



THE
HARRIS
SCHOOL

COVID-19

Preparedness and Response
Guidelines

2020-2021

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. Regular 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

TABLE OF CONTENTS

Letter from The Board of Directors	3
SCHOOL OPERATING PROTOCOLS	5
Pandemic Response Team	6
Preventive Supplies and Personal Protective Equipment (PPE) Inventory	7
Hygiene	8
PPE Usage	9
Deep Cleaning and Regular Disinfecting	10
Social Distancing	11
Visitors and Contractors	12
Inbound Materials and Packages	13
Daily Health Screening	14
Ill Students, Employees or Visitors	15
Guidance for Self-Quarantine	16
Returning to School after Self-Quarantine	16
Forms	17
Employee Training	19
SIGNAGE	20

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; 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

There should be an adequate supply of the following items before the school is re-opened.

DISINFECTANT SUPPLIES:

Hand soap
Disinfecting spray,
Hand sanitizing gel
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 at the cleaning station located at the front desk.
- 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, shared school supplies, toys, manipulatives, etc. will be wiped down with disinfectant multiple times each day or after each use (if applicable). This is not considered deep cleaning (see Deep Cleaning section for these guidelines).
- Students will have their own supplies that won't be shared with others, when possible and these supplies will be sanitized daily.

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.
- Students will be reminded to practice social distancing.
- Reminder signs for hand washing and social distancing will be posted around the building.
- Where feasible, doors to classrooms and restrooms will remain propped open to avoid excessive contact.
- Shared common areas will be limited when possible. Students will not mix with others outside of their "pods".

PPE USAGE



Face masks are required to be worn by anyone entering the building, including students. Students may take their masks off once they are in the classroom but must wear them anytime they are in the hallways or restrooms. Adults must wear their masks at all times. Masks can be disposable or reusable and must cover the nose and mouth.



Face shields are recommended to be worn when an employee is unable to keep at least 6 feet away from a student or another employee. It is a requirement to be worn if a child needs to be held.



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.



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

The Harris School will be thoroughly disinfected before reopening for business to establish a sanitary baseline. There will be disinfecting/sanitizing procedures to be used throughout the day once the school is reopened. 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 that are used by one person	After lunch & at the end of each day	Teachers/students
Desks/tables that are used by multiple people	After each use	Teachers or adults using the surface
Moveable containers in classrooms that are touched by several people	After each use	Teachers
Classroom computers, iPads, Chromebooks	After each use	Teachers
Shared classroom/office supplies	After each use	Teachers/adults using the supplies
Microwaves, coffee maker, refrigerator handles	After each use	Adults using the surface
Door handles	4x per day	Maria
Bathroom faucets, stall handles, toilet handles	4x per day	Maria
Toilets & sinks	4X per day	Maria
Glass surfaces in front door and viewing windows	4x per day	Maria
Floors	Daily	Maria
Walls	Weekly	Maria

Deep Cleaning will occur if an employee or student has tested positive for the COVID-19 virus. It requires the closure of the school for business and may require the services of a third party cleaning service. The school may opt to have a deep cleaning performed for presumed cases, at their discretion.

SOCIAL DISTANCING

Social distancing is a simple yet very effective way to prevent potential infection, that relies on simple distance to avoid infection.

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

- All employees and students will attempt to keep a 3-6 foot distance from one another when possible.
- Classroom seating will be arranged so that students are seated 6 feet apart.
- Teachers will avoid seating children at tables for group lessons unless they can be seated 6 feet apart.
- Classroom sizes will be kept small so that social distancing is easier to achieve.
- Students will be instructed on the importance of social distancing and reminded throughout the day as needed. Reminder signs will also be posted around the building.
- Whenever students line up, they should be 3-6 feet apart. Markers will be placed on the floor wherever possible.
- Meetings with more than 10 attendees must be conducted via Zoom (staff meetings, for example).

Common areas

- The students will be divided into 2 pods: Prek-2nd grade; 3rd-6th grades
- PE will be held outside if weather permits, or the PE teacher will use the classroom.
- The sensory room will be closed during this time.
- Students should use the restroom one at a time.
- Only one class at a time should be on the playground, in the garden or under the covered area.

