



**COVID-19  
Crisis Management- Quick Response Guide**

- **At Home, Before School Screening**

Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school. We need parents' cooperation in not sending children to school who are exhibiting COVID symptoms, especially if they are running a fever. Symptoms include but are not limited to **new onset or worsening cough, OR shortness of breath, OR at least two of the following symptoms: fever of 100.4, chills, muscle aches, headache, sore throat, loss of taste or smell.**

- **Screen Children and Staff Upon Arrival**

Persons who have a fever of 100.4<sup>0</sup> (38.0<sup>0</sup>C) or above or other signs of illness should not be admitted to the facility. We encourage parents to be on alert for signs of illness in their children and to keep them home when they are sick. The parents are responsible for notifying SBK in the event that a student has come on contact with someone that tested positive or exhibited symptoms of COVID-19. SBK will administer a screening process before the child and staff member can enter the facility. Please see the screening form below. Two staff members will be in charge of screening and handling sign in procedures. The same staff members will have a week rotation. This will limit exposure into our facility.

\*Our staff has been trained on screening children for COVID signs and symptoms.

**COVID-19 Screening Form**

<b>First Name</b>	<b>Last Name</b>

<b>Temperature/Fever 100.4 or above</b>	
<b>Has the child been given fever reducing medicine in the last 5 hours?</b>	<b>Yes      No</b>
<b>Does the child have a cough?</b>	<b>Yes      No</b>
<b>Does the child have shortness of breath?</b>	<b>Yes      No</b>
<b>Nausea?</b>	<b>Yes      No</b>
<b>Vomiting?</b>	<b>Yes      No</b>
<b>Has the child been in contact with a person that tested positive for COVID-19?</b>	<b>Yes      No</b>

<b>Date Completed</b>	<b>Staff Signature</b>

### Important Reminders

The screener should:

- \*Wash hands before and after screening each child
- \*Greet the family and take the child's temperature
- \*The child should stay in the car while being screened

### • Guidance for Cleaning and Disinfecting

Routine cleaning and disinfecting are key to maintaining a safe environment for faculty, students, parents, and staff. Cleaning removes dirt and most germs and is usually done with soap and water. Disinfecting kills most germs, depending on the type of chemical, and only when the product is used as directed in the label.

Routine Cleaning and Disinfecting:

Clean and Disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- \*door knobs
- \*stair rails
- \*classroom desk and chairs
- \*lunchroom tables and chairs
- \*countertops
- \*handrails
- \*light switches
- \*handles on any equipment used
- \*push buttons on vending machines and elevators
- \*shared toys
- \*supplies used by the students
- \*hooks for backpacks in the hallway
- \*nap mats

All other surfaces throughout our facility will be cleaned and disinfected weekly.

Our teachers and staff have been trained on COVID-19 disinfectant protocol.

### • When a Student or Staff Member Shows Symptoms or Becomes Ill @ SBK

When a student or staff member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 100.4, chills, muscle aches, headache, sore throat, loss of taste or smell) while in our school setting:

- \*Isolate the student or staff member (if student make sure a staff member with proper protection is with them at all times) in a separate room while they wait to be picked up or until they are able to leave the facility on their own. We will ensure they have the proper hygiene supplies available, including a cloth mas, facial tissue, and alcohol- based hand rub.

#### (Isolation Protocols)

- \*When a student displays symptom of COVID-19, the teacher will remove the student from the classroom and provide an assessment to determine if and when a student needs to be sent home. The child may be sent home if they exhibit COVID like symptoms which include the following: **(new onset or worsening cough, OR shortness of breath, OR at least two of the following symptoms: fever of 100.4, chills, muscle aches, headache, sore throat, loss of taste or smell)**
- \*Students who are ill should be picked up within 30 minutes and no later than 1 hour from the time the campus contacted the parent/guardian.
- \*Require the student or staff member to be tested for COVID-19 or be fever and symptom free for 3 days without fever reducing medication before returning to SBK.

- \*Remind staff who are monitoring the student or staff member with symptoms to practice social distancing when possible.
- \*Close off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting. (See proper cleaning protocols and precautions below)
- \*Relocate the class where the ill person was located when symptoms started to arise. At the end of the day clean and disinfect the relocated room as well.
- \*Clean and disinfect high-touch surfaces in the classroom the where person started showing symptoms, focusing on areas where the person is known to have been and items they have touched.
- \*Wear gloves when cleaning, and wash hands after removing gloves.

