



# **COVID-19 Control, Mitigation, and Recovery Plan Minimum Specifications – Schools**

2020-2021 School Year

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**COVID-19 Control, Mitigation, and Recovery Plan**
**Lewis County Schools**

Date: 9/28/2020

**Policy Statement:**

Staff and students (parents) are required to follow the procedures outlined below to keep a safe and healthy facility. These are the minimum specifications complied from current literature and school best practices. Unique workflows outside of this document should be added as an appendix.

**Key Definitions:**

**COVID-19:** An illness caused by a new coronavirus called SARS-CoV-2. The virus spreads from person to person through respiratory droplets. Respiratory droplets can travel up to 6 feet and land in the mouth or nose of others or on environmental surfaces. People do not have immunity to new viruses making it difficult to control. Illness can range from mild to severe. Older adults and people with medical conditions are at higher risk of severe illness.

- People at increased risk for serious health problems:
  - Older Adults especially >65 years old
  - Underlying Medical Conditions for any age
    - Chronic Kidney disease
    - Chronic Obstructive Pulmonary Disease (COPD)
    - Weakened immune system from organ transplant
    - Obesity
    - Serious heart conditions
    - Sickle Cell disease
    - Diabetes
  - Might be at increased risk

**COVID-19 Signs/Symptoms:** Includes but not limited to fever of 100.4 or higher, chills, cough, shortness of breath, fatigue, muscle aches, headache, new loss of taste or smell, sore throat, congestion, nausea, vomiting, or diarrhea.

**COVID-19 Supervisor:** A site-specific COVID-19 Supervisor shall be designated by the employer at each school and other work sites. Requires enhanced training on COVID-19 to be able to monitor the health of everyone on campus and enforce the COVID-19 job site safety plan. Training must be done by completing IPAC's COVID-19 Supervisor Education Module.

**Environmental Services:** All-inclusive term for cleaning, sanitizing, and disinfection of environmental surfaces, which should occur frequently throughout the day.

- Cleaning: Is the process of physically removing dirt, grime, food, body fluids, and germs with soap and water. It does not kill germs and leaves germs behind. It enhances sanitizing and disinfection.
- Sanitizing: Is the process of reducing germs to a safe level with Environmental Protection Agency (EPA) approved chemicals. It does not require a contact (wet) time with the chemical.
- Disinfection: Is the process of killing germs with EPA approved chemicals. It requires a contact (wet) time with the chemical to be effective. This time can be 1-10 minutes depending on the chemical.

**Mandatory Facial Covering:** Everyone must wear a facial covering when unable to maintain 6 feet distance with someone outside of your household. There are 2 types of facial coverings:

- Cloth Face Covering: Are not surgical masks or N95s. Should be made with 2-ply cotton fabric. [CDC: How to Make Cloth Face Coverings](#)
- Disposable Paper Masks: Are non-medical grade disposable masks that can be bought over the counter. There are different styles, and all are acceptable.
- One-way valves are not necessary in facial coverings. One-way valves do not contain COVID-19 droplets causing the droplets to spread to others and are not recommended.
- Gaiter face coverings have been found not to contain COVID-19 droplets and are not recommended as a choice for facial coverings.

**Medical Health Care Provider:** A licensed independent professional licensed to provide medical care and advice (this does not include naturopathic practitioner, dietician, chiropractors, homeopathy, acupuncturist, or other alternative provider).

**Personal Protective Equipment (PPE):** Equipment such as disposable gloves, masks, goggles, gown, or faceshield that are used to reduce the spread of germs. The best PPE for public settings are cloth face coverings.

**Social (physical) distancing:** Limiting face-to-face contact with others to reduce the spread of COVID-19. Social distancing, also called “physical distancing” means keeping space (6 feet) between yourself and other people outside of your home.

## **School Limitations:**

- Must practice physical (social) distancing (6 feet) within each group of students as much as possible. Create space between students and reduce the amount of time they are close with each other.
- Keep elementary students in groups with dedicated staff and maintain consistency day to day. Limit contact with other groups as much as possible
- Extracurricular activities will be limited to:
  - Music appreciation and use percussion instruments (without choir or oral instruments such as recorders)
  - Chapel without choir
  - Agriculture
  - Physical Education (PE) activities that do not cause hard breathing or coughing
  - Weight rooms will limit free weight training that requires a spotter
  - PE, Agriculture, and Recess activities will be outside as much as possible