VISITORS AND CONTRACTORS

Every visitor to The Harris School will be required to receive a temperature check, fill out the visitor check form, sanitize their hands and put on a mask. Masks will be worn at all times while in the building. Appropriate cleaning will be performed following completion of any visit or work.

The following visitors will be allowed:

- Tours for prospective families
- Contract maintenance workers—To the extent possible, efforts will be made to schedule necessary contractors during non-school hours.
- Reading Specialist & Speech Therapists; PE instructor

The following visitors will not be allowed in the building until further notice:

- Observers—The Harris School is an observation site for several higher level educational programs including the University of Texas LEND program, Houston Community College, University of Houston, Houston Baptist University and St. Thomas University.
- Tours for referrers and marketing.
- Parents—Students will be dropped off at the front door and parents are asked to stay in their cars.. All family consultant meetings with parents will be held by phone or Zoom conferencing until further notice. All teacher/parent conferences will be held by Zoom conferencing.
- Occupational Therapists—The sensory room will not be available for occupational therapists at this time. Parents should make other arrangements until further notice.
- Delivery drivers and mail service—Packages and mail will be left outside the door in a designated area.
- Food deliveries—Food can only be left outside the door in a designated area. Any delivery that requires a receipt signature or contact with the delivery driver is not allowed at this time.
- Pizza Days will be stopped temporarily.

INBOUND MATERIALS AND PACKAGES

According to the WHO, it is safe to receive packages from areas where COVID-19 has been reported, stating that,

“The likelihood of an infected person contaminating commercial goods is low, and the risk of catching the virus that causes COVID-19 from a package that has been moved, traveled and exposed to different conditions and temperature is also low.”

The virus does not survive on surfaces for long, and the length of shipment time and other environmental factors should inactivate the virus. However, packages received at The Harris School will be wiped down with a disinfecting wipe and the person receiving or handling the package should wash/sanitize their hands.

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.
- Wearing masks is mandatory for anyone entering the building except the students. The students will be encouraged to wear masks but wearing them will be left to the discretion of their parents.
- Visitors will fill out the self screening form which will be signed by the employee that is hosting them in the building.
- No one 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?

Contact the school immediately before coming to work or bringing your child if you answered yes to any of the questions.

- 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

ILL STUDENTS, EMPLOYEES or VISITORS

If a student, employee or visitor becomes ill:

- they will be taken to the isolation room (located in the current recording studio) and provided with a disposable mask and gloves. The staff member tending to the ill person will also wear a disposable mask, gloves and a face shield. If more than one person is ill at a time, the small room connected to the recording studio will be used as an additional isolation room.
- an **Isolation Room Report Form** will be filled out to determine if symptoms fall under the guidelines to send the person home. Every cough and runny nose does not indicate that a person has been exposed to or has the COVID-19 virus. Self screening questions, the school's health policy and common sense will be used before sending a child or employee home.

An ill student , employee or visitor will be sent home if any of the questions on the **Isolation Room Report Form are checked "yes".**

- When leaving to go home, the ill person will exit the building through the door in the isolation room.
- The staff member who attended to the ill person will throw their mask and gloves into a bio-hazard container or bag and disposed of immediately.
- The isolation room and face shield will be thoroughly disinfected.
- If the ill person was showing symptoms of the COVID-19 virus, employees and parents will be notified that they, or their children may have been in contact with an infected person. The identity of the ill person will remain confidential.

If a student, employee or visitor is injured, needs general first aid or their medication, they will go to the front office, not the isolation room.

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.

FOR STUDENTS:

Students will be asked to quarantine for 14 days if they have:

- symptoms suggestive of COVID 19 and/or physical exposure to a person suffering from Coronavirus symptoms or a person that has tested positive and has not been cleared by a doctor.
- received a positive test result.
- have traveled to a highly infected area or internationally.

If a student has been asked to quarantine but they can prove that the symptoms were not COVID-19 related (i.e. a positive flu or strep test, or a negative COVID-19 test) and have been symptom free for 24 hours, they can return to the school.

