

Measures to Limit Spreads of COVID-19 at Victory Academy

Cleaning, Disinfecting, and Ventilation

Victory will clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Victory will maintain clean and disinfected (CDC guidance) environments, including classrooms, public areas, and restrooms.

Victory will clean and disinfect playground equipment at least daily or between use as much as possible in accordance with CDC guidance.

Victory will apply disinfectants on the EPA List N with asthma-safe ingredients safely and correctly following labeling direction as specified by the manufacturer and keep these products away from students.

Victory will operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, air purifiers, and through other methods.

Victory will consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments, including the designated health room.

Victory's entire facility will be cleaned and disinfected multiple times per day, especially high touch surfaces, to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces).

Victory will enhance building ventilation where feasible by changing air filters more frequently.

Victory Staff Who Will Establish, Update, Implement, and Enforce Physical Distancing Requirements According to ODE Guidelines and OHA

Thea Schreiber, Victory's Director of Operations will be the first point person on all areas surrounding physical distancing at Victory. Tricia Hasbrook, Director of School, will act as the point person if the first point person is unavailable.

LPHA Staff Who Provided Support and Resources for Victory's COVID-19 Communicable Disease Management Plan

Kamryn Brown from Clackamas County Health Authority (COVIDschool liaison@clackamas.us) is Victory's contact for review and revision of this plan.

Victory Staff Trainings for Sections One-Three of ODE Ready Schools, Safe Learners

During Victory's in-service week (August 31-September 4) Victory staff were initially trained on site in these identified areas and physical distancing will be maintained at all times. Victory staff are consistently updated on student and staff health screening procedures, isolation measures if a staff or student becomes ill at school, cleaning and disinfecting, physical distancing guidelines, and all cohorting procedures at regular intervals. Additional updates will be delivered via email as well as during in-person meetings and trainings when applicable.

Protocol to Notify Local Public Health Authority (LPHA) of a Confirmed COVID-19 Cases

- Once Victory Academy is notified of a confirmed case of COVID-19 among either staff or students, Victory's Director of Operations, Thea Schreiber, will contact Clackamas County Public Health as soon as possible guidance on the following:
 - Providing information for contact tracing
 - Staff and family notification of confirmed case
 - Cleaning and disinfecting spaces
 - Any additional procedures per instruction from LPHA

Protocol to Notify Local Public Health Authority (LPHA) Clusters (Two or More) of Any Illness—Staff or Student

- If two or more students or staff have similar symptoms, Victory's Director of Operations will notify Clackamas County Public Health via phone call on the same day any illness cluster occurs

Protocol to Follow for LPHA Recommendations Surrounding Exposures, Confirmed Cases, and Other Illness Clusters

- After Director of Operations reports to Clackamas County either confirmed case(s) of COVID-19 or any other illness clusters, Victory Academy will fully cooperate and follow guidance given, including but not limited to:
 - Providing all requested contact tracing logs in a timely manner
 - Providing any additional information requested by Clackamas County

Protocol for Staff and Student Screening

- Staff are required to self-screen daily for primary COVID-19 symptoms (fever and/or chills, cough, shortness of breath, difficulty breathing, and new loss of taste or smell) and temperature scan prior to entering the building each day
- Staff are required to report any of the primary COVID-19 symptoms to Victory Directors immediately: cough, fever and/or chills, shortness of breath, difficulty breathing, or new loss of taste or smell.

- Staff are required to immediately report to school directors when they may have been exposed to a presumptive or positive case of COVID-19
 - Exposure is defined as contact with a presumptive (i.e. exhibiting one of the main COVID-19 symptoms) or confirmed COVID-19 case for more than 15 minutes at six feet apart or less
- Students will also be screened for symptoms and exposure daily by Victory staff by either asking parents health screening questions or asking students directly. This will include a temperature scan for fever of 100.4 and above
- All students and staff will be instructed to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19
- Any student or staff displaying or reporting the primary symptoms of concern will be isolated and sent home as soon as possible. They will remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.
- Staff or students displaying a cough must have a note from their health care provider with a clear, non-COVID diagnosis in order to return to Victory and the cough must improve prior to returning to in person attendance. Victory will not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.
- Hand hygiene will be practiced on entry to school every day: all students and staff will either use an alcohol-based hand sanitizer with 60-95% alcohol or wash hands with soap and water for 20 seconds.

