



THE
HARRIS
SCHOOL

COVID-19

Preparedness and Response
Guidelines

Revised

2021-2022

A NOTE TO ALL— LEGAL STATEMENT

The information contained in this guide represents The Harris School’s current practices regarding the recommended operation of its facility, where and when permitted by law, during this time of the unprecedented COVID-19 pandemic. The health and safety of our staff, students and parents is our number one priority. Please also note that this is a “living” document that may be updated at any time by The Harris School given the fluidity of this situation. The Harris School bears no responsibility for any circumstances arising out of the adoption of the practices or procedures contained in this guide.



Dear Parents, Students, Staff and Constituents:

We are deeply focused on keeping everyone who enters our facility as safe and healthy as possible. As we continue to navigate this new normal, we have developed this guide that lays out the new practices of operating the school and the processes to raise awareness of health and well-being protocols. We have based these practices and processes on the guidelines from the Centers for Disease Control and Prevention and the World Health Organization, as well as the recommendations from state and local governing authorities. Updates will be made based on real-time feedback.

This guide covers a wide range of topics, including:

- Step-by-step guides for setting up a pandemic response team
- Cleaning and disinfection procedures
- Social distancing strategies
- On-site health screenings
- Protocols for isolating those who become ill at school

This has been a difficult time for everyone, and reestablishing a school where employees feel comfortable performing their jobs, parents feel comfortable sending their children and students feel comfortable attending class is a multi-faceted challenge. We will continue to do our best as we work together to provide a high level of services in the safest way possible.

Sincerely,

The Harris School Board of Directors

On July 9, 2021, the Center for Disease Control and Prevention (CDC) issued updates to the guidance for COVID-19 prevention in K-12 schools. The key take-aways were:

- Students benefit from in-person learning, and safely returning to in-person instruction in the fall 2021 is a priority.
- Vaccination is currently the leading public health prevention strategy to end the COVID-19 pandemic. Promoting vaccination can help schools safely return to in-person learning as well as extracurricular activities and sports.
- Masks should be worn indoors by all individuals (age 2 and older) who are not fully vaccinated. Consistent and correct mask use by people who are not fully vaccinated is especially important indoors and in crowded settings, when physical distancing cannot be maintained.
- CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking.
- Screening testing, ventilation, handwashing and respiratory etiquette, staying home when sick and getting tested, contact tracing in combination with quarantine and isolation, and cleaning and disinfection are also important layers of prevention to keep schools safe.
- Students, teachers, and staff should stay home when they have signs of any infectious illness and be referred to their healthcare provider for testing and care.
- Many schools serve children under the age of 12 who are not eligible for vaccination at this time. Therefore, this guidance emphasizes implementing layered prevention strategies (e.g., using multiple prevention strategies together consistently) to protect people who are not fully vaccinated, including students, teachers, staff, and other members of their households.
- COVID-19 prevention strategies remain critical to protect people, including students, teachers, and staff, who are not fully vaccinated, especially in areas of moderate-to-high community transmission levels.
- Localities should monitor community transmission, vaccination coverage, screening testing, and occurrence of outbreaks to guide decisions on the level of layered prevention strategies (e.g., physical distancing, screening testing).

**We used these updates when revising
The Harris School's COVID-19 Preparedness and Response Guidelines.**

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SCHOOL OPERATING PROTOCOLS

PANDEMIC RESPONSE TEAM

About: The Pandemic Response Team (PRT) is a cross-functional team as described below. The purpose of the PRT is to create and manage policies and protocols for the safe operation of The Harris School during the COVID-19 crisis and to communicate and train others on the implementation of these guidelines.

School Director (Susan Spencer) – Has the overall responsibility for the site’s pandemic preparedness & response plan, and manages all pandemic related communications, coordinating and aligning with regional/global EHS and the Pandemic Response Team.

Employee & Student Safety Lead (Paige Roane)- Helps to create and manage social distancing logistics for employees and students, as well as visitors and contractors. This includes arriving and departing procedures as well as social distancing throughout the school/work day.

Virus Prevention & Protocols Lead (Bob Ziegler)- Helps to create and manage the health screening , hygiene and deep cleaning protocols to ensure the wellness of all employees and students.

Sanitization & Disinfection Lead (Maria Castillo)- Manages daily and periodic disinfection logistics, including routine and deep cleaning, and disinfection processes, according to the protocols set up by the Virus Prevention & Protocol Leader.

Employee Training Lead (Amanda Lawrence)—Manages and facilitates the employee training related to pandemic preparedness and response, in accordance with The Harris School’s COVID-19 Preparedness and Response Guidelines.

PPE & Materials Lead (Susan Spencer)- Secures all necessary supplies to implement and sustain the school’s preparedness and response plan.

PRT Consultants (Henry Ziegler, MD, MPH; Jeremy Brynes, Hospital CEO; Maggie Markham, MD; Cathy Guttentag, PhD)—Help create/verify the policies and procedures in the school’s preparedness and response plan.

PREVENTIVE SUPPLIES and PERSONAL PROTECTIVE EQUIPMENT (PPE) INVENTORY

The school maintains an adequate supply of the following items before the school is re-opened.