- Recess will be outside as much as possible for 15 minutes or less

## **COVID-19 Safety Plan:**

- A COVID-19 supervisor will be on site at all times
  - Training certificate of completion is required prior to start
  - Ensure all elements of the plan are being adhered to
  - Screen themselves for signs/symptoms of COVID-19 including taking a temperature prior to coming
    - If positive, contact the supervisor to stay home
    - If symptoms occur during class, contact the supervisor to go home immediately
      - Cordon off area where staff member was
      - Clean and disinfect area as outlined below
    - Will not attend if household member has been diagnosed with COVID-19 or have symptoms
- People at increased risk for serious health problems:
  - Staff:
    - If possible, work from home
    - If unable to work from practice Infection Prevention Measures such as social distancing, hand hygiene and mandatory facial coverings
    - Limit interactions with others as much as possible
    - Limit contact with commonly contacted surfaces
    - Stay home if you are having any signs or symptoms of COVID-19
  - Students:
    - If possible, remote in during class time
    - If unable to remote in practice Infection Prevention Measures such as social distancing, hand hygiene and mandatory facial coverings
    - Limit interactions with others as much as possible
    - Limit contact with commonly contacted surfaces
    - Stay home if you are having any signs or symptoms of COVID-19
- All staff and students (parents) will follow social distancing expectations
- Daily Symptom Monitoring:
  - A health check will be done on arrival or in the classroom, which includes a temperature check with a touchless thermometer
  - Ideally parents who drop off students will wait until symptom and fever check completed
  - Students will be asked about symptoms on arrival to classroom using the symptom monitoring checklist
    - If the answer to any of the question is “Yes” student must not be allowed to classroom and must return home
    - If temperature  $>100$  send student home
- Teachers will include a safety briefing during class introduction that includes
  - A reminder about social distancing and wearing a mask
  - A reminder about performing hand hygiene on entry and exit of the classrooms
  - Where to find tissues and hand sanitizer
  - Cleaner disinfectant wipes to clean and disinfect spaces after use, as appropriate (e.g. middle and high schools)
  - Traffic and dismissal patterns
  - Staying home when sick
- All Students (parents) will

- Complete a sign/symptom check with temperature prior to coming
  - If positive, cannot attend
  - If symptoms occur during school hours, must let teacher know and go home immediately
- Wear a face covering at all times unless excluded, see PPE section below for exclusionary criteria
- Perform hand hygiene on entry and exit of classrooms
- Not congregate in the building
- Not attend if household member has been diagnosed with COVID-19 or have symptoms

## **Traffic Patterns:**

A systematic approach for drop off and pick reduces the number of families to entering the common spaces where physical (social) distancing can be hard to maintain. One-way traffic patterns in the classrooms and buildings will be maintained as much as possible. If unable use staggered times.

## **Signage and Visual Indicators for social distancing:**

About hand hygiene, mandatory facial coverings, and social distancing is required and will be posted in several locations including but not limited to:

- Entrance of buildings
- Break rooms
- Classrooms
- Library
- Bathrooms
- Cafeteria
- Floors or side of walls where lines are formed

## **Hand Hygiene:**

- Can be performed with hand sanitizer or soap and water
  - Hand sanitizer must have at least 60% alcohol
  - Regular soap is sufficient for hand washing (antibacterial soap is not necessary or encouraged)
- Hand sanitizer will be available at all entries of all buildings, classrooms, offices, gym, cafeteria
- Soap, water, and disposable paper towels will be available in all bathrooms or sinks located just outside of the bathroom
- Hand Hygiene is required
  - Upon entry and exit of a classroom
  - After blowing nose or touching face
  - After putting on, touching, or removing face covering
- Hand washing is required
  - After using the bathroom
  - After playing outside (e.g. recess)
  - Before eating
  - After cleaning and disinfecting surfaces
  - After emptying trash cans
  - After glove use for cleaning up body fluids

## **Tissue and Trash Cans:**

- Both must be available in classrooms and throughout the facility
- Common tissue boxes must be stored in a plastic container
  - o May provide students with individual tissue packets to keep
- Trash cans must be a no-touch receptacle

