

Portland Adventist Academy Communicable Disease Management Plan

This document outlines the steps necessary to implement the reduction of a virus outbreak on our campus and maintain, to the greatest extent possible, the health of students and staff. In order for on-site learning to take place certain precautions must be observed, processes put in place, cleaning protocols followed, and all school personnel properly educated and trained.

Portland Adventist Academy's designated Safety Officer is: Drechelle McCray, Vice Principal of Administration with record keeping by Mary Sperl, Student Services Director.

The Safety Officer is responsible to:

1. Ensure health and safety precautions are followed, including hygiene, sanitizing, physical distancing and mask usage by everyone on campus.
2. Ensure daily records are kept, including staff, student and visitor contact tracing information. Contact tracing information must include student name, family and emergency contact information, time at school, and all staff that interact with each group of students. Logs must be maintained for a minimum of 4 weeks after completion of in-person/on-site instruction.

The school will create and support conditions for students to be successful in practicing and learning new and not-so-intuitive guidelines and procedures. It will maintain a developmental view of students while elevating and practicing heightened awareness of health and safety needs. When students falter in adhering to the new operating procedures, staff will maintain a positive attitude, focusing on grace and patience instead of punishment.

Portland Adventist Academy Emergency Preparedness Plan – Response to Outbreak

1. Administration will document any observed case of elevated temperature or other symptoms of COVID-19 on a shared symptom tracker. Primary symptoms (listed below in **BOLD**) require staying home or seeking medical care.
 - **cough** - persistent, undiagnosed; acute (non-chronic); frequent or severe enough to interfere with participation in usual school activities
 - **fever** - temperature of 100.4°F or above
 - **shortness of breath or difficulty breathing**
 - **diarrhea**
 - **vomiting**
 - nausea
 - chills
 - muscle pain
 - headache, accompanied by a stiff neck and fever
 - sore throat
 - new loss of taste or smell
 - nasal congestion, runny nose

2. The Student Services Director will report any cluster of illness (2 or more people with similar illness in the same cohort) to Multnomah County Health Authority and follow any instructions received from them.
3. If a COVID-19 positive case is confirmed, the Student Services Director will notify the Principal and the Superintendent, and work with the Multnomah County Health Department to determine the need for and/or length of any closure.

Staff & Teacher Preparation Prior to Resuming Instruction

- Student Services Director will email this plan and the COVID-19 Fact Sheet to families and constituent churches as well as post on the school website, paasda.org.
- Administration will post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and wear a face covering as needed.
- Administration will ensure that instructional spaces have at least 35 square feet per person, including teaching staff.
- Plant services will sanitize all high-touch surface areas throughout the day (e.g. desks, doorknobs, light switches, toilets, faucets, etc).
- Staff will be instructed on:
 - Proper use, removal, and washing of face masks/shields.
 - Avoiding touching the face or face covering as much as possible.
 - Washing or sanitizing hands every day upon entry to the school day.
 - Washing or sanitizing hands frequently during the school day, especially before/after meals, when entering/leaving a classroom, and between cohorts.

Staff & Teacher Responsibilities Upon Resuming Instruction

- Conduct a visual health screening of all staff, students, and visitors interacting with you to monitor for symptoms. Primary symptoms (listed below in **BOLD**) require staying home or seeking medical care.
 - **cough** - persistent, undiagnosed; acute (non-chronic); frequent or severe enough to interfere with participation in usual school activities
 - **fever** - temperature of 100.4°F and above
 - **shortness of breath or difficulty breathing**
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 - chills
 - muscle pain
 - headache, accompanied by a stiff neck and fever
 - sore throat
 - new loss of taste or smell
 - nasal congestion, runny nose
- If symptoms are present, send the student, staff or visitor to the front office for further screening and documentation, or notify the Student Services Director if symptoms are mild.
- If a student or staff member has non-primary symptoms but no temperature, administration will check temperature again, within 5 hours, or by the end of the school day.
 - Students or staff members with a temperature 100.4°F and above will be required to return home.

- Teachers will maintain an accurate and timely attendance in RenWeb.
- Use cloth face coverings/face shields according to ODE guidelines.
- Continually monitor student mask use and physical distancing, throughout the day, including passing periods, before school, and after school, in all areas of the school grounds as you are in each area.
- Each teacher will disinfect/supervise disinfecting of classroom touchpoints between each cohort, as well as conduct a daily wipe down cleaning of all touchpoints.
- Each evening, janitorial contractors will deeply disinfect all classrooms and common areas.

Joint School & Student Responsibilities

- Avoid touching faces or face masks as much as possible, and monitor closely the use of face coverings by students and staff.
- If unmasked, cover coughs and sneezes with a tissue or elbow. Tissues should then be immediately discarded and hands should be washed or sanitized.
- Avoid immediate contact acts such as shaking or holding hands, hugging, or other forms of touching.
- Encourage use of personal water bottles labeled with names. Only the touchless water fountains should be used for refilling water bottles.
- Utilize handwashing facilities and use routines for effective handwashing of at least 20 seconds with soap and water.
 - Wash hands or sanitize every day upon entry to the school building.
 - Wash hands or sanitize before eating, preparing or serving food, and after bathroom use, before/after meals, and between each class.
- Hand sanitizer may be used as a substitute to handwashing after other activities such as touching shared items.
- In assessing work, limit paper exchange as much as possible by using technology or providing immediate verbal feedback and response instead.
- Limit sharing of school supplies, books, electronic devices, etc. unless properly washed/sanitized between uses or adequate time is given between uses (more than 72 hours).

