



COVID-19 Return to School Guidelines

Garden of the Sahaba Academy	2
COVID-19 Return to School Guidelines	2
COVID-19 Related Terminology	3
Preventive Actions that will be required by GSA’s Administrative Staff and the School Nurse :	5
Additional Preventive Actions that will be required of:	6
Teachers and Staff Members:	8
Bus Driver	9
Standards for the Health Office	9
Classroom Management	10
Sick Day Guidelines	12
Symptoms Requiring Absence or Early Dismissal	12
When to Return to School or Work	12
COVID-19 Test-Based Strategy	13
COVID-19 Ruled Out	14
COVID-19 Emergency Response Policy (CERP)	14
Lower School	15
The Principal or his designee will be responsible for the following:	16
The Administrative Secretary will be responsible for the following:	16
Teachers in charge of classrooms considered “Ground Zero” will be responsible for the following:	16
Teachers in all other classrooms will be responsible for the following:	17
Upper School	17
Visitors	17
COVID-19 Positive Individual on GSA’s Campus	18
Cleaning and Disinfecting	18
Routine Cleaning and/or Disinfecting Classrooms and Frequently Touched Surfaces/Items	18
Cleaning and Disinfecting After Potential or Actual Exposure to COVID-19	20
School Support and Addendums	22

[Back to top](#)

Garden of the Sahaba Academy COVID-19 Return to School Guidelines

The purpose of this policy is to outline Garden of the Sahaba Academy's return to school guidelines in light of the COVID-19 pandemic. During this pandemic, the guidelines contained in this policy will automatically supersede any of GSA's non-pandemic policies dealing with the same topic(s). GSA's COVID-19 guidelines are based on recommendations by the CDC, Florida Department of Education, Palm Beach County School District, and the Palm Beach County Health Department. They have been carefully considered to address and promote the safety, health, and welfare of our community. These guidelines will help in the protection and support of all students and staff, including those at higher risk for severe illness.

The COVID-19 Policy will address the following:

- COVID-19 Related Terminology
- Preventive Actions
- Standards for the Health Office
- Cleaning and Disinfecting
 - Routine Cleaning and Disinfecting
 - Cleaning and Disinfecting After Potential or Actual Exposure to COVID-19
- Sick Day Guidelines
 - Symptoms Requiring Absence or Early Dismissal
 - When to Return to Work/School
- COVID-19 Emergency Response Procedure
- COVID-19 Positive Individual on GSA's Campus Procedure
- School Support

COVID-19 Related Terminology

- **CDC - Centers for Disease Control and Prevention**
- **OSHA - Occupational Safety and Health Administration** - agency created by Congress in 1970 to ensure safe and healthful working conditions.
- **Personal Protective Equipment (PPE)** refers to specialized clothing or equipment (i.e. gloves, masks, goggles, eye shield) worn to protect against infectious materials (OSHA).
- **Primary Screening** includes observing students, employees, and visitors for obvious signs of illness, measuring temperature, and collecting information on travel and exposure history.
- **Isolation** refers to separating sick people with a contagious disease from people who are not sick.
- **Quarantine** refers to the practice of confining individuals who have had close contact with a COVID-19 case to determine whether they develop symptoms of the disease. Quarantine for COVID-19 should last for a period of 14 days.
- **Social distancing** is the practice of increasing the space between individuals and decreasing the frequency of contact to reduce the risk of spreading the disease (ideally to maintain at least 6 feet between all individuals, even those who are asymptomatic).
- **Close Contact** is defined (by the CDC) as being within 6 feet of a laboratory confirmed or probable COVID-19 person for 15 minutes or longer.
- **Standard Precautions** refers to common sense practices and use of PPE that protect healthcare providers from infection and prevent the spread of infection from patient to patient (CDC).
- **Cleaning** refers to the removal of dirt and impurities, including germs, from surfaces. Cleaning alone does not kill germs but it decreases their number and therefore any risk of spreading infection (CDC).
- **Disinfecting** works by using chemicals, for example EPA-registered disinfectants, to kill germs on surfaces to help reduce the risk of spreading infection (CDC).
- **Frequently touched surfaces** refers to common areas such as tables, doorknobs, light switches, handles, desks, toilets, faucets, sinks, water fountains, hard-backed chairs, tablets, touch screen, phones, and remotes.
- **Ground Zero** refers to a classroom or location where an ill-person was prior to being isolated.
- **Disinfected Safe Site** refers to a location where students and staff members will be relocated to following possible contact with an “ill-person.”