DISINFECTANT SUPPLIES:

Hand soap

Disinfecting spray

Hand sanitizer

Paper towels

Toilet paper

Kleenex tissue

Hospital grade disinfecting cleaner

Clorox

Spray bottles

PPE EQUIPMENT:

Face masks—disposable or reusable

Face shields or safety glasses, 1 per employee

Protective gloves—disposable

Bio-hazard container or bags for disposing masks and gloves

SCREENING ITEMS:

Infrared thermometer

Health and travel questionnaires

HYGIENE

HAND WASHING

- All employees, students and anyone else entering the building will sanitize their hands.
- All employees, students and anyone else in the building will wash their hands with soap and water several times per day, including after using the restroom, playing outside, before eating or after any possible contamination.
- Students will be instructed on how to wash their hands correctly/effectively using the ABC or Happy Birthday song.
- Hand sanitizer will be available in every room in the building and should be used often.

SANITIZING

- All surfaces will be immediately sanitized if contamination with any bodily fluids occurs.
- Desk tops will be wiped down with disinfectant daily.
- Shared school supplies, toys, manipulatives, etc. will be cleaned weekly.

HEALTHY PRACTICES

- All employees and students will have access to tissues to use when sneezing or coughing which will be promptly disposed of in a safe container.
- Students will be reminded to keep hands and objects out of their mouths and away from their faces.

PPE USAGE



Face masks will be worn by all individuals while in the building. Masks are optional when outside.



Face shields are still available for individuals who want to wear one for extra protection.



Every employee and student is required to keep a clean **change of clothes** at school at all times. A change may be necessary if clothes get soiled by saliva or any other bodily fluid. Students are also required to have their own face masks at school.



Gloves: We are not recommending the use of gloves as protection against the COVID-19 virus. The virus does not harm your hands, so gloves provide no protection. However, touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection.

Gloves often create a false sense of security for the individuals wearing them. People are more likely to touch contaminated surfaces because they feel the gloves protect them from the virus when in reality, they do not.

When wearing gloves, people are less inclined to wash their hands. This is counterproductive and puts others at higher risk. We want people to wash their hands because it is the number-one defense against any virus.

Proper removal of gloves takes training. If contaminated gloves are not removed properly, people are exposed to greater risk.

DISINFECTING and DEEP CLEANING

Disinfecting/sanitizing procedures will be used throughout the day using a hospital grade disinfectant. The following checklist will be used to ensure that the cleaning process is consistent and thorough.

Surface to be Cleaned	Minimal Frequency	By Whom
Desks/tables	After lunch & at the end of each day	Teachers, students
Moveable containers in classrooms that are touched by several people	Weekly	Teachers, students
Classroom computers, iPads, Chromebooks	Weekly	Teachers, students
Microwaves, coffee maker, refrigerator handles	Daily	Maria
Door handles	Daily	Maria
Bathroom faucets, stall handles, toilet handles	Daily	Maria
Toilets & sinks	Daily	Maria
Glass surfaces in front door and viewing windows	Daily	Maria
Floors	Daily	Maria
Walls	Weekly	Maria

If a sick person or someone who tested positive for COVID-19 is in the school within the last 24 hours, we will clean AND disinfect the building.

SOCIAL DISTANCING

Arrival & dismissal

- When arriving at school, everyone should stay in their cars. Playing outside while waiting for the school doors to open is prohibited at this time. Students will exit their cars only when it's their turn and have been given the ok by a staff member to exit. One student at a time will enter the building.
- At the end of the day, students will be dismissed individually from their classroom to avoid congregation in the front hallway.
- After school activities will be held as usual with all of the safety procedures still followed.

Proximity during the day

- We will not have any large gatherings with the children. Masks will be optional in the classrooms but encouraged when 3 feet distancing is not possible.

Common areas

- The sensory room will re-open. Masks will be required when using the sensory room.

VISITORS AND CONTRACTORS

The Harris School will allow a limited number of visitors in the building but will still do temperature checks upon entering. All visitors will be required to wear masks.

DAILY HEALTH SCREENING

- Before entering the building, every person will have their temperature taken onsite with an infrared thermometer. No one will be allowed inside if their temperature is 100.4 degrees or higher. This includes employees, students, visitors and contractors.
- Students & staff will wear masks while in the building. All visitors will be required to wear a mask.
- No unvaccinated individual will be allowed in the building if they have come in physical contact with anyone diagnosed with COVID-19 in the last 14 days.
- All employees should self-screen before coming to work. All parents should screen their children before bringing them to school. Self-screening questions include—
 1. Have you had physical exposure to a person suffering from Coronavirus symptoms or have tested positive?
 2. Do you symptoms suggestive of COVID-19?
- If you answered yes to any of the questions above, contact the school immediately.
- The school's policy on student health is still in effect. The policy states that students will not be permitted to attend school with the following symptoms:
 - A temperature of 100.4 degrees Fahrenheit or greater
 - A skin rash or Fifth's disease
 - Diarrhea or vomiting within the last 24 hours
 - Head lice or scabies
 - Pink eye or other eye infection
 - Green discharge from nose or throat

GUIDANCE FOR SELF-QUARANTINE FOR STUDENTS

Every cough and runny nose does not indicate that a person has been exposed to or has the COVID-19 virus. The self-screening questions are very important and common sense will be used when asking someone to self-quarantine for 14 days.

