



## Ocean View Christian Academy COVID-19 Safety Prevention Plan 2021-2022

***ALL INFORMATION IS SUBJECT TO CHANGE ACCORDING TO STATE AND COUNTY GUIDANCE***

### General Measures

1. OVCA's worksite-specific COVID-19 safety prevention plan based on a comprehensive risk assessment of all work areas and work tasks is located at: [www.ovcapatriots.com](http://www.ovcapatriots.com)
  - a. The persons responsible to implement and monitor this plan are:
    - Stephen Johnson – School Principal – (619) 424-7875
    - Erika Collins – School Administrator – (619) 424-7875
    - Heather Corey – Preschool Director – (619) 424-7873
    - Matt Horton – Finance Director – (619) 424-7870
  - b. OVCA's COVID-19 Liaison for contact with Public Health Services: Erika Collins
  - c. The process the school will use to report information about COVID-19 outbreaks through the COVID-19 Liaison is:
    - School liaison will identify what information is needed to contact the local health department.
    - School liaison will identify where the school is located.
    - School administration will monitor on a weekly basis, COVID-19 guidance from the California Department of Public Health (CDPH), California Department of Education (CDE), San Diego County Health and Human Services Agency, Public Health Services (PHS) and San Diego County Office of Education (SDCOE).
    - School Administration will be in contact with all health agencies weekly in practicing all present and any future guidance.
  - d. The COVID-19 Liaison will report information on positive cases to the Public Health Services Epidemiology Department.
  - e. All COVID-19 information has been provided to workers and worker representatives via email. The school's plan to train and communicate with workers on the COVID-19 prevention plans is described below. All plans will be communicated to staff by email. Trainings will be held virtually and in assigned cohorts (practicing proper social distancing and wearing a face covering).
  - f. OVCA's plan to regularly evaluate the workplace for compliance with and document and correct deficiencies identified is described below: School administrators will evaluate the workplace for compliance on a daily basis and document and correct deficiencies where needed.
  - g. OVCA will investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection and will update the plan as needed to prevent further cases.
  - h. OVCA will implement the necessary processes and protocols when a workplace has an outbreak.
  - i. OVCA will identify individuals who have been in close contact (within 6 feet for 15 minutes or more within a 24 hour period) of an infected person and take steps to isolate COVID-19 person(s) and close contacts.
  - j. OVCA will adhere to these guidelines. Failure to do so could result in workplace illnesses that may cause classrooms or the entire school to be temporarily closed or limited.
2. OVCA has evaluated whether and to what extent external community organizations can safely utilize the service. OVCA will limit the use of school facilities by external community organizations and/or ensure permitted use of school facilities as much as possible. All ministries will clean and sanitize any rooms or equipment between usage.
3. OVCA is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19.

4. OVCA has developed a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student health plans to identify students who may need additional accommodations, develop a process for engaging for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:
  - a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
  - b. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
  - c. Individuals who may not be able to communicate symptoms of illness.
  - d. Each at risk student will be monitored and given any additional accommodations needed.
  
5. OVCA has reviewed all health departments' guidances and incorporated face-covering use for students and workers into this COVID-19 Safety Prevention Plan.

### Promoting Healthy Hygiene Practices

1. OVCA has developed plans to teach and reinforce [washing hands](#), avoiding contact with one's [eyes, nose, and mouth](#), and [covering coughs and sneezes](#) among students and staff. The plans describe how the school will teach students and remind to:
  - a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
  - b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
  - c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
  - d. Use fragrance-free hand sanitizer when hand washing is not practicable.
    - Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
    - Do not use hand sanitizers that may contain methanol, which can be hazardous when ingested or absorbed.
    - Children under age 9 should use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
  - e. OVCA plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff is described below according to CDC health guidelines:
    - [Washing hands](#)
    - [Avoiding Contact with one's eyes, nose, and mouth](#)
    - [Covering coughs and sneezes](#)
    - OVCA will provide regular and frequent access to handwashing facilities, including to the extent practicable, handwashing stations near classrooms - All classrooms will be equipped with hand sanitizer.
    - OVCA will prevent congregations in bathrooms - Only three to four students will be allowed in the bathrooms at a time monitored by the teacher.
    - OVCA will develop routines enabling students and staff to regularly wash their hands at staggered intervals. – All classes will have assigned restroom break times giving all students and staff opportunities to wash hands.
    - OVCA will develop routines enabling students and staff to use hand sanitizer when necessary – All classrooms will be equipped with hand sanitizer and all building entrances and exits will have hand sanitizing stations enabling students and staff to use before entering and exiting any classroom and building and when necessary.

2. Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60% ethyl alcohol for staff and children who can safely use hand sanitizer.
3. All classrooms will be equipped with approved hand sanitizer, tissues, no-touch trash cans, and face coverings.
4. Students and staff will be trained on proper use of hand sanitizer and face coverings.
5. OVCA has a sufficient supply of personal protective equipment (PPE) necessary to protect employees and students.
6. OVCA strongly recommends that all students and staff be immunized each autumn against influenza and be vaccinated for COVID-19 unless contraindicated by personal medical conditions, to help:
  - a. Protect the school community.
  - b. Reduce demands on health care facilities.
  - c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

### Face Coverings

1. Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.
2. Staff, students, and families will be trained to safely practice wearing a face covering that is required by current public health guidelines for all over 2 years old.
3. Face shields can be an option as a non-restrictive alternative for staff and students who have a medical exemption or to wear in the classroom during teaching time.
4. Visuals will be posted in each classroom and throughout school campus.
5. Face coverings are not required to be worn during lunch and recess or other recreational activities.
6. Staff and students will be trained on the proper way to wear a face covering.
7. OVCA's plans regarding staff use of face covers includes the following elements:
  - a. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
  - b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom. Teachers will be given the option to wear a face mask and/or face shield. Face shields need to be worn during teaching time.
  - c. Workers or other persons handling or serving food must use gloves in addition to face coverings.
  - d. Staff will be monitored by administration in the proper use of wearing a face covering.

### Ensure Teacher and Staff Safety

OVCA's plan to protect teachers and staff includes the following elements:

1. Ensuring staff maintain physical distancing as much as possible. Staff will be highly encouraged not to congregate in the staff lounge, eat lunch outside, and be properly physically distanced during any staff meetings.
2. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards. Staff will be monitored on their proper wear and material use of face coverings.
3. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk as much as possible.
4. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place as much as possible.
5. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
6. Implement procedures for daily symptom monitoring for staff.

### **Intensify Cleaning, Disinfection, and Ventilation**

1. OVCA staff will clean and disinfect frequently touched surfaces at school and on school vehicles at least daily and, as practicable.
2. These surfaces will be cleaned and disinfected frequently throughout the day by trained custodial staff.
3. Frequently touched surfaces in the school include, but are not limited to:
  - a. Door handles
  - b. Light switches
  - c. Sink handles
  - d. Bathroom surface
  - e. Tables
  - f. Student desks
  - g. Chairs
4. All student desks, chairs, door handles, and light switches will be cleaned and sanitized throughout the day.
5. Common areas including the cafeteria will be cleaned and sanitized throughout the day by school staff and/or facilities teams.
6. Facilities team will clean and disinfect all classrooms and common rooms nightly.
7. OVCA's school vehicle plan:
  - a. Frequently touched surfaces on school vehicles will be cleaned and disinfected at least daily, and as practicable frequently throughout the use by staff member/coach.
  - b. School vehicles will be thoroughly cleaned after transporting any individual who is exhibiting symptoms of COVID-19.
  - c. School drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.
  - d. Hand sanitizer will be provided and used by each adult and student prior to boarding.
8. When choosing disinfecting products, OVCA will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list "N" and follow product instructions.
9. OVCA will ensure safe and correct application of disinfectant and keep products away from students.

- a. All disinfectants will be used in a timely manner where no students will be in contact with until appropriate time.
  - b. All cleaning products will be placed and secured in a safe area away from students.
10. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
  11. If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, alternatives will be considered. For example, maximizing central air filtration for HVAC systems (targeted filter rating of at least MERV 13) if needed.
  12. OVCA will be installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces

### Implementing Distancing Inside and Outside the Classroom

1. During arrival and departure:
  - a. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
    - Students will be kept in their grade cohort.
    - Staff will be encouraged not to mingle with one another.
    - Parents and Families will need to remain in the car while student arrives and leave campus during drop-off and pick-up.
    - Community visitors will be scheduled during school hours when students are in class.
  - b. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families. We will be having a designated car line for all families to follow.