- **Ill-Person** refers to either a student, staff member, or visitor that exhibits any of the following COVID-19 symptoms:
 - Coughing
 - Sore throat
 - Fever 100 degrees fahrenheit or greater
 - Shortness of breath
 - Difficulty breathing
 - Chills
 - Muscle pain
 - New loss of taste or smell

Preventive Actions that will be required by GSA's Administrative Staff and the School Nurse :

- Establish and maintain communication with local and State authorities to determine current mitigation levels in the community.
- Limit visitors to those essential to the operation of GSA.
 - Signs will be posted at the entrance(s) of the buildings alerting visitors and persons non-essential to the operation of GSA that they may not enter the premises.
 - Temperature checks of all essential visitors.
- CDC COVID-19 information posters (signs/symptoms/preventive actions) will be posted in prominent locations throughout the school.
- CDC handwashing posters will be placed above every sink.
- Promote Healthy Hygiene Practices
 - Hand hygiene - washing hands with soap and water for 20 seconds.
 - If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used.
 - If hands are visibly dirty, always wash hands with soap and water.
 - Students and staff members should clean hands often, especially:
 - When entering school premises
 - After blowing one's nose, coughing, or sneezing
 - After using the restroom
 - Before preparing food
 - Before and after meals
 - Before and after providing routine care for another person who needs assistance

- After removing gloves
 - Before and after each activity
 - Maintain (at all times) adequate supplies of the following items:
 - Soap
 - Hand sanitizer with at least 60 percent alcohol
 - Paper towels
 - Tissues
 - Face coverings
 - Gloves
 - EPA-registered disinfectant supplies
- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>)

Additional Preventive Actions that will be required of:

- Staff members, students, parents, and visitors:
 - Avoid close contact with people who are sick.
 - Stay home when you are sick.
 - Monitor your child(ren) for infectious illness every day and keep your child(ren) home when they are sick.
 - Please refer to GSA's Screening questionnaire for guidance.
 - Hand hygiene as outlined above.
 - Cover your cough or sneeze with your upper arm or a tissue, then throw tissue in the trash. Follow with hand washing.
 - Avoid touching your eyes, nose, and mouth.
 - Ensure all vaccines are up to date.
 - Non-contact methods of greeting.
 - Social distancing - stay at least 6 feet from other people (whenever possible).
 - Social distancing signs placed throughout GSA's campus.
 - Move large staff meetings and student assemblies to more open spaces or utilize virtual tools.
 - Wear a cloth face covering when around others (Per the CDC, "The use of facemasks for persons with respiratory symptoms and fever over 100.4 is recommended if available and tolerated by the person and developmentally appropriate; and, face coverings are most essential at times when social distancing is not possible.")

- Face coverings will be required upon entering and leaving GSA's campus; on the bus; in the hallways; and, in classrooms and offices (especially when social distancing is limited).
 - Social distancing should be maintained (to the maximum extent possible) when face coverings are not in use.
 - Cloth face coverings should not be placed on children under two, people who are having trouble breathing, unconscious, or unable to remove the mask without assistance.
 - Protect Students, Staff, and Families with Medical Vulnerabilities
 - Encourage medically vulnerable students and staff to consult with their family doctor and develop a plan for their safe participation in school/work.
 - GSA will accommodate medically vulnerable students and staff and those living with medically vulnerable family members on a case-by-case basis. Some of the measures GSA will implement will include (but is not limited to) the following:
 - Availability of sneeze guards.
 - Minimize the number of people they interact with.
 - Consider flexible arrival and dismissal times for vulnerable students.
 - To the extent possible for families:
 - The same person should drop off and pick up the child every day.
 - Older family members or those with underlying medical conditions should not drop off or pick up children.
 - Parents and staff members will be required to sign the Acknowledgement, Waiver of Liability, and Assumption of Risk Agreement Relating to COVID-19/Coronavirus.
- Teachers and Staff Members:
 - For families of Pre-K students, arrange parent sign-in sheets (outside of the classroom) next to hand sanitizer with at least 60% alcohol, and provide sanitary wipes for cleaning pens.
 - Lower and upper school offices will have parent sign-in/out sheets and visitors' log next to hand sanitizer, and provide sanitary wipes for cleaning pens.
 - Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
 - Establish a schedule for cleaning/disinfecting frequently touched objects.

