

# **Student & Staff COVID-19 Preparedness Plan**

**CREATED BY THE HIHCM COVID-19 RESPONSE TEAM**

2022-2023 School Year: CENTRAL, SOUTH & WEST

# Student & Staff COVID-19 Preparedness Plan

## Intent

The main efforts of our preparedness plan are to implement layered prevention strategies that reduce exposure risk to all communicable diseases and enhance the traceability of COVID-19. This plan aims to do so by creating protocols for known/suspected COVID-19 exposures, providing resources which detail recommended timeframes for quarantine/isolation, promoting independent health screening, and maintaining robust cleaning practices.

## General Health Screening (regardless of COVID-19 exposure)

We require that parents/guardians, on behalf of their children, visitors/volunteers and staff independently complete a **general health screening** before entering a HIHCM building and meet the minimum criteria outlined in our general health policies. Please visit the HIHCM website for the health policies of each campus.

*Please note that recent loss of sense of smell or taste is now included as criteria for exclusion in our general health policies.*

## COVID-19 Health Screening (following COVID-19 exposure)

If your child is potentially exposed to COVID-19 while participating in a HIHCM program, we will notify you (pg.6). If your child is potentially exposed to COVID-19 in the community or at home, please notify [healthoffice@hihcm.org](mailto:healthoffice@hihcm.org) (pg.5). Following a known or suspected COVID-19 exposure, you will be asked to independently complete a **COVID-19 Health Screening** for 14 days and be free of any symptoms listed below:

- Fever (chills, sweats) -- 100.4°F or if child is warmer than his/her normal baseline and is behaving differently, child should remain at home
- New or worsening of a previous cough
- Shortness of breath
- Loss of sense of smell or taste
- New sore throat
- Headache
- Muscle aches
- New or worsening nasal congestion or runny nose
- Hoarse voice
- Diarrhea
- Nausea or vomiting
- Unusual fatigue

NEXT STEPS: If students or staff in this scenario answer “yes” to any of the above (regardless of a negative test result), they should not enter a HIHCM campus and should reach out to the [healthoffice@hihcm.org](mailto:healthoffice@hihcm.org) (students) or Human Resources (staff) to determine if additional steps are recommended. Your next steps may also be influenced by your health and immunity status.

## School Events and Activities

Such events that meet inside a HIHCM campus *during the hours of regular student attendance* (ex. chapel), will require that each attendant independently honors our general health policy and meet the criteria of the general or COVID-19 health screening (depending on their individual scenario).

Each attendant of a school-sponsored event or activity that is held on a HIHCM campus *outside of the hours of regular student attendance* (ex. cultural night), must meet the criteria of our general or COVID-19 health screening (depending on their individual scenario)

## Parents/Guardians, Visitors, and Volunteers

### Parent/Guardians, Visitors, and Volunteers

We ask that parents/guardians, visitors, and volunteers stay home when sick. All must abide by our general health policy. Any history of recent COVID-19 exposure will determine if they should also follow the COVID-19 screening.

## Presentation of Illness in the Classroom (including symptoms of COVID-19)

### Students

If a child begins to present with symptoms of illness during the school day (including those outlined in the symptom thresholds for our general health policy and, if applicable, COVID-19 Health Screening from this Pandemic Plan), the child will be removed from the classroom and parent/guardian will be contacted. A staff person will stay with an unwell child, away from other children and staff in the health office, main office or Handle With Care. Children will remain under the supervision of staff until their parents pick them up.

Parents/guardians should be aware that they will need to pick up their child promptly. We will recommend that you follow up with your health care provider and connect with our health office or reference our policy to help you anticipate the criteria required before they return to school. Your next steps may also be influenced by your health and immunity status and the status of those in your family. Please email [healthoffice@hihcm.org](mailto:healthoffice@hihcm.org) to communicate the health care provider’s advice with the health office.

### Staff

If a staff member begins to present with symptoms of illness while onsite at a HIHCM campus (including those outlined in the symptom thresholds in the employee handbook and, if applicable, COVID-19 Health Screening from this Pandemic Plan) they will contact

Human Resources and remove themselves from the campus. We will recommend that they follow up with their health care provider. Their return plan and criteria will be determined in collaboration with Human Resources. Next steps may also be influenced by their health and immunity status and the status of those in their family.

