



# **COVID-19 Containment, Response and Control** **Plan**

## **General Information on COVID-19**

### **Symptoms:**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

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### **A person is considered to have been exposed if they are one of the following:**

1. An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn.
2. An individual had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.)

**\*An infected person for purposes of this guidance is anyone who has confirmed COVID-19 or who is suspected to have COVID-19 based on symptoms. It is considered to be infectious from 2 days before their symptoms first appeared until 10 days after their test.**

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### **Who to contact on - campus if you have been exposed or have a confirmed case of COVID-19:**

Preschool  
Elementary/Middle School

[woodenshoe@glenoaksschools.com](mailto:woodenshoe@glenoaksschools.com)  
[Principal@glenoaksschools.com](mailto:Principal@glenoaksschools.com)



# GLENOAKS CHRISTIAN ELEMENTARY & MIDDLE SCHOOL

## WOODEN SHOE PRESCHOOL

*A Ministry of the First United Methodist Church of San Fernando*

### Department of Public Health Acute Communicable Disease Program

Contact Information:

Daytime: (213) 240 - 7941

Evening: (213) 974 - 1234

## School Exposure Management Plan

Adapted from CDC.gov website & County of Public Health Department

### Creating a Safe Environment for Children and Employees

#### • PRE-SCREENING

- Staff, students, and scheduled visitors must check-in to a screening before entering school; Requires a series of questions and a temperature check.
- If a staff member or child shows symptoms of COVID-19, they may not remain on-campus unless the child shows no symptoms for the next 24 hours.
  - Refer to the list of symptoms on Page 1 of this document. The first three symptoms (fever, cough, and shortness of breath) are the most common signs of COVID-19 infection.
- If a child develops any symptoms while on-campus, they will be separated away from the classroom. Parents will have ½ hour to pick up their child from the time of contact. A surgical mask will be placed on the sick child after moving them in an isolation sick room.

Isolation Room: \_\_\_\_\_

#### • GOOD HYGIENE

- All children from ages 2 and older should use face coverings with adult supervision.
  - Children with breathing problems could use a face shield with drape covering in lieu of a cloth face covering.
- All staff members and scheduled visitors should wear a cloth face coverings at all times while at work except when alone in a private office or an enclosed cubicle when eating.
  - A face shield with a drape on the bottom edge may be worn in lieu of a cloth face covering if preferred.
  - Glenoaks Christian Schools provide masks for all staff who have any contact with other employees, with children and/or with visitors on site.
  - We recommend washing your face coverings daily.
- Hand Washing & Sanitizing Stations: Frequent hand washing and sanitation will be ensured by all staff, students and visitors.
  - All staff members, students, and scheduled visitors should wash hands and/or sanitize upon entry of the facility.
  - Signs to remind all children and staff on proper handwashing technique will be posted in all bathrooms.
  - Classes will receive designated times to wash hands and/or use sanitizer. Depending on the child's age, supervision will be required during hand-washing and sanitizing.
  - Sanitizer will be made available in strategic locations throughout the school (in or near classrooms, entrance to facility, at reception, and inside the workplace or immediately outside where people have direct interactions).



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### • **CLEANLINESS AND DISINFECTANTS**

- Cleaning and disinfecting are 2 separate steps in the clean-up process.
  - Cleaning:
    - Warm water and soap will be used to remove germs, dirt, and impurities from surfaces.
  - Disinfecting:
    - EPA-registered disinfectant or alcohol will be used to disinfect all common areas and frequently touched objects.
- Full-scale cleaning and disinfecting will be done after hours, when children are not present.
- Spot cleaning and disinfecting of frequently touched or soiled areas will be carried out regularly throughout the day, even when children are present.
  - Surfaces of concern may include sink knobs, toilet handles, tables, and door handles.
- Cleaning and disinfecting spray must remain out of reach to the children.
- Staff members using cleaning/disinfecting products must wear adequate PPE, including gloves and/or eye protection.
- Toys and educational supplies should be cleaned and disinfected after each use.
  - Designate a container for toys to be cleaned, sanitized, or disinfected before introducing back into the classroom environment.
  - Provide individually labeled bins with toys and belongings for each child.
  - Remove toys that are difficult to clean (e.g. soft toys)

### • **CLASSROOM SIZING**

- Childcare activities, indoor and out, must be carried out in stable groups of **16 or fewer** (“stable” means the same 16 or fewer children are in the same group each day).
  - When possible, grouping children who live in the same household (i.e. siblings) is recommended; if a child must leave the facility and quarantine/test due to exposure, siblings/other children at the facility from the same household will also need to leave the facility to quarantine/test.