- “Dirty” Bin placed in each classroom for placing mouthed/high-contact toys or items that must be disinfected immediately.
 - Avoid use of soft or plush toys/items that can not be easily cleaned.
- Avoid and/or limit sharing of electronic devices, books, toys, games, or learning aids.
- Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.
- Social distancing - stay at least 6 feet from other people (whenever possible).
 - Limit class size to maintain a maximum distance between desks and/or students as possible, even if not able to achieve 6 feet.
 - Maximum of 10 students for Pre-K classes.
 - Maximum of 15 students for KG - 12 classes.
 - Move non-essential furniture and equipment out of classrooms.
 - Space out bedding (head-to-toe positioning) to 6 feet apart if possible.
 - Classes should include the same group of children each day.
 - Assigned seating for students.
 - Restrict mixing between groups.
 - Serve meals in classrooms (outdoor patio will be available if scheduled in advance and must be cleaned/disinfected after each use).
 - No field trips
 - Close communal spaces.
 - No group gatherings.
 - Stagger arrival and drop-off times.
 - Set up an isolation area in each classroom (if possible).
- In classrooms where social distancing is not feasible, healthy hygiene practices (i.e. hand hygiene, sneeze/cough etiquette, cleaning/disinfecting) should be **strictly followed** in addition to **at least two** or more of the following strategies:
 - Use of cloth face coverings
 - Use of sneeze guards or partitions
 - Desks facing the same direction
 - Increase circulation of outdoor air as much as possible by opening windows and doors.

- Use outside and unconventional spaces with significant options for social distancing for learning and extracurricular activities.
- Bus Driver:
 - Assigned seating for students riding the bus to and from school.
 - Space students out to every other seat (if possible).
 - Ensure students coming on the bus are wearing face coverings.
 - Have hand sanitizer available on the bus.
 - Seats will be wiped down with disinfectant cloths daily (preferably at the end of the day).

Standards for the Health Office

GSA's health office will follow standard precautions for all patient care. Standard precautions will include the following:

- Hand hygiene before and after each office encounter and after each intervention.
 - Handwashing for 20 seconds with soap and water is the preferred method.
 - Hand sanitizer with at least 60% alcohol is also acceptable (if gross soiling is not involved)
- Use of appropriate PPE whenever there is an expectation of exposure to infectious material.
- Follow respiratory hygiene/cough etiquette principles.
- Ensure appropriate patient placement (isolation).
- Properly handle, clean, and disinfect patient care equipment and instrument/devices.
- Clean and disinfect the environment appropriately.
- Handle textiles and laundry carefully

A secondary clinic is available for students and employees showing symptoms of COVID-19.

Classroom Management

In order to prevent potential exposure to infectious diseases, promote isolation, and decrease office congestion, students' visits to the clinic (during a COVID-19 Emergency Response) should be avoided (if possible). Teachers should refer to the following when deciding whether a student needs to be sent to the clinic.

- Paper cuts, small abrasions, picked scabs, old wounds - students should wash the area and apply band aid if needed.
- Minor bump, sprain, or strain - ice pack to area for 10 - 15 minutes.

