



**Santa Fe Christian
Schools K-12
Return to School
Plan**

838 Academy Drive
Solana Beach, CA 92075

COVID-19 PREVENTION PLAN FOR SCHOOLS CHECKLIST

Previously known as the "Safe Reopening Plan for K-12 Schools"

Revised July 23, 2020

School Name:			
School Address:			
School Type:	School District: <input type="checkbox"/>	Charter School <input type="checkbox"/>	Private School <input type="checkbox"/>
Name of School District, Charter School System or Private School System if Applicable:			

This checklist was developed in consultation with the County of San Diego Health and Human Services Agency, Public Health Services and is based on guidance articulated by the California Department of Public Health in its [COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) (July 17, 2020) and COVID-19 and [Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#).

The checklist describes each of the requirements that schools (district, charter, and private) in San Diego County must include in their COVID-19 Prevention Plan before resuming in-person instruction. Schools are not required to use this checklist but doing so is recommended as a means of evaluating the school's COVID-19 Prevention Plan and demonstrating compliance with state and county requirements.

Checking the box to the left of each section indicates that the school has developed plans that address each of the elements described in the section.

1. General Measures

The school's COVID-19 prevention plans address each of the following provisions:

<input type="checkbox"/>	1. The school has a COVID-19 Prevention Plan webpage that provides access to a written, worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks, and that designate a person at each school to implement the plan. <ul style="list-style-type: none">a. Identify contact information for the local health department where the school is located for communicating information about COVID-19 outbreaks among students or staff.b. Incorporate the CDPH Guidance for the Use of Face Coverings, into the School-Site-Specific Plan that includes a policy for handling exemptions.c. Train and communicate with workers and worker representatives on the plan. Make the written plan available and accessible to workers and worker representatives.d. Regularly evaluate the workplace for compliance with the plan and document and correct deficiencies identified.e. Investigate any COVID-19 illness and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases.f. Implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines.g. Identify individuals who have been in close contact (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10 for more detail.)h. Adhere to these guidelines. Failure to do so could result in workplace illnesses that may cause classrooms or the entire school to be temporarily closed or limited.
<input type="checkbox"/>	2. Evaluate whether and to what extent external community organizations can safely utilize the site and campus resources. Ensure external community organizations that use the facilities also follow this guidance.
<input type="checkbox"/>	3. Develop a plan for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. (See Section 10 below.)
<input type="checkbox"/>	4. Develop a plan to further support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. For example, review existing student

[health plans to identify students who may need additional accommodations, develop a process for engaging families for potentially unknown concerns that may need to be accommodated, or identify additional preparations for classroom and non-classroom environments as needed. Groups who might be at increased risk of becoming infected or having unrecognized illness include the following:](#)

- a. Individuals who have limited mobility or require prolonged and close contact with others, such as direct support providers and family members.
- b. Individuals who have trouble understanding information or practicing preventive measures, such as hand washing and physical distancing; and
- c. Individuals who may not be able to communicate symptoms of illness.

5. [Schools should review the CDPH Guidance for the Use of Face Coverings and any applicable local health department guidance and incorporate face-covering use for students and workers into their COVID-19 Prevention Plan. Some flexibility may be needed for younger children consistent with child development recommendations. See Section 3 for more information.](#)

2. Promote Healthy Hygiene Practices

The school's COVID-19 prevention plans address each of the following provisions:

6. [Teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.](#)
- a. Teach students and remind staff to use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
 - b. Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
 - c. Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
 - d. Staff should model and practice hand washing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
 - e. Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer must be rubbed into hands until completely dry. Note: frequent hand washing is more effective than the use of hand sanitizers.
 - f. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children.
 - i. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin.
 - ii. Do not use hand sanitizers that may [contain methanol](#), which can be hazardous when ingested or absorbed.
 - g. Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.
7. [Consider portable handwashing stations throughout a site and near classrooms to minimize movement and congregations in bathrooms to the extent practicable.](#)
8. [Develop routines enabling students and staff to regularly wash their hands at staggered intervals.](#)
9. [Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trashcans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer.](#)
10. [Information contained in the CDPH Guidance for the Use of Face Coverings to staff and families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings.](#)
11. [Employers must provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment.](#)
12. [The school has a sufficient supply of personal protective equipment \(PPE\) necessary to protect employees. The plans specify the type of PPE needed for tasks performed by employees.](#)
13. [Strongly recommend that all students and staff be immunized each autumn against influenza unless](#)

contraindicated by personal medical conditions, to help:

- a. Protect the school community
- b. Reduce demands on health care facilities
- c. Decrease illnesses that cannot be readily distinguished from COVID-19 and would therefore trigger extensive measures from the school and public health authorities.

3. Face Coverings

The school's COVID-19 prevention plans address each of the following provisions:

14. Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.
- a. Teach and reinforce use of face coverings, or in limited instances, face shields.
 - b. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.
 - c. Information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
 - d. Training should also include policies on how people who are exempted from wearing a face covering will be addressed.

15. The school's plans regarding students' use of face coverings includes the following elements:

Age	Face Covering Requirement
Under 2 years old	No
2 years old through 2nd grade	Strongly encouraged**
3rd grade through high school	Yes, unless exempt

**Face coverings are strongly encouraged for young children between 2 years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

- a. Persons younger than two years old, anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- b. A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.
- c. In order to comply with this guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school. Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Schools should offer alternative educational opportunities for students who are excluded from campus.

16. The school's plans regarding staff use of face covers includes the following elements:

- a. All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- b. In limited situations where face coverings cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.
- c. Workers or other persons handling or serving food must use gloves in addition to face coverings. Employers should consider where disposable glove use may be helpful to supplement frequent hand washing or use of hand sanitizer; examples are for workers who are screening others for symptoms or handling commonly touched items.

4. Ensure Teacher and Staff Safety

The school's COVID-19 prevention plans address each of the following provisions:

- 17. [The school's plan to protect teachers and staff includes the following elements:](#)
 - a. Ensuring staff maintain physical distancing from each other is critical to reducing transmission between adults.
 - b. Ensure that all staff use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
 - c. Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
 - d. Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
 - e. Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
 - f. Implement procedures for daily symptom monitoring for staff.

5. Intensify Cleaning, Disinfection, and Ventilation

The school's COVID-19 prevention plans address each of the following provisions:

- 18. [Consider suspending or modifying use of site resources that necessitate sharing or touching items. For example, consider suspending use of drinking fountains and instead encourage the use of reusable water bottles.](#)
- 19. [Staff should clean and disinfect frequently touched surfaces at school and on school buses at least daily and, as practicable, these surfaces should be cleaned and disinfected frequently throughout the day by trained custodial staff. Frequently touched surfaces in the school include, but are not limited to:](#)
 - a. Door handles
 - b. Light switches
 - c. Sink handles
 - d. Bathroom surfaces
 - e. Tables
 - f. Student desks
 - g. Chairs
- 20. [Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers should be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.](#)
- 21. [Limit use and sharing of objects and equipment, such as toys, games, art supplies and playground equipment to the extent practicable. When shared use is allowed, clean and disinfect between uses.](#)
- 22. [When choosing disinfecting products, use those approved for use against COVID-19 on the Environmental Protection Agency \(EPA\)-approved list "N" and follow product instructions.](#)
 - a. To reduce the risk of asthma and other health effects related to disinfecting, programs should select disinfectant products on list N with asthma-safer ingredients (hydrogen peroxide, citric acid or lactic acid) as recommended by the US EPA Design for Environment program.
 - b. Avoid products that contain peroxyacetic (paracetic) acid, sodium hypochlorite (bleach) or quaternary ammonium compounds, which can cause asthma.
 - c. Follow label directions for appropriate dilution rates and contact times. Provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.
 - d. Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. All products must be kept out of children's reach and stored in a space with restricted access.
 - e. Establish a cleaning and disinfecting schedule in order to avoid both under- and over-use of cleaning products.
- 23. [Ensure safe and correct application of disinfectant and keep products away from students.](#)

- 24. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable. When cleaning, air out the space before children arrive; plan to do thorough cleaning when children are not present. If using air conditioning, use the setting that brings in outside air. Replace and check air filters and filtration systems to ensure optimal air quality.
 - a. If opening windows poses a safety or health risk (e.g., by allowing pollen in or exacerbating asthma symptoms) to persons using the facility, consider alternatives. For example, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- 25. Consider installing portable high-efficiency air cleaners, upgrading the building's air filters to the highest efficiency possible, and making other modifications to increase the quantity of outside air and ventilation in classrooms, offices, and other spaces.
- 26. Take steps to ensure that all water systems and features (for example, drinking fountains and decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of Legionnaires' disease and other diseases associated with water.

6. Implementing Distancing Inside and Outside the Classroom

The school's COVID-19 prevention plans address each of the following provisions:

- 27. During arrival and departure:
 - a. Maximize space between students and between students and the driver on school buses and open windows to the greatest extent practicable.
 - b. Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
 - c. Stagger arrival and drop off-times and locations as consistently as practicable as to minimize scheduling challenges for families.
 - d. Designate routes for entry and exit, using as many entrances as feasible. Put in place other protocols to limit direct contact with others as much as practicable.
 - e. Implement health screenings of students and staff upon arrival at school.
 - f. Ensure each bus is equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one.
- 28. In-classroom spaces:
 - a. To reduce possibilities for infection, students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group, to the greatest extent practicable.
 - b. Prioritize the use and maximization of outdoor space for activities where practicable.
 - c. Minimize movement of students and teachers or staff as much as practicable. For example, consider ways to keep teachers with one group of students for the whole day. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
 - d. Maximize space between seating and desks. Distance teacher and other staff desks at least 6 feet away from student desks. Consider ways to establish separation of students through other means if practicable, such as, 6 feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
 - e. Consider redesigning activities for smaller groups and rearranging furniture and play spaces to maintain separation.
 - f. Staff should develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
 - g. Activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances, are not permitted.
 - h. Activities that involve singing must only take place outdoors.
 - i. Implement procedures for turning in assignments to minimize contact.
 - j. Consider using privacy boards or clear screens to increase and enforce separation between staff and students.
- 29. In non-classroom spaces:

- a. Limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- b. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- c. Consider use of non-classroom space for instruction, including regular use of outdoor space, weather permitting. For example, consider part-day instruction outside.
- d. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, create staggered passing times when necessary or when students cannot stay in one room and create guidelines on the floor that students can follow to enable physical distancing while passing. In addition, schools can consider eliminating the use of lockers and moving to block scheduling, which supports the creation of cohort groups and reduces changes of classrooms.
- e. Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- f. Consider holding recess activities in separated areas designated by class.

7. Limit Sharing

The school's COVID-19 prevention plans address each of the following provisions:

- 30. [Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas. Ensure belongings are taken home each day to be cleaned.](#)
- 31. [Ensure adequate supplies to minimize sharing of high-touch materials \(art supplies, equipment, etc.\) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.](#)
- 32. [Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable. Where sharing occurs, clean and disinfect between uses.](#)

8. Train All Staff and Educate Families

The school's COVID-19 prevention plans address each of the following provisions:

- 33. [Train all staff and provide educational materials to families in the following safety actions:](#)
 - a. Enhanced sanitation practices
 - b. Physical distancing guidelines and their importance
 - c. [Proper use, removal, and washing of face coverings](#)
 - d. Screening practices
 - e. How COVID-19 is spread
 - f. COVID-19 specific [symptom](#) identification
 - g. Preventing the spread of COVID-19 if you are sick, including the importance of not coming to work if staff members have symptoms, or if they or someone they live with has been diagnosed with COVID-19.
 - h. For workers, COVID-19 specific [symptom](#) identification and when to seek medical attention
 - i. The employer's plan and procedures to follow when children or adults become sick at school.
 - j. The employer's plan and procedures to protect workers from COVID-19 illness.
- 34. [Consider conducting the training and education virtually, or, if in person, ensure a minimum of 6-foot distancing is maintained.](#)

9. Check for Signs and Symptoms

The school's COVID-19 prevention plans address each of the following provisions:

- 35. [Prevent discrimination against students who \(or whose families\) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.](#)
- 36. [Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home. Develop policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.](#)

