



## COVID-19 SYMPTOMS & EXPOSURE PROTOCOLS

It is essential for the Hanford Christian community to work together to prevent the introduction and spread of COVID-19 in the school environment while still providing a quality education. Employees and students should remain at home if they, someone in their immediate household, or someone they have been exposed to has COVID-19 symptoms or is being tested for COVID-19. Our employees and student's health and their confidentiality is key during this global pandemic.

This policy outlines steps that the school is taking to keep its employees and students as healthy as possible. It also outlines the steps that will be taken in the event that an employee or student is directly exposed to COVID-19, has symptoms of COVID-19, or tests positive for COVID-19.

This is a "living document" and will be updated regularly as the pandemic conditions within our community and our school change.

### Symptoms of COVID-19

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

### Screening

All employees and students will have their temperature taken upon entering campus. Parents should self-screen students for COVID-19 prior to arriving on campus.

#### Students:

- Parents should check their child to ensure they are fever free and observe for symptoms as outlined above.
- Students should be kept at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with or suspected to have COVID-19.
- Parents should notify the office (via our school app) if they are keeping their child at home due to potential or confirmed COVID-19 related illness.
- As needed, the school will perform temperature checks, visual wellness checks and ask all students about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

#### Employees:

- Employees should self screen themselves for COVID-19 symptoms before arriving on campus.



- Employees should ensure they are fever free, and observe themselves for COVID-19 symptoms as outlined above.
- Employees should stay home if they have symptoms consistent with COVID-19 or if close contact with a person diagnosed or suspected to have COVID-19.
- Employees should notify the office immediately if they are staying home due to potential or confirmed COVID-19 related illness.
- As needed the school will perform temperature checks, visual wellness checks and ask all employees about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.

### **If an Employee or Student Becomes Sick:**

Plans for when an employee or student becomes sick.

- Protocol
  - Work with school administrators to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
  - Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
  - Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms:
  - 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.
  - Notify local health officials immediately of any positive case of COVID19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws.
  - Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection.
  - Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning.
  - Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 2 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
  - Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law. We will offer distance learning based on the unique circumstances of each student who would be put at-risk by an in-person instructional model.
  - Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.

- 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.
- Please have the individual stay home and notify the school.
- In order to return to campus you must meet the [Return to School Guidelines](#).

If a employee or student is symptomatic while entering campus or during the school day.:

- Ensure that appropriate PPE is worn by the health care provider and then separate the employee or student from others right away, preferably isolated in an area through which others do not enter or pass;
- If more than one employee or student in an isolation area, ensure physical distancing;
- Take and record temperature;
- Require employees and students exhibiting symptoms to wear a face covering while they wait in the isolation area until they can be transported home by their parent/guardian or to a healthcare facility;
- Contact parents/guardians or emergency contacts to pick up the sick student. Notify the Administrator if the sick individual is an employee.
- Parents/guardians or emergency contacts need to pick up sick children within 1 hour after they have been isolated.
- Clean and disinfect the area once the employee or student has left following proper cleaning and disinfecting procedures.

### Notification Process:

#### Protocol

- *Employee or student on campus tests positive*
  - All individuals that were significantly exposed to the positive individual must remain off campus and may return to campus following the [Return to School Guidelines](#).
  - Exposed individuals are informed. Parents are informed.
  - Darcy Pickens at the Kings County Health Department will be informed of all confirmed cases among students and staff.
  - Thorough cleaning of the classroom will occur.
  - The positive individual may return to campus following the [Return to School Guidelines](#).
  - Education is delivered for those off campus..
- *Employee or student who lives in the same home as someone who has tested positive in that home (there has been no direct exposure with a positive individual on campus)*
  - Anyone living in the same home must remain off campus and may return to campus following the [Return to School Guidelines](#).
  - Exposed individuals are informed. Parents are informed.

- The positive individual may return to campus following the [Return to School Guidelines](#).
- Education is delivered for those off campus.
- *Third-Party possible exposure*
  - The employee or student must remain off campus and return to campus following the [Return to School Guidelines](#).
  - No notifications are sent out.