While students are entering campus and waiting for their first class to begin:

- Student drop off time will begin at 7:30 at designated areas unless going to Patriot Care before 7:30 for K-6 students.
- 7-12 grade students are not allowed on campus before 7:30.
- K-6 students will be dropped off behind the worship center.
- Secondary students will be dropped off at the west parking lot (south of the pier).
- Preschool parents can park in the front parking lot.
- Families of multiple grade levels can drop off their children at the front of the school.
- Student drivers must park in front parking lots in front of the pier.
- Patriot Care students will be located in designated areas until 7:40.
- Kindergarten parents may be permitted to accompany their student to the classroom only on the first day of school. Parents will be expected to wear proper face covering.
- Face masks will be required as students enter their classroom.
- Hand sanitizing will be given before students enter the classroom.

While students are exiting the campus:

- Student dismissal begins at 2:35 for K-6 and 2:45 for 7-12.
- K-6 students will be picked up behind the worship center. Parents are to remain in the vehicle.
- Secondary students will be picked up at the west parking lot (south of the pier).
- Preschool students will be picked up in the front parking lot.

- Waiting to be picked up: Students will be assigned a designated area where social distancing markers will be visible to help students keep their physical distance.
- c. OVCA will designate routes for entry and exit, using as many entrances as feasible.
  - Multiple ways to enter and exit a campus have been set in place.
  - Staggered passing times when necessary for all grade levels.
  - Movement in hallways will be guided by one-way signs on the floor.
  - Physical distancing and mask wearing signs will be posted along hallways.
  - OVCA staff will be monitoring students as they enter and exit buildings.

## 2. In-classroom spaces:

- a. To reduce possibilities for infection, OVCA students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. All students will remain in class cohort as much as possible throughout the school day.
- b. OVCA will prioritize the use and maximization of outdoor space for activities where practicable. Some classes including electives and PE will be held outdoors. Recess will consist of two to three grades at a time where each class will be designated their own playing area.
- c. OVCA will minimize movement of students and teachers or staff as much as practicable.
- d. OVCA will maximize space between seating and desks as much as possible.
- e. OVCA staff will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- f. Teachers will develop proper routines to teach students safe health procedures for social distancing inside and outside of the classroom.

## 3. In non-classroom spaces:

- a. OVCA will limit nonessential visitors, volunteers, and activities.
  - All guests, parents, and visitors are required to wear a face covering while inside on campus.
  - All grade K-12<sup>th</sup> parents are not permitted to enter any school buildings during drop-off and pick-up.
  - Limited volunteers are allowed at this time and need approval from the school office.
- b. OVCA will limit communal activities where practicable.
  - During Meal Periods: Students will be assigned a designated area in the cafeteria or patio with their class.
  - During recess: Students will remain with their class and be designated a specific playing area during each recess and encouraged to practice social distancing as much as possible.
  - During passing periods:
    - Staggering passing times will be created when necessary.
    - Locker usage will be assigned.
    - Students must wear a face covering during all passing periods.
  - Restrooms:
    - K-6<sup>th</sup> grade: Designated restroom times will be scheduled for each grade. Students will be assigned marked spots to stand and wait. 3-4 students will be allowed in the restroom at a time.
    - 7-12<sup>th</sup> grade: Students will be allowed to use restrooms during passing periods. 3-4 students will be allowed in the restroom at a time. Students must wear a face covering. Students will be monitored by an assigned teacher.
    - Reminders will be displayed throughout the restroom: social distancing when possible, proper and frequent handwashing, and how to stop the spread of germs.
  - Locker Rooms:
    - PE students will have an assigned area to change.

- Reminders will be displayed throughout the locker room: social distancing when possible, proper and frequent handwashing, and how to stop the spread of germs.
- Before- and after-school programs: Patriot Care
  - Before school: Students will be dropped off beginning at 6:30am. Students will stay in designated areas until allowed to go to their classroom.
  - After school: Students will be picked up by assigned staff members daily after school. Students will stay in designated areas in the cafeteria until parent pick them up.
- Extracurricular and co-curricular programs: Electives and Athletics
  - Electives: All will practice social distancing and wear masks if class is inside.
  - PE and Athletics: Social Distancing will be practiced as much as possible. Face masks are not required at this time.