### • **CLASSROOM/SCHOOL LAYOUT**

- Children must stay in their assigned room with the assigned educator and may not move from one group to another.
- Classrooms and play areas must be rearranged to put 6 feet between activity stations, tables, and chairs.
- Tape markings will be used throughout common areas where students are present.
- At naptime, cribs and cots should be at least 6 feet apart and alternate from head to foot.
- All paths must have a continuous and unobstructed path from any point within the area to a place of safety.

### • **No Visitors or parents allowed on-campus.**

- Visitors must schedule an appointment and be approved by administration to enter the facility.
- Visitors with appointments must comply with Glenoaks Christian Schools Protocols



## What to do if a school community member\* has or has been exposed to COVID-19

\*School Community Member refers to all students, staff, parents, and scheduled visitors of Glenoaks Christian Schools.

### If a school community member *shows signs of symptoms*:

See page 1 for symptoms.

#### Sick Child:

- Parents of the sick child will be called for immediate pickup. A ½ hour (30 min.) window will be given to pick up your child.
- Sick Child will be taken to a designated classroom for isolation with a staff member until parent or guardian arrives.
- If a child shows minimal symptoms, the child must stay home in isolation and monitor their symptoms for 24 hours.
  - If symptoms show improvement, the child may return to campus.
- If a child is sick with symptoms of respiratory illness, the child must stay home in isolation and not return to the Glenoaks Christian Schools campus until the following conditions are met:
  - free of fever for at least 72 hours without fever-reducing medication.
  - minimum of 10 days after onset of symptoms
  - symptoms show signs of improvement
- If a child begins to show signs of Acute Respiratory Illness medical assistance will be called immediately, 911. Glenoaks' Staff will accompany the child to hospital if allowed by EMT.
- Children who have been exposed to someone who has respiratory illness should remain home for 10-14 days to see if they develop symptoms of illness. If no symptoms appear within 10-14 days, the child may return to site.

#### Sick Staff Member:

- If a staff member shows minimal symptoms, the staff member must stay home in isolation and monitor their symptoms for 24 hours.
  - If symptoms show improvement, the staff member may return to campus.
- If a staff member is sick with symptoms of respiratory illness, the staff member must stay home in isolation and not return to the Glenoaks Christian Schools campus until the following conditions are met:
  - free of fever for at least 72 hours without fever-reducing medication.
  - minimum of 10 days after onset of symptoms
  - symptoms show signs of improvement
- Staff member(s) who have been exposed to someone who has respiratory illness should remain home for 10-14 days to see if they develop symptoms of illness. If no symptoms appear within 10-14 days, the staff member may return to site.
- A healthcare provider's note is NOT required for employees to return.
- If a teacher must be isolated due to signs of illness, we will assess the velocity of the situation to proceed.



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Guidance on caring for your child if they show symptoms of COVID-19 from DPH website: <http://publichealth.lacounty.gov/media/Coronavirus/docs/people/GuidanceCarinGforChildren.pdf>

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## If someone is **exposed to an individual outside of the school community who has COVID-19:**

- School Campus will continue operation and assess the situation.
- The student(s) or staff must self-quarantine and monitor their symptoms.
- School community member(s) exposed must immediately self-quarantine for 10-14 days since last exposure to the case and follow the Procedures outlined for Close Contacts to COVID-19.
- A negative test result during the quarantine does not shorten the quarantine period. All school community members must quarantine for 10-14 days if exposed to COVID-19.

All other staff, parents, and students should continue to self-monitor for **symptoms\*\*** and wear cloth face coverings when in public. If they develop symptoms, they should notify the assigned office administration supervisor and stay home.

Guidance on home isolation for close contacts of COVID-19 from DPH website: <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>.

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## If a member of our school community has a **confirmed case of COVID-19:**

### STAFF ONLY:

- Immediate separation of the confirmed case will occur.
  - If notification occurs on-site, the member exposed will be placed in a temporary isolation area free from other community members.