## Known or Suspected Exposure Policy

### ***Exposure OUTSIDE the Household***

If there is a known exposure to COVID-19 that occurred outside the household, and you are concerned about acquiring or transmitting an infection, we recommend that you follow up with your health care provider. Your next steps may be influenced by your health and immunity status and the status of those in your family.

Families should notify [healthoffice@hihcm.org](mailto:healthoffice@hihcm.org) and may also request guidance on the next steps for returning to the classroom, and staff should contact the Human Resources Director. Our current policy must be followed, and two additional actions are available for your consideration:

1. POLICY: Hand in Hand welcomes you or your child(ren) to attend if he or she is symptom-free and not known to have COVID. We ask that you continue to monitor for symptoms, and if ANY symptoms develop between the exposure and a designated date (established in partnership with the Health Office or Human Resources), we would need them to stay home. We would require one of the following before they return to school:
  - Their symptom(s) resolves and you follow-up with the health office or human resources to establish return criteria
  - or they have received a negative COVID-19 test, and they follow-up with the health office to establish return criteria
  - or an alternative diagnosis is provided by their healthcare provider, and they are cleared to return to school with that diagnosis.
2. ADDITIONAL CONSIDERATION: We encourage you to reach out to your healthcare provider to see if they have any recommendations and to consider the immunity status of your child and others in your household.
3. ADDITIONAL CONSIDERATION: There is also the option for a family or staff member to follow the Minnesota Department of Health's recommended timelines for close contact: <https://www.health.state.mn.us/diseases/coronavirus/contact.pdf>

### ***Exposure WITHIN the Household***

If there is a known exposure to COVID-19 within the household, staff must notify Human Resources. Families, please reach out to [healthoffice@hihcm.org](mailto:healthoffice@hihcm.org) for guidance on the next steps for returning to the classroom. Each scenario will be engaged on a case-by-case basis.

## Outbreak Management

### Diagnosis of COVID-19 in Staff Member, Student or Visitor/Volunteer

Per our standard health policy, staff and students must notify HIHCM within 24 hours of being made aware that they have a communicable illness. Therefore, parents/guardians need to email [healthoffice@hihcm.org](mailto:healthoffice@hihcm.org) as soon as possible if their child has known or suspected COVID-19, and staff members should reach out to Human Resources as soon as possible if they have known or suspected COVID-19.

Visitors/volunteers should also reach out to the Health Office or Human Resources if they were onsite during the 48hrs before they developed COVID-19.

The identity of an individual with COVID-19 will remain confidential among the staff receiving the information and the Response Team member(s) who are responsible for taking the next steps. Next steps may include, but are not limited to:

- Contact tracing, which involves identifying contacts of a positive case and contacting those individuals
- Collaborating with state & local health departments
- Health notices (See **Communication Plans** (pg.7))
- Ventilating the classroom
- Enhanced cleaning/sanitizing/disinfecting of the classroom and other relevant areas

**Please Note:** *If a staff or student has a pre-existing condition which worsens, they should consult their health care provider to determine next steps.*

### Returning to Campus after COVID-19 Diagnosis

After a staff member has COVID-19, they will work with Human Resources to determine their return to work timeline based on the guidelines listed below. You are also welcome to work with your health care provider and share their recommendations based on your individual health status.

Families are asked to work with their healthcare provider or work with the Health Office to establish a return to school timeline based on the guidelines listed below:

- Stay home for 5 days (Day zero is the day your symptoms started. Day one is the first full day after your symptoms started.).
- If you have no symptoms, or your cough, shortness of breath, or other symptoms are better after 5 days, you may return to school.
- If you have a fever, continue to stay home until you are fever-free for >24hrs without the aid of fever reducing medication

- Wait on returning to school if you are not feeling well enough to fully participate, or if your residual symptoms are greater than what can be reasonably managed in the classroom or work setting.

