



HIGH POINT CHRISTIAN SCHOOL COVID-19 APPENDIX

TABLE OF CONTENTS

Table of Contents

<u>INTRODUCTION</u>	pg 3
<u>CLEANING POLICY</u>	pg 4
<u>HYGIENE and ILLNESS POLICY</u>	pg 5
<u>Exclusion Policy</u>	pg 6-7
<u>Returning to School</u>	pg 8
<u>Confidentiality Notice</u>	pg 9

INTRODUCTION

This document is correct to the best of our ability. As Public Health Madison and Dane County, the Wisconsin Department of Public Instruction, the Wisconsin Department of Health Services, and the Centers for Disease Control revise requirements and guidance, this information will be updated accordingly.

ABBREVIATIONS

HIGH POINT CHRISTIAN SCHOOL (HPCS)

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION (DPI)

PUBLIC HEALTH MADISON AND DANE COUNTY (PHMDC)

WISCONSIN DEPARTMENT OF HEALTH SERVICES (WDHS)

CLEANING POLICY

HPCS is fully committed to safeguarding the health and safety of all employees, students, and families. During this time of COVID-19, it is essential that the cleaning frequency of the building is increased, from our normal cleaning routines.

PROTOCOLS FOR CLEANING AND DISINFECTING IN THE EVENT OF A POSITIVE COVID-19 CASE.

Facility Director Will:

- Be responsible to quarantine off a portion of the building.
- Be responsible for continued routine cleaning and disinfection to maintain a healthy environment.
- Be responsible for cleaning and disinfecting (while wearing appropriate PPE) all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls.
- If possible, open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible.
- Vacuum the space if needed - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum.
- Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once an area has been appropriately disinfected, it can be opened for use.
- Workers without close contact with the person who is sick can return to work immediately after disinfection.

If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

HYGIENE and ILLNESS POLICY

HPCS is fully committed to safeguarding the health and safety of all employees and students. For this reason, all HPCS employees and students, regardless of position or authority, must comply with the following hygiene policy.

HPCS is Responsible For:

- Following regulations set up by PHMDC.
- Requiring employees to sign the Employee Agreement to COVID-19 Response indicating that they understand the illness policy and agree to follow the guidelines.
- Notifying PHMDC of positive cases reported to us.
- Notifying families of close contacts and/or school closures.
- Creating an isolated space for ill students to rest while waiting for the arrival of a parent/guardian.
- Ensuring sufficient quantities of appropriate PPE are provided for healthcare staff (gown, face shield, goggles, mask, and gloves).
- Providing proper PPE for students in the isolation area (gloves, masks, and hand sanitizer).
- Providing posters on proper hand wash, cough and sneeze etiquette, proper wearing of masks.
- Explaining the handwashing policy and procedure to all employees.
- Explaining proper coughing/sneezing etiquette to all employees.
- Providing supplies for proper handwashing (soap, paper towels, and hand sanitizer in common areas).

HPCS Employees are Responsible For:

- Self-monitoring for symptoms in the morning and the evening.
- Going home immediately if exhibiting COVID-19 symptoms.
- Reading and signing the Employee Agreement to COVID-19 Response, indicating they understand the illness policy and agree to follow the guidelines.
- Contacting an ill student's parent/guardian to pick up the student as soon as possible.
- Staying with the student while awaiting parent/guardian's arrival, while wearing required PPE.
- Encouraging the parent/guardian to seek out testing from their health care provider as soon as possible.
- Asking parents/guardians to report symptoms when calling in ill children for absences.
- Maintaining confidentiality in accordance to HIPPA.
- Frequently washing hands with soap and warm water.

HPCS COVID-19 APPENDIX

- Using hand sanitizer if soap and water are not an option.
- Following proper cough and sneeze etiquette.
- Letting the designated person know if supplies are running low.
- Teaching students the handwashing policy and procedure.
- Teaching students proper coughing/sneezing etiquette.
- Teaching students the proper removal of face masks.