Cleaning Procedures

Portland Adventist Academy will be cleaned at least daily according to the following CDC-aligned protocols to minimize the risk of exposure to COVID-19. Cleaning frequency will be increased for frequently touched surfaces or areas used by more than one cohort or class.

Step 1: Clean

- Teachers will clean desk and table surfaces daily after lunch and at the end of the school day, using cleaner, then use disinfectant.
- More frequent cleaning may be required based on level of use. High touch surfaces include: tables, doorknobs, light switches, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

Step 2: Disinfect

- Teachers will disinfect between each class/cohort.
- Deep sanitation will be completed every night by our janitorial contractor.

- High touch common surfaces will be frequently sanitized throughout the day. Records will be kept of who cleaned, time, and a checklist of areas cleaned by plant services.

Safety, Cleaning, and Disinfecting Supplies

- Plant services will ensure that soap, hand sanitizer, tissues, paper towels and no-touch trash cans are readily available for student and staff use.
- Plant services will ensure that cleaning and disinfecting equipment and supplies are readily available to accomplish periodic cleaning and disinfecting activities.

Soft Surfaces

- Remove any items that are difficult to clean.
- For soft surfaces such as carpeted floor and rugs: Disinfect with an EPA-registered household disinfectant.
- Vacuum as usual.

Technology/Electronics

- For electronics, such as tablets, touch screens, and keyboards follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol.

Outdoor Areas

- Clean and disinfect all equipment between use by different cohorts.
- High touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- Items that are shared such as bats, balls, hula hoops or any other game-specific implement are to be sanitized between cohorts.
- Students should wash or sanitize their hands after use of shared items.

Common-Use Areas

- Hand sanitizer stations must be located at each entry point. Hand sanitizer should be at least 60% alcohol.
- Plant services will disable or block all drinking fountains. Touchless water and bottle refilling stations on drinking fountains may still be used as long as the drinking fountain mouthpiece is rendered inoperable.

Classroom Supplies

- Administration, in collaboration with teachers, will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, lab equipment, etc.) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.

Maintaining Health & Safety during Student Transitions and Non-class Times

- Students will arrive at school no more than 10 minutes before their class begins, and leave school within 10 minutes of the end of their last class or meeting with a staff member.
- Students will maintain 6 foot physical distancing from others while entering and exiting the building.
- During 5-minute passing periods, students will walk along the right side of the hallway (as marked) and may access their lockers, use bathrooms, and fill water bottles, while maintaining a 6 foot distance as much as possible.

- During class or lunch periods, no more than one student may leave a class at a time to use the bathroom or for any reason. Students will maintain physical distancing and thoroughly wash their hands before returning to class.
- Students will maintain physical distancing while using lockers, and may need to wait for others to finish before accessing their locker. Avoid touching other student lockers.
- Students whose schedules include an early release or a late start must park in the administrative parking lot on SE 96th Avenue. Late start arrival should be no more than 5 minutes before class begins and early release requires students to leave school within 5 minutes of their class ending.
- Students whose schedule includes a work period must be clocked in and working in their assigned area throughout the period. If there is no work, or the student finishes early, the student should clock out and go to the Registrar's office.
- Sharing of food, drink, or utensils is prohibited.
- Microwave users shall clean the microwave immediately after each use.

Visitors

- For the health and safety of those in the school, visitors to the building and classrooms shall be limited to those with essential business.
- Will undergo health screening for symptoms upon every entry into school, visitors with symptoms will not be allowed entry.
- Will maintain appropriate physical distancing.
- Will wash or sanitize hands upon entry and exit.
- Will wear face covering.
- Will share contact information for contact tracing log.

Staff Member, Student, or Essential Visitor Illness

- All staff and student symptoms will be reported to the Student Services Director by staff or families.
- Staff and students who are ill must stay home from school when sick, particularly if they have COVID-19 symptoms, and are encouraged to seek medical advice.
 - If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving, whichever is longer.
 - If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - If a clear alternative diagnosis is identified as the cause of the person's illness (e.g., a positive strep throat test), the person may return when cleared by a medical professional.
 - If they do not undergo COVID-19 testing, the person should remain at home for 10 days and until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving, whichever is longer.
- Students, staff, or visitors will be sent home when they come to the school sick or become sick at school.

- Students who are unable to go directly home will be isolated until they are picked up. If more than one student needs to be isolated, a minimum of six foot distance will be maintained between them.
- If a student or staff member is diagnosed as COVID-19 positive, the Student Services Director will work with the local health department and respond according to their directions.
- The health department will determine the response, communication method and audience.
 - If they determine a cohort or group needs to self-quarantine, staff and families of that group will be notified and asked to take anything needed for distance learning with them until they are cleared to return.
 - If the school is required to close for deep cleaning, staff and families will be notified and asked to take anything needed for distance learning with them until the school resumes in-person.

All above protocols are subject to change based on new guidelines that may be issued by the Oregon Conference Office of Education, the Oregon Department of Education, the Governor's Office, and state and local health departments. PAA may need to adjust operations accordingly as changes occur.

Additional Documents:

Transportation During COVID-19

COVID-19 Specific Exclusion Criteria

Isolate Those Who Are Sick

When Should I Keep My Student Home?

Parent Daily Symptom Checker Flowchart