### **(Clean and disinfect thoroughly instructions)**

- \*Close off areas used by the individuals with symptoms of COVID-19 and wait as long as practical before beginning cleaning and disinfecting to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfecting.
- \*Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- \*If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- \*For disinfection most common EPA-registered household disinfectants should be effective. SBK will have labeled cleaners for you to use for cleaning and disinfecting.
- \*Leave solution on surface for at least 1 minute
- \*For soft surfaces such as carpeted floors, rugs, and drapes remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry them completely.
- \*Staff should not touch their face while cleaning and only after they can wash their hands after cleaning.
- \*Laundering of clothes worn by the cleaning staff should be done ASAP.

- **Notification of Patrons 747**

**This is the protocols SBK will follow when we are made aware of a positive COVID case in and around our campus. First we will determine the close contacts.**

**Close Contact through Proximity and Duration of Exposure:** Someone who was within 6 feet of an infected person (laboratory-confirmed or a clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

- **Exception:** In the **K–12 indoor classroom** setting, the close contact definition **excludes students** who were within **3 to 6 feet of an infected student** (laboratory-confirmed or a clinically compatible illness) where
  - both students were engaged in **consistent and correct use of well-fitting masks; and**
  - other **K–12 school prevention strategies** (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the **K–12 school setting**.

This exception does not apply to teachers, staff, or other adults in the indoor classroom setting.

### **Public Health Recommendations:**

Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should quarantine. However, the following people with recent exposure may NOT need to quarantine:

- People who have been fully vaccinated
- People who were previously diagnosed with COVID-19 within the last three months

\*SBK staff will determine who the student/staff member was in close contact with. SBK will then notify the parents we feel the symptomatic person was in close contact with. This may not be an individual call. We will use whatever messaging means is available to speed the process. **Due to this, parents should not opt-out of our communications. Each class will have REMIND and FACEBOOK group for you to join.** We will only notify people in our facility. SBK staff and teachers will not be allowed to ever release the name of the infected person due to HIPPA laws. Our staff will not be permitted to discuss any information regarding COVID-19 cases in and around our facility.

\*It is critical to maintain confidentiality of the student or staff member as required by The Americans with Disability Act and the Family Education Rights and Privacy Act.

- **The Infected Student/Staff Member May Return When: ( This is anyone with a positive COVID test)**

- \*They have quarantined for 10 days.

- \*AND have been symptom free for 3 days

- **The students/staff member that has been determined to be a close contact may return when: ( Please note you have several options)**

- \*They have quarantined for 10 days and have been symptom free for 3 days

- \*OR they have been tested using the PCR test and waited for the results that could take up to 48 hours and that test is negative.

- \*OR they have a negative rapid test on days 1, 3, and 5 or 2, 4, and 6. They will be allowed to come to school as long as the test are negative. At the first positive result your child will need to follow our quarantine procedures.

- **Curriculum and Instruction Planning**

- \*All teachers should plan 2 weeks ahead. This will allow materials to be sent home with the infected student to allow them the opportunity to continue learning from home. This will include packets and Facebook videos for the parent to access.

- \*Teachers also need to plan 2 weeks ahead in the event that they become infected and a substitute needs to take over the class.

- \*All of our assistants are trained to take over the class at any given time.

- \*We also have a list of subs that we can contact in the event that our assistants cannot take over the class.

- **Deciding When to Close SBK Due to COVID-19**

- \*Be prepared if our school is temporarily dismissed due to widespread COVID-19 throughout our facility.

- \*Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.

- \*Our SBK staff will be prepared for distance learning in the event we need to shut down. This will include Facebook live feed, packets, and google classroom.

- \*If SBK has a high increase in numbers in multiple classrooms we will make a decision to temporarily suspend operation to try and stop the spread of COVID-19 in our facility.

- \*The extent of our shutdown could last up to 14 days.

- **Social Distancing Protocols**

- \*Each class will be treated like a family unit. When transitioning from class time to any other event we will remain at a safe 6 feet distance from other classes.

- \*We will limit the number of students on the playground to 25 at one time.
- \*During drop off and pick up times each class will remain with their class family unit. We will not allow two or ore classes to be sitting together.
- \*Teachers, staff, and students will practice social distancing during school hours. They will remain the safe 6 feet distance apart at all times.
- \*Students will use their own supplies and they will be sanitized at the end of each day.
- \*SBK will offer hand sanitizer to all students when arriving and leaving our campus.

- **Tuition and Fees**

- \*SBK will not be able to provide refunds or discounts due to absences from COVID-19 or any other illness.

### **Statement of Risk**

We have taken enhanced health and safety measures for those who come to our campus—students, employees, and visitors. While on campus you must follow all posted instructions. An inherent risk of exposure to COVID-19 exists in any public space where people are present. COVID-19 is a contagious disease. If infected, you may exhibit no symptoms or mild symptoms, or become severely ill, or die. According to the Centers for Disease Control and Prevention, senior citizens and persons with underlying health conditions are especially vulnerable. By visiting our campus, you voluntarily assume all risks related to the possible exposure to COVID-19.