HPCS Parents/Guardians are Responsible For:

- Self-monitoring students for symptoms in the morning and the evening.
- Keeping children home when ill.
- Reporting symptoms when calling ill students in for absences.
- Reinforcing/supporting proper hand washing at home.
- Reinforcing/supporting proper cough and sneeze etiquette at home.
- Supplying clean and proper fitting masks for child.
- Being available by email/phone/text in the event their child(ren) need(s) to be picked up from school.
- Responding immediately to communication from school, and making immediate arrangements for picking up the child in the event the child is sick/exhibiting COVID-19-like symptoms or needs to be picked up due to contact.
- Cooperating in the event that they are contacted by contact tracers.
- Immediately notifying the school if their student has been in close contact with a COVID-19 case.
- Immediately notifying the school if their student is confirmed to have COVID-19.

EXCLUSION POLICY

Individuals should not be on campus if they have:

- Taken any fever reducing medications (for example, Ibuprofen, Tylenol) within the last 24 hours.
- Tested positive for COVID-19, with or without having symptoms, and have not yet finished their isolation period per public health recommendations.
- Been diagnosed with COVID-19 by a healthcare provider, and have not yet finished their isolation period per public health recommendations.
- Come in close contact with anyone who has had or is presumed to have COVID-19 within the last two weeks.
- Have any of the following COVID-19 symptoms:
 - Cough

HPCS COVID-19 APPENDIX

- Shortness of breath
- Difficulty breathing
- New loss of smell or taste
- Fever (measured or subjective, or chills or rigors)
- Myalgia (muscle aches) or body aches
- Headache
- Sore throat
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

These symptom criteria apply to COVID-19 related exclusions for in-person instruction. Other symptoms may also require exclusion for a different communicable disease.

Symptoms Developed at School:

If a student develops symptoms (as described above) consistent with COVID-19 infection during the school day, the school will take the following steps:

1. Immediately isolate the ill student to a predesignated room or assigned area away from others. The student will
 - a. Be supervised by an employee, wearing full PPE (apron, face shield, gloves, mask).
 - b. Be given PPE to wear (clean facemask, gloves), if needed
2. Call the student's parent/guardian to inform them their child is ill, and will need to be picked up as soon as possible. The parents will:
 - a. Be told the symptoms seen.
 - b. Follow procedures for "WHEN TO RETURN TO SCHOOL".
3. Recommend to the parent/guardian a medical evaluation and/or testing for COVID-19.
4. Notify the Facility Director for appropriate cleaning and disinfecting to take place.
 - a. Clean and disinfect the isolation area, student's desk, locker or other areas and surfaces following CDC guidance.
5. Log the information of the student's symptoms into FACS/SIS.
6. Consult with the local health department for next steps, if necessary.

HPCS COVID-19 APPENDIX

RETURNING TO SCHOOL

HPCS will use the following exclusion chart provided by PHMDC below to determine when a student must be excluded from in-person instruction and when they may return to school:

[Guidance for When a Child/Youth or Staff Member Can Return to School/Child Care](#)

HANDWASHING POLICY

Employees and students must wash their hands, at a minimum:

- At the beginning of the day.
- After using the restroom.
- Before and after eating.
- After touching a shared surface.
- After playground use.
- After sneezing, coughing, or blowing their nose.
- When hands are visibly soiled..

Handwashing Procedures

Using Hand Sanitizer:

- May be used when hands are not visibly dirty.
- Use hand sanitizer that contains 60% ethanol or 70% isopropyl alcohol.
- Rub hands (palms and back) until the content dries.

Handwashing:

1. Turn on warm water.
2. Rinse hands.
3. Add soap.
4. Rub hands together for at least 20 seconds.
5. Rinse hands.
6. Reach for a paper towel and dry hands.
7. Turn off water with a paper towel.
8. Throw the paper towel away.

HPCS COVID-19 APPENDIX

COUGH & SNEEZE ETIQUETTE

To help stop the spread of germ employees and students should:

- Cover mouth and nose with a tissue when coughing or sneezing.
- Throw used tissues in the trash.
- If a tissue is not available, cough or sneeze into the elbow, not hand.
- Wash hands after coughing or sneezing.

CONFIDENTIALITY NOTICE:

School districts have the right to inform other students, their parents/guardians, and staff if an individual who was in school tests positive for COVID-19, so long as no personally identifiable information will be shared, including the individual's name, or grade.