- Minor headaches and/or fatigue (without recent fall/injury) - allow them to get a snack/drink water, and wait 20 minutes.
- Mild stomach ache and/or nausea - allow them to use the restroom, drink water, and have a snack; wait 20 minutes.
- Diarrhea (without fever) - notify parent to pick student up.
- Localized bug bite - if no allergy history and not spread over a large area of skin, apply a cool paper towel to the area to help prevent scratching.
- Anxiety/Stress/Psychosocial Issues (if not affecting breathing or medical health) - try a snack, redirection, or referral to counseling or other applicable services for collaboration.
- Send to the Clinic (accompanied by someone/golf cart ride) or, stay in place for in-person evaluation, if any of the below-mentioned criterias are met.
 - Temperature 100 degrees or higher (isolate individual and notify school nurse)
 - Symptoms of communicable disease - heavy green discharge, reddened eyes, sore throat (isolate individual and notify school nurse)
 - Vomiting
 - Allergic Reaction
 - Shortness of breath/difficulty breathing (isolate individual and notify school nurse)
 - Uncontrollable bleeding
 - Dizziness/Lightheadedness
 - Vision impairment
 - Head injury
 - Confusion
 - Decreased level of consciousness
 - Neck Pain post fall (student should not be moved)
 - Significant physical injury (especially after fall or any physical trauma)
 - Diabetic related
 - Individualized triage judgement call of faculty/staff or based off of reported condition as directed by the school nurse.
 - Any COVID-19 symptoms (isolate individual and notify school nurse)

In the event of any emergency, 911 should NEVER be delayed. Activate EMS and delegate as appropriate.

Sick Day Guidelines

- **Symptoms Requiring Absence or Early Dismissal**

- Fever (Temperature of 100.0 degrees Fahrenheit or higher)
- Cough - uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of Breath/Difficulty Breathing
- New loss of taste or smell
- Muscle Pain
- Chills
- Symptoms of communicable disease (heavy green discharge, reddened eyes, sore throat)
- Abdominal pain
- Active nausea and/or vomiting
- Diarrhea
- Headache
- Unusually lethargic behavior
- Undiagnosed, new, and/or untreated rash or skin condition (i.e. generalized hives, wound with purulent drainage, etc.)
- The first 24 hours of various antibiotic treatments (i.e. strep throat, pink eye, etc.)
- Doctor's note requiring the student or staff member to stay at home.

- **When to Return to School or Work**

- **Symptoms in Absence of Close Contact or Exposure to a COVID-19 Infected Person or Location**
 - May return to school if symptoms (with the exception of new cough, shortness of breath, difficulty breathing, new loss of taste or smell) are improving; and, fever free for 24 hours without the use of any fever reducing medication.
- **Absence of Symptoms but Close Contact with Someone who has COVID-19** - close contact is defined as being within 6 feet for more than 15 minutes without appropriate protection. A person is typically considered to be infectious from 48 hours before symptoms first appeared (or date of first positive laboratory test for people without symptoms) up to 10 days later.

- Stay home for 14 days after their last exposure to that person.
- **COVID-19 Symptom-Based Strategy** (symptoms may include fever, cough, sore throat, shortness of breath, difficulty breathing, chills, muscle pain, new loss of taste or smell)
 - Those who have COVID-19 symptoms (fever, cough, shortness of breath, difficulty breathing, chills, muscle pain, new loss of taste or smell) and have **NOT BEEN TESTED** should be excluded from school/work until:
 - At least 24 hours have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications; **and**
 - Improvement in respiratory symptoms (e.g. cough, shortness of breath); **and**
 - At least 10 days have passed since symptoms first appeared.
 - The student and/or employee **must** follow up with a medical provider and obtain clearance prior to returning to school/work.
- **COVID-19 Test-Based Strategy**
 - Those who were tested positive for COVID-19 should be excluded from school/work until:
 - At least 24 hours have passed since recovery. Recovery is defined as resolution of fever without the use of fever-reducing medications; **and**
 - At least 10 days have passed since tested positive.
 - Improvement in respiratory symptoms (e.g. cough, shortness of breath); **and**
 - A follow-up test indicating you are negative is not required; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.
 - The student and/or employee **must** follow up with a medical provider and obtain clearance prior to returning to school/work.
- **COVID-19 Ruled Out**
 - If tested negative for COVID-19, student or staff member may return to school/work if:

- Student or staff member tests positive for alternate diagnosis (e.g., tested positive for influenza, strep throat). Criteria for return to school/work will be based on that diagnosis.
 - 24 hours fever-free without the use of fever-reducing medication.
 - 24 hours since the last episode of vomiting or diarrhea.
 - After 24 hours on antibiotics for a variety of bacterial causes
 - Doctor's note of clearance for various student specific and/or adult related medical conditions.
- Any student and/or employee living in the same household with the sick person will have to meet the above criterias before returning to school or work. Every effort should be made to isolate the sick person from well family members.
 - Please note that these recommendations do not apply to persons with severe COVID-19 or with severely weakened immune systems. These persons should talk to their healthcare provider for more information and guidance.

