

Action Steps for Schools Upon Exposure to or a Positive Test for COVID-19

July 2020 – subject to updates

The purpose of this document is to provide information regarding Concordia Charter School's plan for responding to, reporting, and notification requirements and procedures to follow when an employee, student, or member of the school community has been diagnosed, exposed to, or has symptoms of COVID-19.

I. Steps That Will Be Taken When A Student/Employee Develops Symptoms of COVID-19 While on School Property.

Students:

- The student will be separated from all other students and staff, except for one staff member who will supervise the student.
- The staff member who is assisting the student will wear a cloth face covering or PPE and maintain a distance of at least 6 feet from the student at all times unless there is an emergency.
- The parent or emergency contact will be immediately notified to pick up the student.
- We will call 911 if the student appears to be in medical distress.

Employees:

- The employee will be separated from all other students, staff, or visitors, and arrangements will be made to send the employee home in a safe manner. If the employee can self-transport, have the employee leave the site. If the employee is not able to safely self-transport, contact a family member, friend, or arrange another method of transport to get the employee home or to a health care provider.
- If any staff member assists the employee, they will be wearing a cloth face covering or PPE and maintain a distance of at least 6 feet from the employee at all times, unless there is an emergency.
- We will call 911 if the employee appears to be in medical distress.

II. Notification Steps That Will Be Taken When There Has Been Exposure or a Positive Test Result.

Information regarding employee's and students' positive COVID-19 test result or their exposure to someone who has tested positive is required to be held confidential under the Americans with Disabilities Act (ADA) and/or the Family Educational Rights and Privacy Act (FERPA). Any notification sent by the school will not disclose any personally identifiable information about the affected individual unless the employee or a student's parent/guardian gives informed, voluntary consent to the disclosure or another specific exception applies.

The following steps will be taken regarding notice to the affected person(s):

1. We will immediately determine who the affected individual came into direct contact with while they were present on the school campus.
2. We will notify all impacted individuals identified in #1 above of their exposure will and request that they self-monitor for symptoms and self-quarantine for 14 days.
3. We will immediately close all areas where the affected individual was present on the school campus (see the section below regarding closing and cleaning of areas after exposure).
4. We will send written communication, providing notice about the exposure. All written notice will conform to the following:
 - i. The notice will not contain personally identifying information (unless prior consent has been provided following applicable laws or an exception applies).
 - ii. The notice will only include non-identifying information that is relevant to allow those with potential exposure to self-monitor and self-quarantine.
 - iii. The notice will only be provided to those who could have been exposed.
 - iv. The school may inform appropriate health officials as long as it complies with applicable privacy laws (but the school is not required to).
 - v. The notification will include information about where the individual was at during the incubation period and while exhibiting symptoms.
 - vi. The notification will include information on what the school is doing regarding industrial hygiene, including whether the school will be closed and for how long.
 - vii. The notification will encourage those individuals that may have been exposed to COVID-19 to self-monitor for symptoms and to self-quarantine.

III. Steps That Will Be Taken Regarding the Closing, Cleaning, and Disinfection of Facilities After Exposure or Confirmation of a Positive Test.

1. Close off areas visited by the impacted person(s).

2. Wait 24 hours, or as long as practical, before beginning cleaning and disinfection.
3. Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, remote controls, etc.) used by the affected person(s), focusing especially on frequently touched surfaces.
 - i. For hard, non-porous surfaces: Surfaces will be cleaned using a cleaner or soap and water before disinfection. For disinfection, the area will be sprayed with a disinfectant and allowed to dry.
 - ii. For soft, porous surfaces: For surfaces such as carpeted floor, rugs, and drapes, visible contamination will be removed if present, and then the area will be cleaned with appropriate cleaners. After cleaning the soft items, if the items can be laundered, launder items following the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - iii. After seven (7) days since the person with suspected/confirmed COVID19 visited or used the facility, additional cleaning and disinfection are not necessary. Still, the school will continue to clean and disinfect the area(s) anyway.

IV. Steps That Will Be Taken to Determine When an Affected Individual May Return to a School Campus

1. Employees or students with known exposure to COVID-19 will be required to quarantine for 14 days after exposure. Thus, the employee or student may return to school 14 days after the known exposure, so long as the individual does not develop COVID-19 symptoms while in quarantine.
2. Employees or students who have tested positive for COVID-19 or have COVID-19 symptoms, the affected employee or student may return to a school only when one (1) of the following occurs:

Option 1:

- At least 3 days (72 hours) have passed since recovery, which is defined as: (a) resolution of fever without the use of fever-reducing medications; and (b) improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since the first symptoms emerged.

Option 2:

- There has been a resolution of fever without the use of fever-reducing medications; and
- There has been an improvement in respiratory symptoms (e.g., cough, shortness of breath); and

- The individual has received negative results of an FDA emergency-use-authorized COVID-19 molecular assay for detection of the virus that causes COVID-19 from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens).