them to their cars. Supervision will be enforced. Visitors and volunteers will not be allowed on campus without prior approval. This information will

be provided to all families, and the school will provide translated guidance, as needed, to ensure that the linguistic needs of the community are addressed.

Hand Hygiene

Students and staff will be educated in healthy hygiene practices. Teachers will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. Signage has been posted to reinforce these practices, as well. At a minimum, students will be required to sanitize at the beginning of the day when entering the classroom, and to wash/and sanitize at recess and lunch, following PE class, and after coughing/sneezing. Handwashing facilities will be adequately stocked with soap and paper towels throughout the day. Two additional handwashing stations have been added on campus in the Kindergarten/1st Grade Playground and on the blacktop to encourage regular handwashing. Several bottles or dispensers of hand sanitizer will be available throughout campus, in classrooms, and in the front office. All hand sanitizer on campus is required to have a minimum 60% alcohol (isopropyl or ethanol) concentration. Students will also be instructed and reminded to avoid touching their hands to their face to minimize the possibility of COVID-19 transmission.

Gloves

Gloves are required to be worn by anyone taking temperature readings, handling or serving food or other commonly touched items, or cleaning and disinfecting surfaces.

Cleaning and Disinfection

According to SDCOE, "Only properly trained staff should conduct the cleaning operations to be compliant with California state law. Under no circumstances should cleaning or disinfecting be assigned to students." Third-party janitorial services have been contracted to clean, sanitize, and disinfect SCBA facilities. The Cleaning Company will manage the janitorial providers to ensure the frequency and effectiveness of their procedures and that only CDC and/or EPA List N Disinfectants for Use Against SARS-CoV-2 (COVID-19) are used for disinfection during the pandemic.

Staff are required to wear gloves when using cleaners and disinfectants.

Disinfection of high touch surfaces and classroom spaces will only take place outside of the school day to prevent exposure of children to harmful chemicals. Cleaning of high touch surfaces during the day will consist of warm soapy water or mild detergent.

Attachment B is a schedule for cleaning and disinfection and a list of the cleaners and disinfectants that will be used on campus. Students are required to provide their own

supplies to use throughout the day, and students will not share community items. Items that are shared (iPADS and computers) will be disinfected by designated staff members between each use.

Ventilation

In accordance with ASHRAE recommendations to help prevent the spread of COVID-19, the following adjustments or changes have been made to building ventilation systems:

- increased classroom air filtration from MERV 8 to MERV 10
- classroom ventilation is manually activated to be continuous two hours before and during occupancy at minimum
- local UVGI and HEPA Filtration Units are being sourced for each classroom to eliminate or minimize circulation of airborne virus if present
- utilizing outdoor areas for cohort instruction
- Classroom air is filtered and disinfected before recirculation into the room and it does not create air currents across occupants.

Suspected or Confirmed COVID-19 Cases on Campus

Students, parents, and staff will be trained in screening practices, symptom identification, how Covid-19 is spread, and the importance of not coming to school or work if they experience symptoms. If a student or staff member exhibits symptoms (fever, cough, loss of taste or smell, difficulty breathing, etc.), they will be sent to the isolation room in the Preschool 3 classroom until their parent or guardian is notified and comes to pick up the student. Instructions and information for isolation, quarantine, and criteria for returning to school will be sent home with the student or staff member. Testing will be recommended and Mrs. Cota or Mrs. Bueno will be in contact with the family or staff member until he/she is cleared to return to campus. Surface disinfection will be conducted immediately on surface areas that sick students may have come in contact with.

Staff members will be required to test every two months for asymptomatic symptoms. They may test through community organizations offering testing or they may contact their primary care provider for testing or testing resources.

When a student or staff member has a confirmed positive case infection, the following measures will be taken:

- San Diego Health and Human Services will be notified by Debra Cota or Christina Bueno within 24 hours of awareness of a new cases

- Covid-19 logs (calendar and exposure tracing log) will be maintained in the front office for the 2020-2021 school year
- The student or staff members will be excluded from school for 10 days from symptom onset or test date
- Exposed contacts and cohorts will be notified, quarantined, and excluded from school for 14 days after the last date the case was present at school while contagious
- Recommended testing of contacts, prioritize symptomatic contacts (but will not shorten the 14 day quarantine)
- Classroom and primary spaces where a confirmed case spent significant time will be disinfected and sanitized. Any area(s) occupied by the ill individual within the last 7 days will be closed off for 24 hours (or as long as feasible) to prevent exposure to other employees, ventilation/air circulation to the area(s) will be increased, and the area(s) will be professionally cleaned and disinfected by janitorial services using a method agreed upon by the SCBA COVID-19 Task Force. If more than 7 days has passed since the ill individual occupied the facility, routine cleaning and disinfection measures will be observed.
- In the event of a confirmed case, the school will remain open.
- **Appropriate notifications will be made of known cases with potential exposure to students and staff within 24 hours of knowledge of the case.**