COVID-19 Emergency Response Policy (CERP)

In light of the COVID-19 Pandemic, GSA has implemented the COVID-19 Emergency Response Policy (**CERP/"CODE 19"**). The purpose of the CERP is to ensure the safety of the students and staff members at GSA (and the community at large) through the implementation of certain mitigation strategies which aims to prevent the transmission of COVID-19.

CERP/"CODE 19" will be activated when either a student, staff member, or visitor has been identified as an "ill-person" (having one or more of the following symptoms - cough, fever, sore throat, shortness of breath, difficulty breathing, muscle pain, chills, new loss of taste or smell).

Lower School

The School Nurse will be responsible for the following:

- Isolation of the "ill-person" in the clinic
- Notify the Principal or his designee
- Take the following standard precautions - wearing gloves, mask, and gown (as applicable)
 - Use of a mask to prevent droplet transmission during close contact.
 - Use of gloves and gowns if draining wounds are present and to avoid potential exposure to blood borne pathogens.
- If needed, provide a mask for the student or staff member (unless contraindicated)

- Assessment of student or staff member
- Completion of COVID-19 Contact Trace Questionnaire
- Completion of Instructions for Sick Day & When to Return to Work/School form and give a copy to the parent or staff member
- Notify parent to pick up his/her child
- Instruct parent(s)/staff member as follows:
 - **Call Florida Health COVID-19 Call Center Hotline, 866-779-6121, for guidance regarding presenting symptoms and if testing for COVID-19 is warranted.**
 - **If stable, encourage parent/staff members to utilize televisits and telephone calls to prevent potential community transmission of infectious disease.**
 - **A follow up with a medical provider with a clearance note will be needed prior to returning to school/work.**
- Remain with the “ill-person” until they leave GSA’s campus.
- For students, document the encounter in RenWeb and place completed Contact Trace Questionnaire and Instructions for Sick Day & When to Return to Work/School form in the student’s file.
- For staff members, place completed Contact Trace Questionnaire and Instructions for Sick Day & When to Return to Work/School form in his/her personnel file.
- Disinfecting the clinic/isolation room once the student or staff member leaves.

The Principal or his designee will be responsible for the following:

- Notify teachers and staff, over loudspeaker, that COVID-19 Emergency procedures are in effect - **“CODE 19”**
- Obtain Contact Trace Questionnaires from School Nurse and ensure that all areas that the student or staff member visited is scheduled for disinfection.
- Notify teachers and staff, over loudspeaker, when zones are cleared and considered safe for re-entry.
- Once the COVID-19 Emergency Response has ended, ensure that the **“Disinfected Safe Site”** is cleaned/disinfected.

The Administrative Secretary will be responsible for the following:

- Notify the Upper School Administrative Secretary of the current COVID-19 Emergency Response status at the Lower School and that all student and/or staff traffic (to the Lower School) is temporarily suspended.

- Keep visitors from entering the school.
- Notify the Upper School Secretary once an “All Clear” announcement is made.

Teachers in charge of classrooms considered “Ground Zero” will be responsible for the following:

- Evacuation of students with their belongings from the “Ground Zero” classroom or location to the “**Disinfected Safe Site.**”
- Ensures that everyone, upon exiting the “Ground Zero” classroom, is wearing a face covering and uses hand sanitizer.
- Leaves the door to the classroom open.
- Once at the “Disinfected Safe Site”, take his/her temperature and that of every student and document on COVID-19 Emergency Response Temperature log.
- Isolate any student or staff member with a temperature greater than 99.9 degrees Fahrenheit.
- Report any readings greater than 99.9 degrees Fahrenheit to the School Nurse.
- Remain at the “Disinfected Safe Site” until the “All Clear” announcement is heard over the loudspeaker.

Teachers in all other classrooms will be responsible for the following:

- Making sure students remain in their classroom; and, hand hygiene and disinfecting procedures are followed.
- If students are not in their homerooms at the time that the COVID-19 alert is given, teachers should escort students back to their homerooms.
- Manage minor student injuries in the classroom and avoid sending students to the clinic unless absolutely necessary.
- Do not leave the classroom or allow any student to leave the classroom until notified, by the Principal or his designee (over the loudspeaker) that certain zones are cleared for re-entry and/or “All Clear” announcement is given.

Upper School

If a student or staff member (in the upper school) presents with any COVID-19 symptoms, **the student or staff member should not be transferred to GSA’s clinic.** GSA’s COVID-19 Emergency Response will be activated. The roles of the teachers and principal (or his designee) will remain as outlined above. The Upper School Secretary will be responsible for the following:

- Isolate the “ill-person” in the designated isolation room or area.
- Notify the School Nurse and the Principal (or his designee).

- The School Nurse will come to the Upper School to assess the student or staff member; and, complete the COVID-19 Contact Trace Questionnaire.
- Notify the Lower School Administrative Secretary of the current COVID-19 Emergency Response status at the Upper School and that all student and/or staff traffic (to the Upper School) is temporarily suspended.
- Keep visitors from entering the building.
- Notify the Lower School Secretary once an “All Clear” announcement is made.

Visitors

If a visitor presents with any COVID-19 symptoms while on GSA’s campus, the visitor will be denied entrance or will be escorted out of the building. GSA’s COVID-19 Emergency Response Policy will be activated with attention to the disinfecting of any surfaces and/or locations that the visitor may have come in contact with.

COVID-19 Positive Individual on GSA’s Campus

In the event that a person diagnosed with COVID-19 **is/was** present on GSA’s campus, the following procedures will be followed:

- If the individual is present on campus, that person will be isolated.
- GSA’s COVID-19 Emergency Response (**CODE 19**) will be activated and followed based on the individual and his/her location on GSA’s campus.
- Notify the Local Health Office
 - Phone number: 561-837-5942
 - Fax Number: 561-837-5087
 - Email: PBChildcare@flhealth.gov
- Advise the individual and/or parents not to return to school or work until they have met CDC criteria to discontinue isolation.
 - The local health office will further provide instructions to the person and household contacts about when it is safe to return to work/school.
 - The student or employee must follow up with a medical provider and obtain clearance prior to returning to school/work.
- Notify staff and parents immediately while maintaining confidentiality of the individual in question.
 - Parents will be notified via email and text messaging.
- Contact tracing will be done in consultation with Local Health Officials.

- Inform those who have had close contact to the person diagnosed with COVID-19 to stay home and self-monitor for symptoms and to follow CDC guidance.
- When applicable, the administrative staff and teachers should prepare for early dismissal and transition to online learning.

Cleaning and Disinfecting

Routine Cleaning and/or Disinfecting Classrooms and Frequently Touched Surfaces/Items

GSA's routine cleaning/disinfecting plan is based on guidance from the CDC. The cleaning/disinfecting of frequently touched surfaces with household cleaners and EPA-registered disinfectants should be done at **least 3 times per day**. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and EPA-registered household disinfectants should be effective.

All disinfectants currently available at GSA are EPA-registered. A complete list of CDC approved disinfectants can be found on the following website:

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>).

When cleaning/disinfecting, staff members should ensure safe and correct application of disinfectants by following the manufacturer's instructions for concentration, application method, and contact time; and, adhere to the following guidelines:

- Wear gloves when cleaning; and, gowns when appropriate.
- Gloves and gowns should be compatible with the disinfectant products being used.
- Ensure that the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser.
- Ensure ventilation systems operate properly.
- While cleaning/disinfecting, increase circulation of outdoor air as much as possible by opening doors and windows.
- When possible, avoid cleaning in close proximity to students and/or employees (especially those with sensitivities, allergies, or asthma).
- Keep cleaning products and disinfectants away from children.
- Gloves should be removed after cleaning. Wash hands after removing gloves.

Classrooms

Every homeroom teacher will be responsible for incorporating a cleaning and/or disinfecting schedule within their daily lesson plan. All **three** scheduled cleanings should include the disinfecting of all high touched surface areas and items (i.e., door knobs, handles, light switches, faucets, sinks, toilet knobs, seats, and hand sanitizer pumps). At least **one** of the scheduled daily cleanings should also include the disinfecting of all desks, hard-backed chairs, and tables in the classroom. Restrooms should be restocked as needed. Mouthed/shared/high-contact toys or items **and** food contact surfaces should be disinfected then rinsed with water after each use.