FOR EMPLOYEES:

Employees will be asked to get a “rapid result” test from the partnering hospital if they have:

- symptoms suggestive of COVID 19 and/or physical exposure to a person suffering from Coronavirus symptoms or a person that has tested positive and has not been cleared by a doctor.
- have traveled to a highly infected area or internationally.

Employees will be asked to self quarantine for 14 days only if they receive a positive test result.

If a student or employee tests positive for COVID-19, the school will close for disinfecting. Everyone that had direct contact with the infected person will quarantine for at least 14 days or receive a negative test. Those that did not have direct contact may return to school after it is disinfected. Working from home and distance learning is expected to continue when possible.

RETURNING TO SCHOOL AFTER QUARANTINE

After 14 days of quarantine, students and employees must meet these additional criteria before returning to the school:

- No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
- Symptoms have improved AND
- At least 7 days have passed since the symptoms first appeared AND
- **SHOW PROOF OF A NEGATIVE COVID-19 TEST**

THE HARRIS
SCHOOL
ISOLATION ROOM REPORT FORM

Date: _____ **Time:** _____

Name of Ill Person: _____

Circle One: Student Employee Contractor Visitor

Please answer the following questions:

Yes No A temperature of 100.4 degrees Fahrenheit or greater

Yes No A skin rash

Yes No Diarrhea or vomiting

Yes No Head lice or scabies

Yes No Pink eye or other eye infection

Yes No Green discharge from nose or throat

Yes No Symptoms characteristic of the virus (coughing, sneezing, shortness of breathe, runny nose, muscle pain, tiredness) and the ill person has been in contact with someone who is suffering from COVID-19 symptoms or has recently received a positive diagnosis. Parents should be called to verify this answer if the ill person is a student.

Other symptoms observed: _____

If the answer to any of the above questions is yes, the ill person must be sent home.

Response:

Rest

Sent home

Other: _____

DETAILS OF REPORTER

Name: _____

Job title: _____



VISITOR SELF-SCREENING FORM

Visitor's Name: _____

Purpose of Visit: _____

Self-Declaration by Visitor:

1. Have you had close contact with or cared for anyone diagnosed with or suspected to have COVID-19 within the last 14 days? Yes No

2. Are you showing any signs of one or more of the following symptoms or have you been exposed to anyone showing these signs: temperature $>38^{\circ}\text{C}$ (100.4°F) or higher, cough, shortness of breath, difficulty breathing, tiredness? Yes No

3. Have you traveled internationally or visited a highly infected area in the last 14 days?
 Yes No

Signed (visitor): _____ **Date:** _____

If the answer is yes to any of the above questions, the visitor is not allowed in the school at this time.

Access to the facility approved? Yes No

Signed (host): _____ **Date:** _____

EMPLOYEE TRAINING

It is very important that ALL employees understand the safety requirements, protocols and expectations to ensure that everyone stays safe and prevents the spread of COVID-19. Therefore, every employee is required to receive training on the Preparedness and Response Guidelines before returning to work.

Training will be a combination of video conferencing and on-site, in accordance with the pandemic preparedness and response plan. Documentation of employee training will be kept in the personnel files.

SIGNAGE

Hand Washing Instructions



Wet hands with water and enough soap to cover all surfaces



Rub hands palm to palm, also with fingers interlaced for 20 seconds



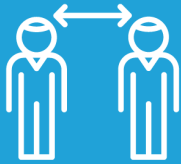
Rinse hands with running water



Dry your hands thoroughly with a single use towel

Remember we are all in this together

Social Distancing Tips



Keep a distance of 6 feet between people



Avoid physical contacts such as hand greetings, kissing and hugging

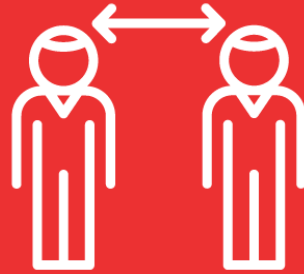


Avoid going to crowded places, and if it's inevitable, don't take minors or older people with you



Avoid contact with anyone who is sick

Remember we are all in this together



Please Practice Social Distancing

Remember to stand 6 feet apart



Temperature Check-Point

Please stand 6 feet apart

Company Logo Goes Here