<input type="checkbox"/>	37. Implement screening and other procedures for all staff and students entering the facility.
<input type="checkbox"/>	38. Conduct visual wellness checks of all students or establish procedures for parents to monitor at home. If checking temperatures, use a no-touch thermometer.
<input type="checkbox"/>	39. Ask all individuals if they or anyone in their home is exhibiting COVID-19 symptoms.
<input type="checkbox"/>	40. Make available and encourage use of hand-washing stations or hand sanitizer.
<input type="checkbox"/>	41. Document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any exposure to a positive case of COVID-19 at school while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records. Additional guidance can be found here. As noted in Section 11 below, the staff liaison can serve a coordinating role to ensure prompt and responsible notification.
<input type="checkbox"/>	42. If a student is exhibiting symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
<input type="checkbox"/>	43. Monitor staff and students throughout the day for signs of illness; send home students and staff with a fever of 100 degrees (per San Diego County public health order) or higher, cough, or other COVID-19 symptoms.
<input type="checkbox"/>	44. Policies should not penalize students and families for missing class.

10. Plan for When a Staff Member, Child or Visitor Becomes Sick

The school's COVID-19 prevention plans address each of the following provisions:

<input type="checkbox"/>	45. Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
<input type="checkbox"/>	46. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
<input type="checkbox"/>	47. Establish procedures to arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms: <ul style="list-style-type: none"> a. Fever b. Cough c. Shortness of breath or difficulty breathing d. Chills e. Repeated shaking with chills f. Fatigue g. Muscle pain h. Headache i. Sore throat j. Congestion or runny nose k. Nausea or vomiting l. Diarrhea m. New loss of taste or smell
<input type="checkbox"/>	48. For serious injury or illness, call 9-1-1 without delay. Seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
<input type="checkbox"/>	49. Notify local health officials immediately of any positive case of COVID-19, and exposed staff and families as relevant while maintaining confidentiality as required by state and federal laws. Additional guidance can be found here.
<input type="checkbox"/>	50. Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.
<input type="checkbox"/>	51. Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least three days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

<input type="checkbox"/>	52. Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
<input type="checkbox"/>	53. Schools should offer distance learning based on the unique circumstances of each student who would be put at risk by an in-person instructional model. For example, students with a health condition, students with family members with a health condition, students who cohabitate or regularly interact with high-risk individuals, or are otherwise identified as “at-risk” by the parents or guardian, are students whose circumstances merit offering distances learning.
<input type="checkbox"/>	54. Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.
<input type="checkbox"/>	55. Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.
<input type="checkbox"/>	56. Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace, which are incorporated into this guidance and contain detailed recommendations for establishing a plan to identify cases, communicating with workers and other exposed persons, and conducting and assisting with contact tracing.

11. Maintain Healthy Operations

<input type="checkbox"/>	57. The school has plans that describe how it will: <ol style="list-style-type: none"> a. Monitor staff absenteeism and have a roster of trained back-up staff where available. b. Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly as needed. c. Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns. Workers should know who they are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner. d. Maintain communication systems that allow staff and families to self- report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records. Additional guidance can be found here. e. Consult with local health departments if routine testing is being considered by a local educational agency. The role of providing routine systematic testing of staff or students for COVID-19 (e.g., PCR swab testing for acute infection, or presence of antibodies in serum after infection) is currently unclear. f. Support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.
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12. Considerations for Reopening and Partial or Total Closures

The school’s COVID-19 prevention plans address each of the following provisions:

<input type="checkbox"/>	58. Check state and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly.
<input type="checkbox"/>	59. When a student, teacher, or staff member tests positive for COVID-19 and had exposed others at the school, refer to the CDPH Framework for K-12 Schools, and implement the following steps: <ol style="list-style-type: none"> a. In consultation with the local public health department, the appropriate school official may decide whether school closure versus cleaning and quarantine of exposed persons or other intervention is warranted, including the length of time necessary, based on the risk level within the specific community as determined by the local public health officer. b. Close off the classroom or office where the patient was based and do not use these areas until after cleaning and disinfection. Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. c. Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection. d. Implement communication plans for exposure at school and potential school closures to include outreach to students, parents, teachers, staff, and the community.

- e. Include information for staff regarding labor laws, information regarding Disability Insurance, Paid Family Leave and Unemployment Insurance, as applicable to schools. See [additional information on government programs supporting sick leave and worker's compensation for COVID-19](#), including worker's sick leave rights under [the Families First Coronavirus Response Act](#) and employee's rights to workers' compensation benefits and presumption of the work-relatedness of COVID-19 pursuant to the [Governor's Executive Order N-62-20](#), while that Order is in effect.
- f. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.
- g. Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.
- h. Maintain regular communications with the local public health department.

The following signatures attests that the information provided above is true and correct.

Signature: _____
Name: _____

Date: _____
Principal

Schools that are part of a school district, charter school system, or private school system must also include the signature of the superintendent or chief executive.

Signature: _____
Name: _____

Date: _____
Title: _____





Campus Safe Reopening Plan for K-12 2020-2021

Introduction

The goal of Santa Fe Christian Schools' (SFC) campus reopening plan is to provide re-entry that fosters the overall health of children, adolescents, staff, and the community that we serve. The plan is based on evidence that is currently available and will be monitored as new information or situations arise. We hold as true that not opening our school for in-person instruction for all, especially our younger students, would have a negative impact on the mental, behavioral, and developmental health of our students. We trust this plan will provide a framework for safety when the campus reopens on August 27, 2020.

Ongoing Monitoring of Our Plan. In early March, SFC created a Covid-19 Task Force to ensure proper monitoring and planning. The school's reopening Task Force meets weekly to discuss the updates and guidance from the California Department of Public Health (CDPH), California Department of Education (CDE), San Diego County Health and Human Services Agencies, Public Health Services (PHS) and San Diego County Office of Education (SDCOE). The Task Force is composed of a medical team, administration, faculty, staff, and board members. The team plans for a myriad of scenarios that include curriculum, schedules, student life, athletics, campus

environment, and the health and safety of students and employees. The task force includes four medical doctors – three of whom are SFC parents including a pediatrician, an infectious disease expert, and a doctor in the pharmaceutical industry who is directly working on COVID-19 therapeutics.