## **Environmental Services:**

- Sanitizing and disinfectant products will be from the EPA N list for COVID-19
  - o Product instructions will be followed including proper concentration, contact (wet) time, and PPE requirements
  - o Prepared Bleach Solution option per bleach mixing job aid
  - o Product SDS will be readily available for quick access
  - o Products will be kept out of reach of children
- High touch surface cleaning and disinfecting will occur in used rooms after each class. High touch surfaces include but are not limited to:
  - o Computers that are shared
  - o Doorknobs and railings
  - o Hand Hygiene stands
  - o Hard chairs and tables
  - o Light switches
  - o Microphones unless individualized to the person
  - o Pencil sharpeners
  - o Plastic tissue boxes
  - o Toddler mats
  - o Soft chairs metal framing
  - o Water bottle fillers
- Cleaning and disinfecting at the end of the day (If on an AM/PM schedule you should clean between AM and PM class as if at end of day) will include the above high touch surface areas and:
  - o All bathrooms and diaper changing areas require cleaning and disinfection (includes toilets, counters, sinks, and floors).
  - o All other sinks not used for hand washing
  - o All classrooms
  - o Offices and administrative spaces
  - o Cafeteria
  - o Gym
  - o Library
- Cleaning and sanitizing at the end of the day where disinfection is not required
  - o Hard surface floors other than bathrooms and diaper changing areas
    - Classrooms, cafeteria, gym, etc.
  - o Vacuum soft surface floors such as carpets with HEPA filtered vacuum
    - Use a steam cleaner every six months or if visibly dirty
  - o Small area rugs can be shaken outdoors daily instead being vacuumed daily
    - Launder if visibly dirty
- Hard Surfaces grossly soiled with body fluids
  - o Wear gloves
  - o Clean gross soil first
  - o Follow by cleaning and disinfection procedure as noted above
- Eliminate Soft Surfaces (e.g. soft surface chairs, stuffed animals, toys, etc.)
- Surfaces grossly soiled with body fluids
  - o Wear gloves

- Clean gross soil first
- Followed by disinfection with high heat or an EPA registered product and follow instructions for use
- Trash will be emptied at the end of the day or as needed followed by hand wash
  - Trash cans will be cleaned and disinfected if grossly soiled
- Process for product spill
  - Kitty litter for absorbent
  - Trash
  - Wash the area with water
- Products on the EPA list have been approved for use against SARS-CoV-2. The process for determining if sanitizer or disinfectant is EPA approved:
  - Go to [EPA website](#) and search for the specific product
  - Click “Other Search Options” to open up additional search fields and enter product information into the search field
    - If on the list it will show up below the search field
    - If blank the product isn’t on the list or you need to try a different search option to verify
  - The search will include the EPA registration number, active ingredients, product name, directions for use, and contact (wet) time
  - Export the list or take a screenshot for your files
  - Download the new product SDS to validate procedures and personal protective equipment (PPE) requirements

## Personal Protective Equipment (PPE)

- Facial covering:
  - Includes both cloth facial coverings and disposable paper masks
  - Must be worn by everyone 5 years and older at all times unless they have an exception outlined below
    - Children age 2-4 years may wear, must be supervised and taught how to wear it safely until they get used to it
  - May remove facial covering to eat and drink
  - Exceptions:
    - Do not use on children younger than age 2 years
    - Disability that prevents them from wearing or removing it safely
    - Those who are deaf or hard of hearing and use facial and mouth movements as part of communication
    - Those with certain respiratory conditions or trouble breathing so long as they can provide a written note from a medical health care provider stating the health risk
  - Encourage hand hygiene before putting it on and after touching it
  - Students should bring spare facial coverings each day in case a replacement is needed
    - Cloth facial coverings
      - Replace if it becomes wet, visibly dirty or soiled
      - Send home at the end of each day to be laundered
      - Perform Hand Hygiene after removing the face covering and before replacing a new face covering
    - Disposable paper masks
      - Replace if it becomes wet, visibly dirt or soiled
      - Throw away at the end of the day

- Perform Hand Hygiene after removing the disposable paper mask and before replacing a new mask
- If providing cloth facial coverings
  - Follow CDC guidelines on how to make them
  - Give them to the individual to keep
  - Instruct to take off at home, place in dirty laundry, and perform hand hygiene (may reuse after it has gone through the laundry process)
- If providing disposable paper masks
  - Give to the individual to keep and throw out at the end of the day or if they become wet or soiled
- If gloves are used
  - Perform hand hygiene before and after use
  - Remove safely immediately after use and dispose in trash
- If eye protection is used
  - Individualize to the person
  - Clean and disinfect after use, store safely for reuse
- If respiratory protection (N-95) used follow the respiratory protection program plan

## **Bathrooms:**

- Elementary with bathrooms in classrooms
  - One student at a time
- Common or shared bathrooms
  - Limit for social distancing purposes
  - Close every other stall and block urinal as appropriate
  - Block sink as appropriate
  - Add marks on ground our side of walls to promote social distancing
  - Add signage to limit students in the bathroom