**Who Investigates the Potential Exposure?** The Administrative team is responsible for investigating each case of potential exposure on the school campuses. The Administrative team will follow the procedures below unless otherwise instructed by the County Health Department. This team consists of:

- Diana Schmidt Administrator - [dschmidt@hanfordchristian.org](mailto:dschmidt@hanfordchristian.org)
- Jamie Robinson - Preschool Director - [jrobinson@hanfordchristian.org](mailto:jrobinson@hanfordchristian.org)
- Debbie Ginn - Office Administrator - [secretary@hanfordchristian.org](mailto:secretary@hanfordchristian.org)

Ensuring confidentiality Administrative team will ensure the following steps are taken:

- If an employee, student or parent notifies the school of an illness, The Administrative team may ask the person if they believe the illness to be COVID-19 related and/or whether the student is exhibiting any symptoms of COVID-19;
- Appropriate investigation is conducted using and the [Return to School Guidelines](#) to determine if the removal or the student from campus is warranted, when the employee or student is allowed to return and to identify where the employee or student has been on campus and who they have interacted with;
- Leave of absence and paid time off will be reviewed by the Administrator with the employee;
- Notification protocols will be followed and other employees will be contacted by the administrator
- Notification protocols will be followed and the parents of other students potentially exposed will be contacted by the office;
- The Administrative team will clear the employees to return to work once the criteria is met;
- The Administrative team will clear students to return to school once the criteria is met.
- The Administrative team will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and will be tested periodically to detect asymptomatic cases. These individuals will be directed to the local testing sites as indicated by the Kings County Department of Health.

## **Staff Testing**

HCS will identify the free or low cost testing locations in our county throughout the school year. As testing facilities are available, all HCS staff will be tested periodically to detect asymptomatic infections. It is our intention that this will be done on a monthly basis.

## **The staff will be periodically tested**

## **Cleaning Procedures**

### *Cleaning & Disinfecting*

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an important part of reopening school spaces and keeping them open. This section describes both routine cleaning that happens daily, weekly, monthly and the cleaning of an area that has been affected by COVID-19.

### *Regular cleaning*

- Cleanings of all rooms on campus are conducted regularly:
- All rooms are cleaned on a daily basis.
- This cleaning will include the fogging of each room for extra disinfecting measures.
- Cleaning products that meet the EPA's list of disinfectant products that kill COVID-19 will be used on campus;
- We do not typically use disinfectants on items used by very young children, especially any items that children might put in their mouth;
- Items that should be disinfected regularly:
  - Doorknobs, light switches, countertops, handles, drinking fountains, toys, games, art supplies, instructional materials, bathrooms, sinks, desks, tables, chairs, phones, copy machines, etc.
- We ensure trash is removed daily;

### *Exposure Cleaning*

- Close off any area used by any sick person and do not use it before it has been cleaned and disinfected;
- If an area has been closed for 7 days or longer then only routine cleaning is needed. The virus does not live longer than 7 days on objects;
- Perform the Regular Cleaning procedures as listed above.

## **Preventative Measures**



All employees and students are strongly encouraged to implement the following behavioral practices, as reasonable, to help reduce the likelihood the virus would be spread at school:

- Wash hands frequently with soap and water for at least 20 seconds;
- If hand washing is not available, sanitize with hand sanitizer;
- Employees are required to wear face coverings while interacting with students and in public spaces (mask or face shield).
- Practice social distancing, avoid close contact with others especially if they are sick;
- Avoid touching eyes, nose and mouth;
- **Stay home when sick;**
- Clean and disinfect frequently touched objects or surfaces;
- Leave doors open to prevent frequent touching;
- Open windows or increase air conditioning circulation;
- Refrain from shaking hands with others;
- Cover your cough or sneeze with a tissue, then throw it in the trash and wash your hands.

**Resources:**

- Resources we rely on for updated information that guides our plan:
  - Centers for Disease Control (CDC)
  - Consulting Doctors
  - Kings County Health Department
  - California Department of Education
  - State of California
  - State of California Department of Health