1. General Measures

The school has a [COVID-19 Prevention Plan webpage \(www.sfcs.net/covid-19-parent-update\)](http://www.sfcs.net/covid-19-parent-update) that provides access to a written, worksite-specific COVID-19 prevention plan based on a comprehensive risk assessment of all work areas and work tasks, and that designate a person at each school to implement the plan. If an outbreak occurs among students or staff, we will contact SDHHS at 619-229-5400.

- **Face Coverings.** CDPH Guidance for the Use of Face Coverings and additional details about SFC's policy for face coverings. (See section 3.)
- **Train and communicate with employees the plan.** (See section 8.)
- **Regularly evaluate the workplace for compliance** with the plan and document and correct deficiencies identified. (See section 12.)
- **Investigate any COVID-19 illness** and determine if any work-related factors could have contributed to risk of infection. Update the plan as needed to prevent further cases. (See section 10.)
- **Workplace Outbreak.** Implement the necessary processes and protocols when a workplace has an outbreak, in accordance with CDPH guidelines. (See section 10.)
- **Identify individuals who have been in close contact** (within 6 feet for 15 minutes or more) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. (See Section 10.)
- SFC will adhere to these guidelines.

Community Use of Space

SFC is a closed campus. We will limit the number of nonessential visitors and volunteers on campus.

Plan for Possible Repeat Closure

SFC Lower School (K-5) is able to adhere to the social distancing requirements by creating smaller cohorts of student groups. Unless the county health order mandates complete closure, in-person instruction will be conducted. If the school must conduct remotely, the Lower School is well poised to transition. Standardized protocols for students and staff will be implemented (ex: students in uniform, work submission expectations, etc.) and regular parent zoom meetings will be conducted.

In person instruction in the Middle and Upper School requires students to be divided into two stable cohorts. While one group is participating live, in class, the other group will be home. The groups will rotate every other day. Every classroom at SFC now has a dedicated Swivl robot complete with an iPad, speakers, and a cart. Rather than having to teach students through the stationary camera of a typical Zoom meeting, the technology allows the teacher to deliver instruction in a more authentic way while moving around the classroom. Zoom will continue to be our meeting app of choice, but the Swivl and its applications working in conjunction with Zoom makes for a much more engaging learning environment. Teachers have also received training last spring and over the summer in a variety of educational apps including but not limited to Zoom, Screencastify, Educreations, FlipGrid, EdPuzzle, Nearpod, Google Classroom, and Hyperdocs. You can expect to see all of these apps incorporated into the students' learning.

In the event that we are required to engage in remote learning, SFC is well positioned to deliver on its mission to partner with Christian parents to disciple students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches, and communities for Christ. We look forward to being all together on campus as soon as we are permitted to do so.

Students with Access and Functional Needs

Currently, SFC does not have students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19. However, in the event that a student does present with a need, SFC will liaise with parents to accommodate a more individualized return to school to ensure smoother transitions.

Face Covering

SFC will use the CDPH Guidance for the Use of Face Coverings and any applicable local health department guidance and incorporate face-covering use for students and workers into our COVID-19 Prevention Plan. (See Section 3)

2. Promote Healthy Hygiene Practices

Teach and Reinforce Healthy Hygiene Practices

In order to help reduce the spread of all communicable illnesses including COVID-19 the following protocols must be followed during the school day: Frequent hand washing with soap and water for at least 20 seconds is one of the best ways for people to stay healthy and reduce the spread of germs. This is the number-one defense against any virus. All students must wash their hands or use fragrance-free hand sanitizer upon arrival at campus, prior to entering the classroom, and should be done frequently during the day. If they use hand sanitizer, it must be rubbed into hands until completely dry. Lower School students will use hand sanitizer under adult supervision. There will be touchless hand sanitizer stations throughout the campus, along with hand washing stations and individual bottles of fragrance-free hand sanitizer in each classroom and offices. Staff and faculty will encourage and monitor when possible student hand washing. Call Poison Control if hand sanitizer is consumed: 1-800-222-1222.

Students and staff in grades kindergarten through Middle and Upper School will be taught how to clean their hands properly (with age appropriate material) and to avoid touching their face, eyes, nose and mouth as much as possible. This will be done in a non-judgmental and positive manner. Students who have symptoms of a respiratory tract infection must stay home and students will be reminded to sneeze or cough into their elbow/sleeve. All staff, faculty and students will wash hands/use hand sanitizer often but especially:

- After blowing one's nose, coughing or sneezing
- After using the restroom
- Before and after eating

- When entering a classroom or office
- After taking off or putting on a face mask
- If their hands are visibly soiled

Handwashing

Additional touchless hand-washing stations are installed throughout the campus to facilitate more frequent hand washing by students, faculty, and staff. There are routines in place enabling students and staff to regularly wash their hands at staggered intervals. All air hand dryers have been eliminated, and touch-free paper towel dispensers are available in all bathrooms and wash stations. Students will be educated regarding bathroom use and will be allowed to use the bathroom in limited numbers with signs placed on the doors as a reminder to students.

Hygiene Protocol

The school has adequate supplies of soap, tissues, no touch trash cans, face coverings for staff and sick students, gloves for disinfecting and hand sanitizer. In order to help reduce the spread of all communicable illness including COVID-19 all staff, faculty and students will adhere to the following protocols during the school day:

- Wash Hands and use fragrance-free hand sanitizer often
- Avoid touching the face especially the eyes, nose and mouth
- Cover coughs and sneezes with a disposable tissue or your upper sleeve or elbow, not into your hands
- Stay home if you are sick
- Wear a face covering (as directed by the CDC/local health officials) while in the classroom, when moving between spaces and at any time a 6-foot distance cannot be maintained
 - Hands should be washed/sanitized prior to putting a mask on and after taking it off.
 - Face coverings should be washed regularly.

- If a staff member is unable to wear a mask due to a medical condition or other reason, face shields are available. Additionally, face shields and clear masks are available for staff to use with students with hearing impairment or the need to see a person's mouth.