## **Cafeteria and Food Preparation:**

- Food preparation and service areas must be cleaned and sanitized before and after meals and snacks
- Eating utensils, bottles, drinking equipment, and dishes must be cleaned and sanitized after each use or may use individual disposable products
- Appliances used to prepare food must be cleaned and sanitized after use
- Provided lunches are boxed or served to the student by staff.
- Stagger lunches to allow for social distancing and by classrooms
- Space students at minimum 6 feet apart at cafeteria table to promote social distancing
- Have assigned seating and keep students seated in co-horts
- Microwave use either removed or monitored by staff person
- Hand wash before meal
- Salad and condiment bars to be served by staff members
- All refrigerators must be cleaned and sanitized at least monthly and as needed
- All freezers must be cleaned and sanitized at least quarterly and as needed

## **Choir and Band:**

- Both Choir and Band are considered a high-risk activity

- Would not recommend indoor classes, even if able to social distance
- Can be done in an outdoor setting as long as you can social distance at > 6 feet
- Practice cohorting; rehearsals conducted in a group of 5-10 students always rehearsing together
- Masks should be worn by all staff and students when not singing or playing an instrument
  - o If possible use mask with small slit for mouthpiece access while playing
- Consider using portable amplifier to keep voices at a low, conversational volume
- Avoid sharing of any instruments, parts, music sheets or other items
- Use disposable absorbent pads to catch the contents of spit valves, discard and clean properly after use and always perform hand hygiene following this
- Consider using "bell covers" for openings of brass instruments and bags for woodwind instruments to minimize generation of droplets and aerosols
- Trombones should have an additional 3 feet distancing due to extended nature of the instrument and slide that can be in extended position

### **Weight Room:**

- Should follow the state and federal guidelines for gyms and fitness centers
- Need to follow state guidelines for phasing
- Machines need to be wiped with EPA N approved disinfectant after use
- Free weights which require a spotter should not be used
- Facial coverings should be worn in the weight room
- Staff and students need to continue to social distance while in the weight rooms

### **Computer Room:**

- Must have hand sanitizer available
- Only allow max of students to promote social distancing
- Remove or block off computers on tables to support social distancing
- Computers and accessories are a high touch surface and will be cleaned and disinfected after use
- Signage on entrance of room to promote social distancing

### **Hands-On Materials and Toys:**

- Shared hands-on materials will be limited to items that can be easily cleaned and sanitized and include but are not limited to:
  - o Toys such as blocks
  - o PE supplies such as balls and bats
  - o Music appreciation items such as drum sticks and cow bells
- Clean and sanitize hands-on materials after each use
- Infant and toddler toys are cleaned and sanitized at least daily and as needed
- All other toys are rotated out for weekly cleaning and sanitizing and as needed
- Toys that come into contact with a child's mouth or soiled with body fluids will be removed immediately for cleaning and disinfection prior to reuse
- Shared hands-on materials that cannot be easily cleaned, sanitized, or disinfected such as sensory bins, art supplies, play-dough, water tables, stuffed animals, dress up clothes should be removed or individually assigned and labeled to the student
- School supplies such as pens, pencils, crayons, markers, erasers, glue, etc. must be individually assigned and labeled to the student
- Books and other paper materials do not need to be cleaned and disinfected

- Books and puzzles should be quarantined for 7 days
- Papers do not need to be quarantined

## **Library:**

- Hand Hygiene on entrance to the library
- Social distancing during group read alongs
  - Consider using visual indicators
- Students must perform hand hygiene before picking out books
- When returning books, students must place in a paper bag or bin without lid
- Quarantine book for 1 week (7 days) before putting back on shelf
  - Perform hand hygiene before putting books away

## **Outside Playgrounds:**

- Keep elementary students in their respective groups and stagger outdoor play
- Playground equipment do not need to be sanitized or disinfected unless grossly soiled with body fluids
- If grossly soiled with body fluids, follow the Environmental Services procedure above for surfaces grossly soiled with body fluids
- If using playground toys such as balls and hula hoops, should be limited to cohorts. Can be cleaned and disinfected daily at end of day if good hand hygiene (on the way to recess and on the return from recess) can be performed.

## **Laundry:**

- Store dirty linen in dirty laundry bag
- Work from a dirty to clean workflow to minimize cross-contamination
- Fold clean linen on a clean surface
- Use standard laundry detergents
- Check dryer lint filter with each load and clean if needed
- Disinfect washer and dryer monthly

## **Preschool, Daycare Additional Requirements:**

- Staff will tie long hair back or up and wear a clean apron or smock that will be changed daily and as needed if visibly dirty
- After holding a child, staff should wash their hands and anywhere else the child touched them
- Maintain daily refrigerator temperature logs
- Use a clean blanket or towel on carpeted floors under infants or young toddlers
- Breast feeding room must be cleaned and disinfected after use
- Pacifiers must be cleaned and sanitized after each use by washing and boiling the pacifier or washing it in the dishwasher
- May reuse pacifiers by an individual child if they have been rinsed after each use and stored in a device or container that prevents contamination, both must be cleaned and sanitized daily
- Cribs and toddler sleep mat and bedding procedure:
  - Individualize to the child
  - Cribs will be spaced 6 feet apart
  - Store mats in a manner that prevents cross contamination