Common Areas

All common areas - lower school front office, restrooms, break rooms, high-touched surfaces in hallways - will also require cleaning and/or disinfecting at least **3 times per day**. The janitor will be responsible for the cleaning and/or disinfecting of those areas. Restrooms should be restocked during those times. The tables and benches in the patio area should be cleaned and/or disinfected after each use.

Personal Office Space

Every staff member will be responsible for cleaning/disinfecting his or her office space.

The frequency will also be 3 times per day, at a minimum, and should focus on any high-touched surface or area.

Clinic

The nurse will be responsible for cleaning/disinfecting the clinic after each student encounter.

Floors and Carpets

Non-carpeted floors should be cleaned daily (preferably after school hours) by the janitorial staff. Properly diluted bleach solution (5 tablespoons or $\frac{1}{3}$ cup per gallon of water) is effective against coronaviruses.

Carpeted floors and rugs should also be disinfected daily. Prior to disinfecting, any visible areas of contamination should be cleaned. When using a disinfectant spray, hold can 6 to 8 inches from surface and spray until covered with mist and allow to air dry.

Cleaning and Disinfecting After Potential or Actual Exposure to COVID-19

- Any area that has been occupied or visited by an “ill person” will be closed off.
- Outside doors and windows should be opened and ventilating fans (if available) used to increase air circulation in the area.

- Wait 24 hours (**or as long as practical**) before beginning cleaning and disinfection.
- Cleaning staff should wear disposable gloves, masks, and gowns for all tasks in the cleaning process, including handling trash.
 - Gloves and gowns should be compatible with the disinfectant products being used.
 - Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
 - If gowns are not available, coveralls, aprons or work uniforms/washable clothing can be worn during cleaning and disinfecting.
 - Gloves, gowns, and masks should be removed immediately after cleaning a room or area occupied by ill persons.
 - Gloves, gowns, and masks should be removed carefully to avoid contamination of the wearer and the surrounding area.
 - Clean hands immediately after gloves are removed.
 - Reusable (washable) clothing should be laundered afterwards.
 - Cleaning staff should immediately report breaches in PPE as a tear in gloves or any other potential exposures to the principal or the director.
- Cleaning staff should clean and/or disinfect all areas such as offices, bathrooms, common areas, and shared electronic equipment used by the ill person(s), focusing especially on frequently touched surfaces.
- Hard (Non-porous) Surfaces
 - If surfaces are dirty, they should be cleaned using soap or water prior to disinfection.
 - For disinfection, the most common EPA-registered household disinfectants should be used. The manufacturer's instructions for concentration, application method, and contact time should be followed.
- Soft (Porous) Surfaces (carpeted floors, rugs, and drapes)
 - Remove visible contamination (if present) and clean with appropriate cleaners for use on these surfaces.
 - If items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and dry items completely.
 - For unlaundered items, use products that are EPA-approved for use against the virus that causes COVID-19 and that are suitable for porous surfaces

- Electronics - tablets, touch screens, keyboards, remote controls, phones
 - Remove visible contamination if present
 - Follow the manufacturer's instructions for cleaning and/or disinfecting electronic equipments
 - If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol.
 - Dry surfaces thoroughly to avoid pooling of liquids.
- Linens, Clothing, and Other Items That Go in the Laundry
 - Use gloves and masks when handling dirty laundry.
 - Do not shake dirty laundry
 - Place laundry in plastic and seal/tie off. Then place in a second plastic bag and seal/tie off.

School Support

- Daily Screenings
 - Daily screenings (to include temperature checks) will be conducted for all students and staff members. However, staff members and parents are encouraged to self screen at home prior to coming to the school. Any individual exhibiting any COVID-19 symptoms should stay home and/or will not be allowed entry into the school building. He/she will be instructed on the need to obtain clearance from their medical provider prior to returning to work or school.
 - Sheila D'Metayer (RN) will conduct screening of lower school staff members.
 - In the absence of the school nurse, staff members will be responsible for self screening and notifying the nurse or the director of any abnormal findings.
 - Najat Alomairi will conduct screening of essential visitors.
 - Suzie Mousa will conduct screening of upper school staff members and essential visitors.
 - Screening of students being dropped off in the morning (for both lower and upper school) will be performed by staff member(s) assigned to the morning drop off.
- Visible signs of health and safety from the moment students, parents, staff, and visitors arrive on campus to include, but not limited to:
 - Essential Visitors only sign