PPE

The school has a sufficient supply of gloves for staff use (2500 each of medium and large gloves). There are also safety glasses and face shields available for those employees that would need them. The health office has procedural masks for student use, KN95's for health office staff, safety glasses, face shields, gloves and gowns available. All staff will be given a cloth face covering and a plastic face shield to be used in the instructional areas.

- Health office staff and/or any staff that has prolonged exposure to an ill individual must wear personal protective equipment (PPE) with the following guidelines:
 - Non-licensed personnel who are responsible for student/staff health related care will be trained in the proper donning and doffing of PPE
 - The use of PPE will vary depending on the role of the individual or the situation in the educational setting and may include:
 - Masks (cloth, surgical or KN-95)
 - Face shields
 - Gloves
 - Gowns

Immunization Against Influenza

As part of our health and wellness program, we will recommend students and staff get an influenza vaccine.

3. Face Coverings

Face Coverings

PPE Information contained in the [CDPH Guidance for the Use of Face Coverings](#) to staff and

families, including the circumstances in which face coverings must be worn and the exemptions, as well as any policies, work rules, and practices the employer has adopted to ensure the use of face coverings can be found on the [CDC website](#). SFC will provide and ensure staff use face coverings in accordance with CDPH guidelines and all required protective equipment. As part of our health and wellness program we will recommend students and staff get an influenza vaccine.

Face coverings reduce transmission from individuals who are shedding the virus. All students and employees must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection. All students and employees will be required (per CDC, CDPH and County guidelines - unless exempt) to wear a face covering while on campus.

Face covering protocol. Recent information has indicated that covering your nose and mouth can slow the spread of COVID-19 because individuals can be contagious before the onset of symptoms and may be contagious and not know it. The primary role of the face-covering is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who unknowingly has COVID-19 but feels well.

- Staff and students should wear facial coverings at all times.
- Staff and students should keep their hands away from the face at all times while wearing the facial covering.
- Hands should be washed frequently with soap and water for at least 20 seconds
- The cloth face covering is not a substitute for social distancing. Staff and students should continue to keep 6 feet between themselves and others.

How to wear a face-covering.

- Wash your hands or use hand sanitizer before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the bridge of your nose and the sides of your face
- Make sure you can breathe easily

How to remove your face covering.

- Untie the strings behind your head or stretch the ear loops
- Handle the face-covering only by the ear loops or ties
- Fold outside corners together
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands or use hand sanitizer after removal
- Wash your face-covering in your washing machine or by hand following [CDC guidelines](#).

Staff, families and students will be informed of all health policies, including the use of cloth face coverings via email prior to school starting and in the Parent and Student Handbook which requires a parent and student signature.

Exemptions for Wearing a Face Covering.

The following are exempt from wearing a face covering:

- Anyone who has trouble breathing, anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance are exempt from wearing a face covering.
- All staff members that are exempt from wearing a cloth face covering must wear a face shield in its place.
- A cloth face covering, or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed it will be in the students' PPE fanny pack until it needs to be put on again.

Gloves

Individuals who will be touching equipment that cannot be easily cleaned between uses will be provided gloves.

See Appendix.

Students Use of Face Coverings

Students will not be allowed on campus without a face covering under CDPH guidelines.

The following procedures will be implemented to support students in adhering to this policy:

- Children will be trained in the appropriate use of face coverings.
- Children will be reminded to avoid touching their face and eyes.
- Information will be provided to all staff and families on proper use, removal, and washing of cloth face coverings.
- Families will provide clean reusable masks for their children. The school will provide disposable masks if a student's mask becomes lost or soiled during the school day.

Employee Use of Face Coverings

All employees will be provided with and must wear face coverings in accordance with the [CDHP guidelines](#) while at work. A variety of coverings will be available to employees including paper or cloth masks, or glasses with plastic face shields, and headband with plastic face shields for use in the classroom. Clear face shields and clear masks are available for staff use anytime it is necessary for a person's face to be visible during interactions. Employees may also provide their own face covering as long as it meets all guidelines recommended by the [CDC](#).

4. Ensure Teacher and Staff Safety

The safety of all SFC employees is of the utmost importance. Risk mitigation for teachers and other staff will be similar to those recommended for other public settings.

- **Physical Distancing.** Physical distancing among teachers and staff will be required so there's a minimum of 6-foot distancing.
- **Face Coverings.** Employees will use face coverings in accordance with the CDPH Guidance for the Use of Face Coverings.

- **Support Staff.** Support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, will be provided options such as telework, where appropriate. Contact HR.
- **Meetings.** All staff meetings, professional development training and education, and other activities involving staff will have physical distancing measures in place, or be conducted virtually, where physical distancing is a challenge.
- **Minimal use of congregational spaces.** Minimal use of congregational spaces such as staff rooms, break rooms and similar settings will be enforced.
- **Daily Monitoring.** SFC will use the secure service, Emocha app, for daily monitoring of employees and students. All students and staff will be required to use the Emocha app for daily temperature and symptom screening prior to arrival at school. Any student or staff member with a temperature above 100.0 degrees will be required to stay home. Additionally, any student or staff member exhibiting any symptoms of COVID-19 must stay home. Symptoms include:
 - Fever of 100 degrees or more
 - Chills
 - New cough, nasal congestion, or runny nose
 - Shortness of breath or difficulty breathing
 - Fatigue
 - New muscle or body aches
 - Headache (if abnormal for you)
 - New loss of taste or smell
 - Sore throat
 - Nausea, vomiting or diarrhea
 - New rash (for students)

If all health signs and symptoms are clear of risk, the user will be presented with a green digital badge. Only community members with a green-badge clearance are allowed to enter the campus. The emocha app is fully HIPAA compliant, with end-to-end data encryption. Everything on the app is private and secure.

If a staff or student does not report on the Emocha app prior to school they will be contacted by the health office for follow up and will not be allowed to attend class until the app input is completed or a normal temperature and symptom check is completed in the health office. Additionally, there will be statically placed kiosks across the campus for temperature monitoring.

If a staff or student reports to school with a yellow badge on the Emocha app, indicating they reported symptoms prior to arrival, they will be contacted by the health office for follow up and will not be allowed to attend class until further medical evaluation.