## Limit Sharing

1. K-6 students' belongings will be separated and in individually labeled storage containers, cubbies, lockers, or other areas as much as possible.
2. Secondary students will be responsible to keep all their belongings with them in their backpack to carry from class to class or keep them in their assigned locker.

## Train All Staff and Educate Families

All staff will be trained and educational materials will be provided to families in the following safety actions:

1. Enhanced sanitation practices
  - a. Staff, students, and families will be trained on proper hand hygiene by cleaning their hands throughout the day by washing with soap and water or using hand sanitizer.
    - Hand sanitizer will be available in each classroom and at the entrance of each building.
    - Visuals will be posted in each classroom and throughout OVCA campus.
  - b. Physical distancing guidelines and their importance - Staff will be trained to practice social distancing from students and other staff members as much as possible.
  - c. Staff, students, and families will be trained and educated on proper use, removal, and washing of face coverings.
  - d. Screening Practices: Staff, students, and parents will be educated on checking for COVID-19 like symptoms before coming to school including the importance of not coming to work or school if staff or students have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
  - e. For OVCA staff, COVID-19 specific symptom identification and when to seek medical attention.
    - All staff are required to self-evaluate before coming onto campus.
    - All staff must notify their supervisor before arriving to campus if they are concerned about symptoms and need to contact their doctor asap for instructions.
  - f. OVCA's plan and procedures to follow when children or adults become sick at school.
    - Individual will be COVID-19 screened and temperature taken.
    - Individual will be held in the isolated sick room.
    - Temperature will be taken 30 minutes later.
    - If temperature is above 100.4, individual will need to be sent home.
    - If individual presents any possible COVID-19 symptoms, OVCA will follow the COVID-19 K-12 Decision Tree.
  - g. OVCA's plan and procedures to protect workers from COVID-19 illness.
    - All staff are required to self-evaluate before coming onto campus.
    - All staff are to follow proper wearing of face coverings and practice safe social distancing.
    - All work areas including classrooms and school offices will be cleaned and sanitized daily.
    - All staff will have the proper materials needed to safely work throughout the day.
    - All staff must notify their supervisor before arriving to campus if they are concerned about

- symptoms and need to contact their doctor asap for instructions.
- All staff should be in communication with their supervisor about options to work from home, if that is applicable.

### Check for Signs and Symptoms

1. OVCA will prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk. Students and their families who test positive for COVID-19 will have their situations dealt with discreetly and maintain confidentiality, as required under FERPA and state law related to privacy of educational records. If any discrimination arises, school administration will take care of all issues in a timely manner.
2. OVCA will actively encourage staff and students who are sick or who have recently had [close contact](#) with a person with COVID-19 to stay home. OVCA has developed policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.
  - a. All staff and students will stay home. Absences due to COVID-19 will not be counted as school day absences.
  - b. All families and staff will sign a health and safety agreement.
3. OVCA will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. If there is any possible exposure to any student or staff member, office staff will notify the parent of the student and/or staff member to be sent home. All incidents will be documented. The school liaison will notify all health officials if need be. School will remain open.
4. If a student is exhibiting symptoms of COVID-19, OVCA staff will communicate with the parent/caregiver and refer to the student's health history form and/or emergency card. Student will remain in an isolation room. Parents will be notified, and the student will be sent home. All incidents will be documented. School liaison will notify all health officials if need be. School will remain open.
5. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other [COVID-19 symptoms](#). If a student or staff member exhibits any symptoms of COVID-19, temperature will be taken twice in 30 minute increments. A face covering will be required. Student will remain in an isolation room. Parents will be notified, and the student will be sent home. Staff will be sent home immediately. All incidents will be documented. School liaison will notify all health officials if need be. School will remain open.
6. Policies should not penalize students and families for missing class. Students will not be penalized for missing class due to personal symptoms of COVID-19, or if they are in close contact with a confirmed case. School absences will not count if a student is sent home for a minimum of 14 days due to COVID-19 exposure.

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

1. OVCA will have a designated isolation room for those students who have any COVID-19 symptoms and are waiting to be sent home.
2. Any students or staff exhibiting symptoms will be required to wear a face mask and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. Staff will be sent home immediately. Students will be required to wear a face mask and wait in the designated isolation room until a parent picks them up.