- Perform Hand Hygiene between handling different mats for storage
- Launder bedding, clean and sanitize mat weekly and as needed if visibly dirty
- Diaper changing tables and pads must be cleaned and disinfected between use
- Diaper receptacles must be emptied, cleaned and disinfected daily and as needed if odor is present
  - Remove contents from the space and replace with a new liner

## **Built Environment:**

Will be enhanced to support the COVID-19 plan:

- Visual indicators will be used on entry of the building and in cafeterias to ensure 6 feet distance
- Water fountains will not be used (tape off so students are not tempted)
- Water bottle fillers may be used and considered a high touch surface
- Keep doors and windows open as much as possible and as weather permits
- Kitty litter will be available for product spills in a store room
- Portable eye wash station will be readily available for product splashes
- HVAC will have MERV 13 filters installed and adjusted to bring in as much outside air as possible, if MERV 13 not possible
  - Add portable H13 HEPA air purifiers that filter minimum 0.1 microns or less
  - Keep classroom doors open
  - If bathroom in classroom, keep bathroom door open
- Safety shower and eye wash station in the science room will be flushed weekly and tagged with a date accordingly

## **Reopening Shuttered Buildings:**

- Walk through and visually assess all buildings and rooms for new water leaks, water damage, and visible mold and repair accordingly prior to opening
- Run all cold and hot water faucets for at least 15 minutes including safety shower and eye wash station in science rooms

## **Transportation:**

- Have riders perform hand hygiene upon entry of bus
- Ensure universal masking compliance
- Utilize assigned seating
- Clean and disinfect bus after transport, between pickups and end of the day

## **Home School Visits:**

- Only for health concerns that limits the student's ability to participate in the classroom and benefit to student outweighs the risk
- Only low risk teachers will be allowed in the field
- Must be reviewed and approved by a "committee" or review board
- Must follow all infection prevention measures as in the classroom, including household contacts
  - Attestation - symptom check should be for everyone in the home
  - Temperature check on everyone in the house before entering
  - Hand hygiene on entry and exit of the house

- Both student and teacher must wear a mask at all times, along with all other household contacts
- Individualize equipment and supplies as much as possible
- Minimize equipment and supplies going into the home
  - Clean and disinfect anything that must be taken in and out of the home

## **Exposure Response:**

- Incidents of non-compliance will be reported to the COVID-19 Supervisor
- Keep a log of students daily for at least 14 days
- See County exposure guidelines and workflows
- Each location will have a dedicated sick holding area in the event a student becomes sick while on campus for the student to be isolated until picked up
  - Sick holding areas will be in a location visible to staff
  - Should be separate from nursing office or sick room
  - Sick holding areas will be cleaned and disinfected after use
- Provide the parent with the following DOH Guidance Document
- Ask the parent to inform the staff right away if the student is diagnosed with COVID-19
- If a student or staff members tests positive for COVID-19, the local health jurisdiction will advise, but it is likely that many of the student's classmates will be considered a close contact and need to be self-quarantined for 14 days.
  - Can provide some communication using the communication template (need to add link and add to appendix)
  - Provide student or staff with DOH Instructions Document
- Returning to School after Suspected Signs of COVID-19 Guidelines:
  - Students or staff can return at least 24 hours have passed since recovery, which is defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath AND
  - At least 10 days have passed since signs first showed up OR
  - It has been at least 24 hours since recovery AND a medical health care provider provides a note that the student does not have suspected or confirmed COVID-19 and may return
- If a person believes they have had close contact to someone with COVID-19 but they are not sick, they should monitor their health and self-quarantine for 14 days.
- Collaboration with local public health department on exposure
  - Contact if receive report of a staff member or student with COVID-19
  - Support their investigation by answering questions and following their recommendations

## References:

1. IPAC's Respiratory Protection Program Plan
2. County: <http://cchhsproviderresources.org/covid-19-information-for-schools/>
3. State: <https://www.k12.wa.us/about-ospi/press-releases/novel-coronavirus-covid-19-guidance-resources>
4. State: <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/FallGuidanceK-12.pdf>
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6. State: <https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/ResourcesandRecommendations>
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8. State: <https://www.doh.wa.gov/emergencies/coronavirus>
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11. EPA: <https://www.epa.gov/coronavirus/disinfectant-use-and-coronavirus-covid-19>