5. Intensify Cleaning, Disinfection, and Ventilation

Suspend Sharing Resources

Water stations to fill personal water bottles will be available throughout the campus. Please note, all drinking fountains will be turned off. Students are encouraged to bring their own reusable water bottles as additional no-touch filling stations have been added to the campus.

Cleaning and Disinfect

Cleaning and Disinfecting Areas & Frequency. Trained custodial staff will clean high touch surfaces throughout the day. Classrooms will be disinfected throughout the day by the classroom teachers in the Lower school. Middle and Upper School classrooms will be disinfected after each class period. At the end of each week, trained staff will disinfect and clean the campus prior to the start of a new week on Monday. SFC has increased staff to support additional cleaning.

Note: A deep clean of the office and school facility will occur before employees and students return in August.

All high touch surfaces will be disinfected as needed throughout the day and at the end of every school day. High touch items include but are not limited to:

- Doorknobs and handles (throughout the day)
- Light switches (throughout the day)
- Sink handles (2x)
- Bathroom
 - Surfaces (2x & 1x after hours)
 - Door handles (2x & 1x after hours)

- Light switches (2x & 1x after hours)
- Sink handles (2x & 1x after hours)
- Bathroom surfaces (2x & 1x after hours)
- Toilets (2x & 1x after hours)
- Lunch Tables (after use)
- Desktops (after use)
- Tables, keyboards and mouse (throughout the day)
- Any shared object (such as art supplies)
- Counters that students frequently touch (throughout the day)
- Library (throughout the day & 1x after hours)
- Health Office (throughout the day & 1x after hours)
 - Isolation Room - if used by a suspected COVID-19 individual, it will be closed and left unused for as long as possible per CDPH guidelines. It will then be disinfected per CDC guidelines found [here](#).
- Break Rooms will be disinfected prior to the arrival of the staff by the janitorial service. They will be disinfected once during the school day by on campus maintenance staff and again after staff departure at the end of each day by the janitorial service
- The library will be disinfected by the janitorial staff at the end of each school day. It will be cleaned once during the school day by on campus maintenance staff
- Lunch tables will be cleaned daily and in between student groups
- Any shared equipment including play equipment, balls etc. will be cleaned in between student use. The use of shared equipment will be discouraged as much as is feasible.
- Classrooms will be deep cleaned and disinfected once weekly by the janitorial service
- Disinfectant bottles and paper towels will be available in every classroom. Refill stations for the disinfectant will be available for teacher use in each breakroom
- The janitorial service will vacuum and empty trash daily in all areas.

Buses

Buses will be disinfected after transporting students. Drivers will be provided with gloves and disinfectant to support this.

Limit Sharing

Any shared equipment including play equipment, balls etc. will be cleaned in between student use. The use of shared equipment will be discouraged as much as is feasible. Students' belongings will be individually labeled and stored. If sharing cannot be avoided, items will be disinfected between use. SFC is suspending the use of commonly touched areas, such as drinking fountains.

All Lower School students will have their personal box of supplies, including math manipulatives and art supplies. Individual kits for science projects/experiments will be provided for students.

Cleaning and Disinfecting Products

The school has acquired cleaning chemicals that are listed on the EPA's N list for safe use of disinfecting. We have avoided implementing chemical compounds that would cause asthma. These chemicals are safe and effective against COVID-19 and have a kill claim of 5 minutes. Product is from Waxie and is labeled as a 730 HP disinfectant. It uses Hydrogen Peroxide as the active ingredient. EPA # 45745-11. SFC staff will follow label directions for appropriate dilution rates and contact times. SFC will provide workers training on the chemical hazards, manufacturer's directions, Cal/OSHA requirements for safe use, and as applicable and as required by the Healthy Schools Act.

Safe Application

Staff will be provided recommended protective equipment when applying disinfecting chemicals including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. Chemicals will be kept out of reach of children.

Proper Ventilation During Cleaning and Disinfecting

We will make sure the classrooms are getting fresh air prior to children arriving into the classroom. Classrooms will be ventilated where feasible by opening windows and doors.

Air Cleaning

The school has a three-tiered approach to ensuring indoor air quality. We upgraded our filters to MERV-13 to eliminate any virus particles .3 microns, installed an active air purifier, and UV light on coil to keep the system sanitary. In the classrooms where this new approach is not feasible, we have installed Aprilaire Purifiers that replicate this process.

Standing Water Systems

Standing Water Systems will be addressed after a prolonged facility shutdown to minimize risk of diseases associated with water.

6. Implementing Distancing Inside and Outside the Classroom

SFC campus is built with all exterior walkways and stairways. We do not have interior hallways for students in any of our buildings and we do not have an interior cafeteria space. All lunch areas are outdoors. Physical distancing will be expected in all classrooms, public spaces, and workspaces. SFC is a closed campus and has suspended all visitors from being on campus. Any SFC employee, students, or parent will practice staying six feet away from and eliminating contact with others while moving on campus guided by the directional arrows and signs.

Arrival and Departure

- **Buses.** If local San Diego Health Department guidelines for buses stay the same, we will be limited to a smaller number of students per bus due to social distancing requirements. Buses will be cleaned between each route, and students will be required to wear a mask and maintain health protocols. Our bus schedules have been modified and routing changed in order to allow students to be spaced appropriately. When on the bus, the windows will be opened to the greatest extent practicable.
- **Minimize Contact.** All drop-off and pick-up will take place in the parking lot and parents are required to remain in their cars with windows closed and staff members will be stationed 6-foot distanced from one another.
- **Staggered Drop-off Times.** Kindergarten through 12 grade students have designated drop-off zones to alleviate congestion. Upon arrival, Lower School students will go

directly to their classroom rather than play on the playground. This includes drop-off and pick-up of students to and from school. Middle and Upper School grade will have a separate designated area for departure in order to limit congestion on campus. Lower School students will remain in their classrooms until parents are in the carpool queue. Parents will use PikMyKid app to notify their arrival to limit contact with staff members.