- Face Mask required sign
- Social Distancing (6 feet)
- Hand Sanitizer Availability
- Availability of the following supplies:
 - Hand soap
 - Hand Sanitizer with at least 60% alcohol in every classroom and office
 - Hand Sanitizer stations at or near the entrances and exits and other key locations
 - No touch trash cans
 - Paper towels
 - Gloves
 - Face coverings
 - EPA-registered disinfectant supplies
- Education/Training
 - COVID-19 Signs and Symptoms
 - COVID-19 Screening
 - COVID-19 Emergency Response Policy (CERP)
 - When to stay home/When to come back to school
 - Preventive Actions (At home & at school)
 - Healthy Hygiene Practices
 - Social Distancing
 - Cleaning/Disinfecting
- Communication
 - GSA's website <https://assahaba.org/> and the Parent Web will be updated regularly with any relevant information and/or resources.
 - Any information regarding pertinent updates, exposures, or closures will be communicated to the staff and parents via email, text messaging, or phone calls.
 - The school nurse or the director will be responsible for responding to COVID-19 concerns.
 - Staff and families should self-report symptoms to the school nurse and/or the director.
- Absences
 - For students, short and long term absences will be handled on a case-by-case basis.

- Temporary on-line learning will be an option for students with medically necessary absences of greater than 3 days.
- GSA will have in place a plan for the transition to on-line learning in the event of mandatory school closure.
- For staff members, absences will be evaluated for appropriate medical leave or other potential medical accommodations.
 - Flexible sick leave policies will be considered for employees who are COVID-19 positive, have been ordered to self-quarantine as a result of being in close proximity to someone who is COVID-19 positive, or taking care of a family member who is COVID-19 positive.
 - Teleworking will be considered when applicable.

References

https://www.cdc.gov/coronavirus/2019-ncov/index.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2Findex.html

<https://www.cdc.gov/coronavirus/2019-ncov/community/correction-detention/guidance-correctional-detention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/contact-tracing.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>

<https://www.osha.gov/SLTC/covid-19/standards.html>

<http://www.fldoe.org/em-response>

<http://palmbeach.floridahealth.gov/>

https://www.palmbeachschools.org/students_parents/reopening_schools

<https://www.palmbeachschools.org/cms/One.aspx?portalId=270616&pageId=11700166>

Please note that any guidelines and/or information contained in this policy manual is subject for revision as local, state, and/or CDC guidelines are updated. Parents, staff members, and students will be informed of any revisions via email and/or the Parent Web.

Addendum to COVID-19 Return to School Guidelines

Potential Exposure to COVID-19 for Students and Staff Members on Campus (added 2/7/2021)

If GSA's Administration is notified that a student or staff member was in direct contact with an individual that has tested positive for COVID-19 **AND** the student and/or staff member was on GSA's campus anytime after having been exposed, the following actions will be taken:

- The student or staff member will be instructed to quarantine at home (length of quarantine time will depend on date of exposure; if the person who has tested positive for COVID-19 resides in the same household as the student or staff member; the ability of the student or the staff member to isolate themselves from the positive family member; if the student or staff member tests positive; and, onset of symptoms).
- Staff members and parents/guardians of students who may have had direct contact with the potentially exposed student (with or without a mask) will be notified (via a phone call and/or email) and instructed to stay home until further notice while monitoring for symptoms of COVID-19. Confidentiality of the individual in question will be maintained at all times.
- The staff member or parents/guardians of the potentially exposed student will be asked to get tested/have the student tested for COVID-19 (PCR, not rapid testing).
- If the staff member or student tests negative for COVID-19, he/she will be required to finish out the remainder of his/her quarantine period; and, staff members and parents/guardians who may have had direct contact with the potentially exposed student will be allowed to return to GSA's campus.
- If the staff member or student tests positive for COVID-19, GSA's policy pertaining to "COVID-19 Positive Individual on GSA's Campus" will be followed.