Protocol for Isolation of Any Ill or Exposed Staff or Students at School

- Any student or staff member, or other person who develops a cough, fever, shortness of breath, or difficulty breathing while at school will be brought immediately to the designated health room for isolation and pick up or sent home immediately
 - All students sent to health room for isolation and pick up will be monitored by classroom or office staff until a parent or guardian can pick them up (Victory does not employ a school nurse)
 - Students and staff will be given PPE (N95 face mask or face shield) if they are displaying symptoms, unless they are nauseous or in breathing distress.
 - All staff are required to use appropriate PPE when providing direct contact care or monitoring symptomatic staff or students.
 - All PPE will be disposed of appropriately or disinfected if not a single use item (i.e. goggles) in a biohazard bin.
 - Staff who present with symptoms while at school can drive themselves home and if not, Victory administrators will arrange with staff member's listed emergency contact(s) to arrange a pick-up.
- Students who need non COVID-19 related health services will be seen in a separate designated health area.

Protocol for Staff and Students Who Become Ill at Home

- Staff and students who are ill must stay home from school, especially if they have one or more of the primary COVID-19 symptoms.
 - Symptomatic staff or students should *be evaluated and* seek COVID-19 testing from their regular physician or through the local public health authority.
 - Staff or students who have one or more primary symptoms and/or have been exposed to a positive or presumptive COVID-19 case have the option to reduce quarantine by following these CDC guidelines:
 - After day 10 without testing
 - After day 7 after receiving a negative test result (test must occur on day 5 or later)
 - 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.
 - 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 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.
- All students and staff who are being isolated and sent home will be monitored for symptoms via written communication daily by Victory administrators.
- If a clear alternative diagnosis is identified as the cause of the person's illness (i.e. a positive strep throat test), then usual disease-specific return-to-school guidance outlined in Victory Academy's parent and staff handbooks will be followed. A person should also be fever free for 24 hours without the use of fever-reducing medicine. A physician's note will be required to return to school to ensure the person is no longer contagious.

Protocol for Systematic Cleaning and Disinfecting of Classrooms, Offices, Bathrooms, and All Activity Areas

Step One: Clean Your Areas

- **Clean surfaces using soap and water—use white clean/dirty towels provided**
 - Cleaning with soap and water **reduces number of germs, dirt and impurities** on the surface. **Disinfecting kills germs** on surfaces.
- **Practice routine cleaning** of high touch areas
 - More frequent cleaning and disinfection may be required based on level of use.
 - **High touch areas include:** Tables, doorknobs, light switches, countertops, handles, desks, chairs, toilets, faucets, sinks.
 - **Classrooms can use plastic bins to organize smaller “clean” and “dirty” items for cleaning and disinfecting during the day.**

Step Two: Disinfect Your Areas

- **Only use disinfectant provided by Victory Academy** in marked spray bottles (Simple Green, which is a registered EPA-approved disinfectant for COVID)
- Spray areas and surfaces you've already cleaned with soap and water—can use clean towels or paper towels provided.
- If your classroom uses a **community area** for any reason (i.e. table in community room, outdoor picnic table, small group room, learning kitchen), you must disinfect that area when you're finished so it's ready for the next group.

Building-Wide Cleaning Tasks for Victory Cleaning Staff

- Every classroom bathroom and all public bathrooms will be cleaned and disinfected at least twice per day.
- All high touch surfaces in community areas (i.e. doorknobs/door bars, countertops, staff break room, learning kitchen, laundry room, admin area, etc) will be cleaned and disinfected at least twice per day.

Outdoor Playground Equipment

- All large outdoor equipment (ie. slides, swings, play structures) will be sanitized multiple times per day and/or in between use by stabilized cohorts
- All shared outdoor toys (ie. bikes, balls, etc) will be sanitized each day

Protocol for Daily Logs for Contact Tracing

Daily Logs—FACTS Online Database

Please see sample check in page below. Pick up ID number identifies parent/guardian who completed daily drop off within our FACTS online system.