- **Direction and Traffic Flow.** Painted traffic flow lines on the floor will mark the walking direction throughout campus in order to maintain the social distancing requirement of six feet and eliminate face-to-face contact.
- **Health Screening.** SFC will use the secure service, EMOCHA app, for daily monitoring of employees and students. Every employee and student will complete the self-check assessment and answer a few short questions prior to arriving on campus. If all health signs and symptoms are clear of risk, the user will be presented with a green digital badge. Only community members with a green-badge clearance are allowed to enter the campus.
- **Extra Face Coverings.** The bus driver will be equipped with extra unused face coverings on school buses for students who may have inadvertently failed to bring one

In Classroom Spaces

LOWER SCHOOL

Lower School students will be in stable classroom cohorts with fixed membership throughout the day including lunch and play. Each Lower School classroom will be provided an additional learning space (outdoor semi-permanent covered tent structure) to allow students to properly distance themselves. Desks will be spread out to allow for six-foot distance between students in every classroom. Within the classroom, students will be divided into two groups of 10 students maximum. Each class has two learning spaces and students will rotate between these spaces. Students will be taught by their main teacher and the designated Instructional Assistant. Each cohort will visit special classes throughout the week and the classrooms will be cleaned between each group of students. All transitions are outdoors. Faculty receive training during Back to School in-service days and families will be informed through email.

MIDDLE AND UPPER SCHOOL

Middle and Upper School students will be divided into two distinct and stable cohorts. Half of the students

on-campus and half off-campus or in remote-learning spaces. All classrooms will be able to accommodate the 6-foot distancing requirement with only ten students in class. All classroom doors lead to outside and students will transition observing six-foot distancing guidelines, following traffic flow patterns. MS/US students with medical concerns will be given accommodations to participate remotely.

In Non-Classroom Spaces

Large gatherings/assemblies will not take place for the immediate future. During outdoor activities, such as recess, physical distancing will be encouraged. Students will be required to wash hands before and after outdoor play/playground use. In the Middle and Upper School, there will be no lockers available for use. Non-essential visitors, volunteers, and guests will not be permitted on campus.

Recess and Lunch. Recess and lunch times are staggered to limit the number of students with each grade having a dedicated play area assigned. During lunch, only one grade level will eat at a designated outdoor area. Lunch tables will be spaced throughout the campus. Students will be expected to maintain social distancing during lunch, sitting distanced at the picnic tables. Lower School lunch times will be modified by grade to limit the numbers of students eating lunch at any given time. Ki's School Lunches (a professional lunch catering service that provides lunches for many private schools) will package the lunches on-site based on each child's order and place a label on the outside. The label specifies the class, the child's name, and all the items inside the box. Students will avoid sharing of foods and utensils and buffet or family style meals will not be permitted. Birthday and party treats will not be permitted.

7. Limit Sharing

Extra supplies will be available for all students if needed. The use of shared equipment will be discouraged as much as is feasible. Students' belongings will be individually labeled and stored. If sharing cannot be avoided, items will be disinfected between use. SFC is suspending the use of

commonly touched areas, such as drinking fountains.

All Lower School students will have their personal box of supplies, including math manipulatives and art supplies. Individual kits for science projects/experiments will be provided for students. Classroom Chromebooks will be assigned to individual students and will not be shared. Middle and Upper School students will not be sharing electronic devices, clothing, toys, books, and other games. Any shared equipment including play equipment, balls etc. will be cleaned in between student use.

8. Train All Staff and Educate Families

Training and Topics

Clear, age-appropriate communication about COVID-19 and what to expect when children and youth return to school will occur in advance of school campus reopening to both parents and staff. In addition, it will be important that regular updates be provided to children and their parents/caregivers throughout the school year. Families will be educated on the application and enforcement of the plan, adhering to linguistic needs of the community.

Most required training to start the school year will be done via Safeschools online training. Classes will include COVID-19 Safety Training, Blood borne Pathogens, Mandated Reporter, and Harassment Prevention. Any additional training will be conducted in spaces where six-foot distancing can be observed. All employees will receive training both virtually and in person to ensure all are educated regarding new COVID safety guidelines. Additionally, signage will be placed across campus and in classrooms as reminders.

Training topics will include: face covering usage, removal and washing, COVID-19 symptom prevention, identification, and minimizing spread, physical distancing, procedures on campus to protect children and adults from contracting the virus, protocol in the case of a positive COVID-19 test, and policies for students and employees when sick.

9. Check for Signs and Symptoms

Anti-harassment Discrimination Policy

In compliance with federal, state, and local laws and consistent with the School's desire of creating an environment of respect for the worth and rights of each individual, the School prohibits bullying or harassment, or intimidation of any student. This policy prohibits harassment, bullying, and intimidation (including through the use of electronic communications) of students during school and during school-sponsored events both on and off campus. It is also the policy of the School to prohibit reprisal or retaliation against individuals for reporting in good faith acts of bullying, harassment, or intimidation or for being victims, witnesses, bystanders, or others with reliable information about an act of bullying, harassment, or intimidation. Any student found to have violated the School's policy against harassment, bullying, and intimidation, will be subject to prompt disciplinary action. Violations of this policy may occur between students or between a student and an adult. If a student tests positive for COVID-19 families will be notified of the positive individual, however, the individual's name and grade will not be revealed. For students who are perceived as high risk, will be required to follow all protocols unless advised otherwise by their primary care physician.

From the SFC Student/Parent Handbook: Should a student feel that he/she is being harassed, bullied, or intimidated, the student may seek help from a teacher, an advisor, an administrator, or another member of the staff. Students should also promptly report any instances of reprisal or retaliation against persons for bringing forth such a report. The Head of Schools and/or the Principal will ultimately be responsible for ensuring that an investigation of the complaint occurs.

Sick Protocol for Students and Employees

Students and employees experiencing cold symptoms of any kind, are simply feeling "under-the-weather," or recently had close contact with a person with COVID-19, must stay home.

Positive PCR COVID Test and Symptoms.

If a student or staff member has a positive COVID-19 test or they continue to experience COVID-19 symptoms, they may return to campus if one of the following criteria is met:

- At least 24 hours have passed since recovery. Recovery is defined as resolution of fever without use of fever reducing medications and improvement of other symptoms

AND

- At least 10 days since symptoms first appeared
- Siblings and household members must self-quarantine

No PCR COVID Test Administered and Symptoms.