### Special Considerations for Active Immunity

Active immunity is currently defined as a diagnosis of COVID-19 in the previous 90 days. If you meet this definition and are having symptoms that would permit you to attend work/school under our standard health policy, but you or your child do not meet the criteria of the COVID-19 screening, please reach out to the Health Office or Human Resources to determine your next steps.

## Communication Plans

### Exposure Notice

In the event of an onsite COVID-19 exposure, Human Resources, the campus director, and health staff will perform contact tracing. Staff and families of those known to have close contact exposure and those present in an indoor environment where close contact exposure was possible, will be notified via email. The identity of the COVID-19 positive individual will remain confidential.

After receiving a notice, you will be asked to follow the Known or Suspected Exposure Protocols for Exposure Outside the Household (pg.5) or follow up with your healthcare provider to determine their recommendations.

### Close Contact Definition

Spending a total of 15 minutes or more in a 24-hour period within 6 feet or less of a person with COVID-19. The positive person may have been pre-symptomatic (developed symptoms within 48hrs following the close contact), asymptomatic (tested positive for COVID-19 within the 48hrs following the close contact, but never developed symptoms), or symptomatic (had a less common symptom and was onsite because they met screening criteria, but was later discovered to be have COVID-19, or developed symptoms while onsite).

## Vulnerable Populations

If your child or household member of your child is considered at higher risk for COVID-19 complications, reach out to your health care provider to discern whether in-person learning is a wise choice for your family. While we have layered prevention strategies to reduce the potential of spread of COVID-19, we cannot eliminate the risk.

## Health Practices

### Staying home when sick

Students, staff, visitors & volunteers who have symptoms of infectious illness must stay offsite and follow our health policies.

### Cough and sneeze etiquette

These guidelines will be taught and practiced in the classroom, and we ask families to reinforce them at home --

- Children and staff will practice covering coughs and sneezes with a tissue. The used tissues will be thrown in the garbage and hands will be washed or individual will use an alcohol-based hand rub immediately.
- If a tissue is not available, we will practice coughing and sneezing into elbows, not hands.
- Children will be coached to avoid touching eyes, nose and mouth. If a child needs to touch their face, wash hands before and after.

### Handwashing and sanitizing

Children will be using the classroom or bathrooms sinks for hand washing for at least 20 seconds during the following times.

- When entering or exiting the classroom
- Before and after food preparation
- Before and after eating
- After using the bathroom
- After coughing, sneezing, or using a tissue
- After handling garbage
- At other regularly scheduled intervals depending on the needs of the classroom

If handwashing is not possible at certain times, then hand sanitizer that contains at least 60% alcohol may be used.

We recognize that skin integrity is also critical to a child's health. Families can reach out to the school nurse or classroom teacher if the student has sensitivities or concerns related to the handwashing or sanitizing products provided by the school.

### Masks and shields

Individual/family needs will be honored regarding face coverings.

HIHCM will have masks available for students to wear while riding school buses and while on field trips if they are required by the field trip site.

### Cleaning, sanitizing and disinfecting

- Cleaning refers to the removal of visible dirt, grime and impurities. Cleaning does not kill germs but helps remove them from the surface.
- Sanitizing kills some germs and can be performed on porous surfaces such as carpets and upholstery.
- Disinfecting refers to using a product to kill germs on non-permeable surfaces. Sanitizing and disinfecting are most effective after surfaces are already cleaned.

HIHCM uses non-toxic disinfecting products which are on the U.S. Environmental Protection Agency COVID-19 list. HIHCM's Environmental Health & Safety Team is committed to using safe and effective products that help our school and our children flourish.

Room-specific cleaning/sanitizing/disinfecting protocols will be kept in each classroom's health binder and followed daily.

Surfaces and objects touched most frequently will be sanitized/disinfected at least once a day and between each use on surfaces used for dining.

An additional episode of cleaning/sanitizing/disinfecting will occur if a staff or child has been identified to be possibly contagious with COVID-19 while on campus.

### Air-outs

Ventilation helps to remove or dilute *indoor* airborne pollutants coming *from indoor* sources. This includes COVID-19, contaminants, particles resuspended during cleaning and other airborne viruses.