UNVACCINATED STUDENTS AND STAFF:

If an unvaccinated student or staff member has been in [close contact](#) (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, the following guidelines should be followed:

- Quarantine for 10 days. This can be reduced to 7 days if a negative test result is received on or after day 5 of the quarantine.

VACCINATED STUDENTS AND STAFF:

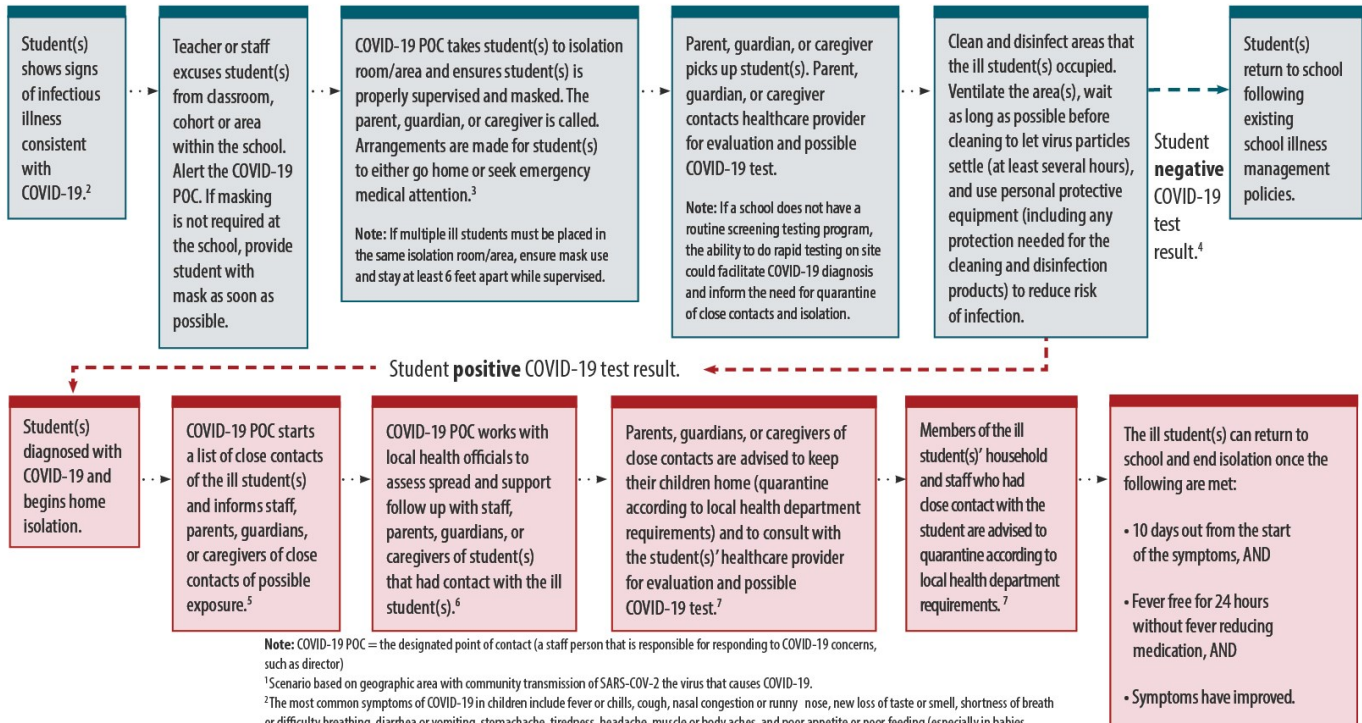
Students and staff who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, they should get tested 5-7 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.

RETURNING TO SCHOOL AFTER HAVING COVID-19

Students and employees must meet these criteria before returning to the school if they had the virus:

- No fever for at least 24 hours (without the use of medicine that reduces fevers) AND
- Symptoms have improved AND
- At least 10 days have passed since the symptoms first appeared

WHAT TO DO IF A STUDENT BECOMES SICK OR REPORTS A NEW COVID-19 DIAGNOSIS AT SCHOOL¹



Note: COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as director)

¹Scenario based on geographic area with community transmission of SARS-COV-2 the virus that causes COVID-19.

²The most common symptoms of COVID-19 in children include fever or chills, cough, nasal congestion or runny nose, new loss of taste or smell, shortness of breath or difficulty breathing, diarrhea or vomiting, stomachache, tiredness, headache, muscle or body aches, and poor appetite or poor feeding (especially in babies under 1 year old).

³Schools that do not have a universal mask requirement could require masking by students, teachers, and staff if they are experiencing onset of upper respiratory infection symptoms at school while waiting to be picked up or leave the school.

⁴With no known close contact.

⁵Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask. See exception in the definition for the exclusion of students in the K-12 indoor classroom: <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>

⁶To the extent allowable by applicable laws regarding privacy.

⁷CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine, but should get tested after an exposure to someone with COVID-19.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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