Isolation area: \_\_\_\_\_

### ALL SCHOOL COMMUNITY MEMBERS:

- The Department of Public Health (DPH) Acute Communicable Disease will be contacted within 1 business day of notification of a confirmed case for consultation and guidance before communicating with all staff and families.
- A list of all personnel who were exposed to the confirmed case will be documented to be sent to the DPH and a notification letter will be sent recommending these families to home-quarantine for 10-14 days from the date of contact.
  - Note that while all parents/caregivers and staff should be informed of a confirmed case of COVID-19 in someone connected to the facility, it is not legal to share the name of the infected individual. It may not be hard for children or staff to guess who the person is, but that is different from an intentional release of private medical information about someone.



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- DPH will follow-up directly with exposed students and employees through the DPH case and Contact Investigation Program to collect additional information and issue the Health Office Order for Quarantine.

Guidance on home isolation for people with COVID-19 from the DPH website:

<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>

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### **If our school community has a 2 *confirmed* cases of COVID-19:**

- We will follow the required steps for 1 confirmed case.
- School will assess whether 2 confirmed cases have epidemiological links (i.e. present at the same place and time during the infectious period.)
  - If no epidemiological links do not exist, school continues with routine COVID-19 exposure monitoring.
  - If epidemiological links exist, the school will reinforce school messages to the exposed community members on precautions to take to prevent further spread, including implementation of site-specific interventions.
- If students or staff must self-quarantine for 10-14 days, **we will assess the velocity of the situation to proceed.**

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### **If our school community has a 3 or more *confirmed* cases of COVID-19:**

- School will report cluster to DPH Acute communicable Disease Control (ACDC) Education Sector Team within 1 business day of notification of cluster for consultation and guidance before communicating with all staff and families.
  - **School Cluster** is defined as at least 3 laboratory-confirmed cases from different households with symptomatic or asymptomatic COVID-19 over a 14-day period in group(s) that are epidemiologically linked.
  - **Groups** include persons that share common membership, e.g. classroom, school event, school extracurricular activity, academic class, sports teams, clubs, transportation.
- School will assess whether the confirmed cases have epidemiological links (i.e. present at the same place and time during the infectious period.)
- A list of all personnel who were exposed to the confirmed case and/or those at school will be documented to be sent to the DPH.
- Notifications will be sent out to DPH advises the school on the next steps.
- **If students or staff must self-quarantine for 10-14 days, we will assess the velocity of the situation to proceed.**
- DPH will determine if the outbreak criteria is met.
  - If criteria is not met, we will continue with COVID-19 exposure monitoring.
  - School will close and move into remote learning.
  - If criteria is met, DPH Outbreak Management Branch (OMB) is activated and an OMB public health investigator will coordinate with the school on outbreak management for the duration of the outbreak investigation (at least 10-14 days since the last confirmed case).



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## Steps to help prevent the spread of COVID-19 if you are sick

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and community.

### Stay home except to get medical care

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Avoid public transportation, ride-sharing, or taxis.** Separate yourself from other people

As much as possible, stay in a specific room and away from other people and pets in your home. If possible, you should use a separate bathroom. If you need to be around other people or animals in or outside of the home, wear a cloth face covering.

### \*\*Monitor your symptoms

- Symptoms of COVID-19 include fever, cough, or other symptoms.
- Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

\*This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.





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## Useful Resources:

Los Angeles County Department of Public Health (LACDPH, County)

<http://publichealth.lacounty.gov/media/Coronavirus/>

Social media: @lapublichealth

Los Angeles County Department of Mental Health Access Center 24/7 Helpline  
(800) 854-7771

California Department of Social Services, Community Care Licensing Division

<https://www.cdss.ca.gov/inforesources/community-care-licensing>

California Department of Public Health (CDPH, State)

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>

Centers for Disease Control and Prevention (CDC, National)

<http://www.cdc.gov/coronavirus/novel-coronavirus-2019.html>

World Health Organization (WHO, International)

<https://www.who.int/health-topics/coronavirus>

Guidance on caring for your child if they show symptoms of COVID-19 from DPH website: <http://publichealth.lacounty.gov/media/Coronavirus/docs/people/GuidanceCaringforChildren.pdf>

Guidance on home isolation for close contacts of COVID-19 from DPH website:

<http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>.

Guidance on home isolation for people with COVID-19 from the DPH website:

<http://publichealth.lacounty.gov/acd/docs/HomeisolationenCoV.pdf>

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