3. OVCA will establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms. Office staff will complete a COVID-19 assessment and notify parents/staff to be sent home for the following:
  - a. Fever – Temperature will be taken twice in 30 minute increments. If temperature is over 100.4, student or staff member will be sent home and asked to seek medical advice.
  - b. Cough
  - c. Shortness of breath or difficulty breathing
  - d. Chills
  - e. Repeated shaking with chills
  - f. Fatigue
  - g. Muscle pain
  - h. Headache
  - i. Sore throat
  - j. Congestion or runny nose
  - k. Nausea or vomiting
  - l. Diarrhea
  - m. New loss of taste or smell
4. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on [CDC's webpage](#).
5. If staff or student comes in close contact with a confirmed COVID-19 case: they will be sent home, quarantine according to the decision tree from last exposure, and highly recommended for testing. School will remain open.
6. If a student/staff tests positive for COVID-19:
  - a. Principal Johnson and health officials will be notified.
  - b. School community is notified of the anonymous positive case.
  - c. Staff or student will be isolated and excluded from school for up to 15 days depending on decision tree status from symptom onset or test date.
  - d. Any individual with close contact of the affected person will be contacted and quarantined if necessary after the last date the case was present at school while infectious.
  - e. Testing will be recommended for all close contacts.
  - f. Classroom and primary spaces will be disinfected and cleaned where individual spent significant time.
  - g. School remains open.
7. Students affected by COVID-19 will be able to continue instruction with OVCA at-home learning only if the entire class is in quarantine.
8. OVCA will implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines. If OVCA has an outbreak, the following will take place:
  - a. Multiple positive COVID-19 cases in multiple cohorts that affect at least 5% of the students/teachers/staff within a 14 day period may require the school to close temporarily in consultation with the county's public health officer.
  - b. The school may reopen after 14 days and the following have occurred:
    - Cleaning and disinfecting
    - Public health investigation & consultation
9. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases. OVCA will fully investigate all positive COVID-19 cases and outbreaks and determine if there were any work-related factors that could have contributed to any risk of infection. At this time, OVCA will review and update any protocols to prevent any further cases.

10. Update protocols as needed to prevent further cases.
  - a. If there is a positive COVID-19 case and or outbreak, OVCA will update any needed protocols if needed to prevent any further cases.
  - b. OVCA will continue to update any new safety guidelines given by the CDC and/or state and county public health officer.
  - c. A plan is set in how OVCA will identify cases as mentioned throughout this reopening plan
  - d. All individuals who are exposed will be communicated fully and asked to quarantine according to the decision tree.
  - e. Exposed individuals include: any person that has been in contact with an infected person (i.e., in contact for more than 15 minutes and/or less than 6 feet away from the infected person).
  - f. Testing will be recommended for those quarantined individuals due to contact tracing after 3-5 days.

## Maintain Healthy Operations

OVCA has plans that describe how it will maintain healthy operations:

1. Monitor staff absenteeism and have a roster of trained back-up staff where available. School administration will track staff absenteeism. All substitutes and back-off staff will be trained on all updated protocols and procedures due to COVID-19.
2. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed. Office staff will monitor and log all illnesses and symptoms into FACTS (Family Portal). Proper isolation will take place as needed.
3. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner. OVCA COVID-19 team: Stephen Johnson – School Principal, Erika Collins – School Administrator (school liaison), Heather Corey – Preschool Director, and Matt Horton –Finance Director
4. Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found [here](#).
  - a. Staff will report to their supervisor.
  - b. Families will be in communication with the school office and school administration.
  - c. OVCA will communicate any school outbreaks by email and through FACTS (Family Portal).
  - d. All cases will remain confidential as required by FERPA and state law.
5. Consult with local health departments if routine testing is being offered

## Considerations for Reopening and Partial or Total Closures

1. OVCA will check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
2. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, OVCA will implement the following steps:
  - a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. Mrs. Collins will be in close contact with the local public health department if this occurs.

- b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. OVCA facilities team will clean and disinfect as soon as possible.
- c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection. OVCA facilities team will clean and disinfect as soon as possible.
- d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community. All will be notified through email and FACTS (Family Portal).
- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. Mr. Horton will be in contact with any staff member falling under these guidelines.
- f. 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. All staff, students, and families are highly encouraged to follow all CDC guidelines in helping stop the spread of COVID-19.
- g. Maintain regular communications with the local public health department. School liaison will be in weekly communication with local health department and will be in constant contact if need be.