Pick Up Check-In/Check-Out Report

07/28/2020-07/28/2020

Student Name: Ozzy C Student ID: 10150

Authorized Signature: _____

Date	Pick Up Name	Pick Up ID	Clock In	Pick Up Name	Pick Clock Up ID	Clock Out	Pick Clock Out ID
07/28/2020	Eric	10228	8:23 AM	Eric	10228	12:04 PM	10228

Pick Up Check-In/Check-Out Report

07/28/2020-07/28/2020

Student Name: Liam Student ID: 10479

Authorized Signature: _____

Date	Pick Up Name	Pick Up ID	Clock In	Pick Up Name	Pick Clock Up ID	Clock Out	Pick Clock Out ID
07/28/2020	Alejandra	10606	8:24 AM	Alejandra	10606	12:04 PM	10606

Pick Up Check-In/Check-Out Report

07/28/2020-07/28/2020

Student Name: Judah Student ID: 10177

Authorized Signature: _____

Date	Pick Up Name	Pick Up ID	Clock In	Pick Up Name	Pick Clock Up ID	Clock Out	Pick Clock Out ID
07/28/2020	Max	10168					

Pick Up Check-In/Check-Out Report

07/28/2020-07/28/2020

Student Name: Max Student ID: 10168

Authorized Signature: _____

- Daily attendance by classroom reports will include
 - Student name
 - Drop off/pick up time
 - Parent/guardian name and emergency contact information
- Online logs kept indefinitely
- All classroom and specialist schedules will be housed in shared google drive for contact tracing purposes
 - Any schedule updates will be documented in drive with archival schedule folder with specific dates and kept for a minimum of four weeks

Daily Logs—Visitors Entering the Building

- Office Manager is responsible for visitor log at the front main entrance
- Visitor log will include:
 - Date
 - Name of visitor and business
 - Contact phone number
 - Time of entry and time of exit
- Visitor log will be maintained for a minimum of four weeks

Protocol for Communicating Confirmed COVID-19 Case(s) to School Community

- Victory Academy Directors will immediately alert all appropriate members of the school community (i.e. staff and parents) via email communication all necessary information and instructions as directed by LPHA

Protocol to Consult with LPHA Regarding Cleaning, Possible Classroom or School-wide Closure

- If Victory is alerted that any student or staff who has entered the school building has subsequently been diagnosed with COVID-19, Victory Academy Directors will immediately contact LPHA regarding the implementation of cleaning/sanitizing procedures, as well as required classroom or program closure

Protocol to Respond to Potential Outbreaks

- Victory Academy will coordinate with our LPHA to establish appropriate communication channels related to current transmission level
- When new cases are identified at Victory and the incidence is low, the LPHA will provide a direct report to Victory Directors on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts
- Victory will coordinate with the LPHA for any outbreak response
- If anyone who has been on campus is known to have been diagnosed with COVID-19, Victory will report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure
- Victory will report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students
- Victory will modify, postpone, or cancel large school events as coordinated with the LPHA
- If the school is closed, Victory is prepared to implement Short-Term Distance Learning or Comprehensive Distance Learning models for staff/students
- Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families
- Plan instructional models that support all learners in Comprehensive Distance Learning
- Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow [CDC guidance](#) for classrooms, cafeteria settings, restrooms, and playgrounds
- Communicate with families about options and efforts to support returning to On-Site instruction
- Victory will follow the LPHA guidance to begin bringing students back into On-Site instruction, and will consider smaller groups, cohorts, and rotating schedules to allow for a safe return to school

Protocol for Reentry

- Victory will develop and maintain comprehensive distance/virtual learning plans in the event of a classroom or all-school closure
- Victory will communicate all distance/virtual learning plans to families via email
- Victory will consult with and follow all guidance given by LPHA to bring students back for onsite instruction in the event of a closure, including but not limited to:
 - Rotating schedules
 - Limited hours
 - Smaller cohorts