We will encourage windows to be open and the use of child-safe fans for whenever this can safety and comfortably done during the school day.

HIHCM classrooms and workspaces have scheduled air outs:

- during cleaning
- before each school day for 10 minutes
- after each school day for 10 minutes

We will not perform ventilation with outdoor air when outdoor air pollution is high and will not open windows and doors if doing so poses a safety or health risk to students.

### School lunches

Strict cleaning, health and food safety protocols are followed for the kitchen on a regular basis throughout the day and by all kitchen staff.

#### CENTRAL CAMPUS

E1/E2/CREO: Eating in lunch room at staggered intervals with their cohort and served their food by kitchen staff who are gloved and behind a shield.

- Eating outside if supervision is available and weather is appropriate

CH: Eating lunch in their wing gathering/lunch room

NIDO: Eating lunch in their classroom

#### WEST CAMPUS

All School: Eating lunch in the classroom with food served by cohort teachers who are gloved.

#### SOUTH CAMPUS



All School: Eating home lunch in the classroom.

#### Food work

- Hand hygiene will be performed before and after food work.

#### Snacks

- Snacks will be served within each cohort.
- Cleaning and disinfecting table surfaces will occur between each use of a snack area.
- Hand hygiene will be performed before and after snack.

#### Immunity Building

We promote optimizing immunity within our school community. We do this by encouraging hydration throughout the day, eating whole food and nutritionally balanced meals, encouraging rest time for appropriate age groups, getting outside as much as possible, and promoting physical activity.

## **Drop Off & Pick Up Procedures—Central Campus**

#### Mid-day pick-ups due to illness

If a child becomes ill with potential COVID-19 symptoms during the school day, the following steps will be taken:

- Child will be isolated from other children and be given a comfortable place to rest in the health office or Handle with Care where they will be directly supervised by a staff member
- Guardian will be notified and can call the office upon arrival to meet their child at NIDO/CH entrance (door #1) or main entrance (door #3)

## **Drop Off & Pick Up Procedures—South Campus**

#### Mid-day pick-ups due to illness

If a child becomes ill with potential COVID-19 symptoms during the school day, the following steps will be taken:

- Child will be isolated from other children and be given a comfortable place to rest in the health office where they will be directly supervised by a staff member
- Guardian will be notified and can call the office upon arrival to meet their child at main entrance (door C).

## **Drop Off & Pick Up Procedures—West Campus**

#### Mid-day pick-ups due to illness

If a child becomes ill with potential COVID-19 symptoms during the school day, the following steps will be taken:

- Child will be isolated from other children and be given a comfortable place to rest where they will be directly supervised by a staff member
- Guardian will be notified and can ring the doorbell upon arrival to meet their child at the main entrance.

## **Federal/State/Local Regulations**

HIHCM's *Student & Staff COVID-19 Preparedness Plan* adds several COVID-19 specific health policies to our standard program practices while also highlighting existing HIHCM's general health policies that are relevant to the COVID-19 pandemic. In addition to this plan, we recommend that you review our policy handbooks that include additional health related interventions that are in compliance with federal, state and local guidelines and regulations.

## **COVID-19 Preparedness Plan Reviews & Edits**

This plan was created in collaboration with the Health Consultant, School Nurse, Human Resources Director, Campus Directors,

and Head of School with review by the Board of Directors and Legal Counsel as necessary for each program. Health and policy staff will review public health recommendations weekly and update this plan and policies as information becomes available. Discretion will be used in selecting strategies that do not interfere with our model of learning. Policies and procedures are intended to facilitate healthy, safe learning that balances the well-being of the whole child and will be evaluated on that basis. Should a policy or procedure become overly intrusive or limit learning in such a way that students and staff are unable to thrive, the policy will undergo review. While our policies are designed to reduce the risk of exposure to COVID-19, while recognizing that these policies and practices cannot eliminate that risk.

Direct training, review, and policy implementation are shared responsibilities of the Human Resources Director, Campus Directors, Health Consultant, School Nurse and Head of School.

This plan and policies are subject to change. HIHCM has the right to change this plan and policies and procedures at any point in the school year as determined necessary.