The office will communicate with the individual/individual's parents to determine when he/she last occupied a SCBA space and notify anyone that he/she is known to have had contact with. Confidentiality of the ill individual will be maintained. For the purpose of this Plan, contact includes:

- direct physical contact;
- close contact within six feet for 15 minutes or more;
- or spending one hour or more in the same room within two days before the onset of symptoms.

If a student tests and is negative:

- The student may return to school three day/72 hours after symptoms resolve.
- School/classroom will remain open.

If a student or staff member has close contact with a known case:

- The student or staff member will be sent home.
- The exposed student or staff member will quarantine for 14 days from last exposure.
- Testing of the member with close contact will be recommended (but will not shorten 14 day quarantine).

- The school will remain open.
- A copy of the notification verbiage with quarantine instructions and return to school criteria is included as **Attachment C**. This notification will be used to notify the parents of students that have come in contact with confirmed or suspected COVID-19 positive individuals. Notified individual's 14-day quarantine will start on the last date they had contact with the exposed employee.
- The office will track all cases (confirmed positive) and contacts with dates of illness onset, isolation dates, and quarantine dates using the log in **Attachment D**.

If 5% of the students and staff test positive or multiple cohorts (2 or more grades) have cases, the entire school will be closed for 14 days. San Diego Health and Human Services will be contacted prior to making any determinations related to school closings.

Return To School

From Isolation (infected individual)

Anyone that has received a confirmed positive COVID-19 test result or diagnosis OR are suspected to have COVID-19 (exhibiting symptoms listed in section III and/or the CDC website) is required to, at minimum, follow [CDC isolation guidelines](#) until **all** of the following criteria have been met:

- 24 hours with no fever reducing medication or fever **and**
- symptoms improved **and**
- 10 days since symptoms first appeared (or collection of positive test specimen)

If the individual tested positive for COVID-19 but did not have symptoms, he/she can return to school if ten days have passed since the test was taken. Depending on the individual's healthcare provider's advice and availability of testing, two negative test results in a row, at least 24 hours apart, may also be used to clear the individual to return to school.

The office will be in contact with the individual or his/her parents to ensure all return to school criteria have been met before he/she will be approved to return to school.

From quarantine (exposed individual)

Anyone that has been exposed to COVID-19 (they came in contact with a COVID-19 infected individual) is required to follow [CDC quarantine guidelines](#) before returning to work as described below:

- stay home until 14 days after the last exposure
- check temperature twice a day and watch for symptoms of COVID-19

- if possible, avoid people who are at higher risk (people over 65 years old or having underlying medical conditions) of getting very sick from COVID-19

The individual may return to the school if no symptoms develop within the 14-day quarantine period. Note: if an individual lives with someone that has been infected with COVID-19, the 14-day quarantine begins the day the infected individual's isolation ends.

V. Training

SCBA faculty and staff and families will be trained on the components of this Plan applicable to their individual roles. Training will be administered electronically or in person and will be documented. Training will be required when the Plan is initially implemented, when requirements, conditions, or the Plan change or if the Plan is deactivated and subsequently re-implemented.

Training will include, but is not limited to the following:

- The purpose and requirements of this Plan
- Signs and symptoms of COVID-19
- The difference between isolation and quarantine and when each is required
- The definition of contact
- Actions required when:
 - You are sick
 - You have been exposed
 - SCBA becomes aware of a suspected or confirmed COVID-19 positive individual
- The engineering and administrative control measures SCBA has implemented to minimize potential exposure and transmission
- Social Distancing
- Cough/sneeze etiquette
- Hand hygiene and avoiding of face touching
- Cleaning and disinfection

VI. Appendices

Appendix A

- A copy of the risk assessment is attached to this report as **Appendix A.**

Appendix B

- Cleaning and Disinfection Protocols and list of sanitizers are included in **Appendix B.**

Appendix C

- A copy of the notification verbiage with quarantine instructions and return to school criteria is included as **Appendix C**.
- [Appendix C: Instructions for confirmed or suspected Covid 19 case](#)

Appendix D

- The office will track all cases (confirmed positive) and contacts with dates of illness onset, isolation dates, and quarantine dates using the log in **Appendix D**.