If a staff or student has any of the symptoms of COVID-19 they are to contact their physician and must stay home until:

- At least 24 hours have passed since recovery. Recovery is defined as resolution of fever without use of fever reducing medications and improvement of other symptoms

AND

- At least 10 days since symptoms first appeared
- Siblings and household members also stay home for 14 days

Negative PCR COVID Test but Continues with Symptoms and No Other Diagnosis

If a staff or student has a negative PCR test but has COVID-like symptoms with no other diagnosis they are to contact their physician and must stay home until:

- At least 24 hours have passed since recovery. Recovery is defined as resolution of fever without use of fever reducing medications and improvement of other symptoms

AND

- At least 10 days since symptoms first appeared
- Siblings and household members also stay home for 14 days

Positive PCR COVID Test and No Symptoms.

If a staff or student tested positive for COVID-19, but has no symptoms, they are to contact their

physician and that individual must self-isolate until:

- 10 days have passed since tested positive for COVID-19
- Individual remains symptom free
- Siblings and household members must also stay home for 14 days

Negative PCR COVID Test and Fever Gone (Without Fever Reducing Medications) and Symptoms Gone.

- A staff or student with a negative PCR test may return to school in 24 hours if both fever is gone and symptoms are significantly improved
- If symptoms continue, the staff or student must stay home until fever free for 24 hours and at least 10 days from first symptoms.

Diagnosed with a Different Communicable Disease/Illness.

If a staff or student receives a diagnosis other than COVID-19 (such as norovirus, strep throat etc.) that explains the symptoms and COVID-19 is ruled out with a negative PCR test, they must stay home until:

- They are fever free for 24 hours without fever reducing medication and symptoms have improved
- A doctor's note identifies the disease and clears them to be able to be at school
- Siblings and household members do not need to stay home

Note from Healthcare Provider for Students with Chronic Illness.

A signed note from a licensed physician who manages the student's chronic condition will be accepted if it contains the following information:

- The note confirms the diagnosis (cites labs, date of record when diagnosed)
- Includes provider's contact information
- Explains how symptoms are unrelated to COVID
- Is accompanied by signed consent for school to interact with the primary care provider.

Screening to Come on Campus

In order to prevent the spread of infection, students, teachers and staff with signs/symptoms of COVID-19 (according to CDC, California DPH and local Public Health guidance) must stay home. Decisions about testing and return to school timeline should be guided by CDC and California DPH in consultation with local Public Health protocols. In addition, return to school decisions for those who have had an exposure to SARS-CoV-2 should be in accordance with local Public Health recommendations.

Santa Fe Christian states and implements a strict exclusion policy for symptomatic students and employees. Students and staff will participate in daily health screening using the secure symptom self-monitoring app, Eموcha (see Appendix). Employees and students complete the self-check assessment and answer a few short questions, including "in the past two weeks, did you care for or have close contact with someone diagnosed with COVID-19 or someone with COVID-19 symptoms?" If all health signs and symptoms are clear of risk, the user will be presented with a green digital badge. Only community members with a green-badge clearance are allowed to enter the campus. There will be a few no-touch kiosks throughout campus for temperature monitoring. The emocha app is fully HIPAA compliant, with end-to-end data encryption. Everything on the app, including submitting a video, is private and secure.

Handwashing Stations

Handwashing Stations and fragrance-free hand-sanitizer stations are set up across campus for easy access. Students and employees are encouraged to wash their hands often.

Document and Track Incidents and Notify Health Department

In accordance with CDPH guidance, when a student, staff member or a member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be taken:

- Local health officials will be notified, along with staff and all families of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws

- In consultation with the local public health officials, the head of schools may consider whether school closure is warranted, and length of time based on the risk level within the surrounding community as determined by the local public health officer
- In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual resided will need to be closed temporarily as students or staff isolate
- Additional close contacts at school outside of the classroom should also isolate at home
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection
- The school will support all students who are quarantined or who are home with illness via remote learning as needed and will be flexible in academic expectations
- The school will have flexible student and staff leave policies during the pandemic
- COVID-19 positive staff and/or students will be notified regarding when it is safe to return to school/work.

Student or Staff Exhibit Symptoms of COVID-19 During a School Day

If a student or employee begins to experience symptoms once on campus, students will go straight to the Nurse's office and remain in the isolation room until picked up. Employees will go home if they experience any symptoms.

During the school day, any staff or student with COVID-19 symptoms should immediately be relocated to the isolation room in the health office and given a mask if they are not wearing one. The nurse will conduct a quick assessment of the sick individual. All sick students and staff, especially those with a fever of 100 degrees or above or who are exhibiting any COVID-19 symptoms, will be sent home immediately. These individuals will be asked to contact their health care provider. These individuals must have a health care provider's note to return to work/school. If serious symptoms develop and it is determined that the staff or student is in unstable condition or in need of a higher level of care, the school nurse will call 911 immediately.

Symptoms requiring absence or immediate pickup if at school:

- Any symptom of COVID-19 including 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, vomiting or diarrhea
- Other symptoms that may require absence or pickup if at school include any undiagnosed, new and/or untreated rash or skin condition
- If a student or staff member has been knowingly exposed to a COVID-19 positive person which is defined as an exposure less than six feet away for 10 minutes or more must follow the CDC recommendations regarding exposure which includes staying home for 14 days after exposure. See CDC guidelines here.
- Symptoms may appear 2-14 days after exposure to the virus

No Penalty for Missing Class When Ill

Every classroom will be equipped with Swivl technology. So, in the case where students have to miss school because they are feeling ill, they will be able to participate in their classes with this high-quality live-streaming service when practicable. The unique circumstances of each student who would be put at-risk by an in-person instructional model will be supported by the school. All students who are quarantined or who are home with illness will have access to remote learning as needed and the school will be flexible in academic expectations.

In accordance with CDPH guidance, when a student, staff member or a member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be taken:

- Local health officials will be notified, along with staff and all families of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws
- In consultation with the local public health officials, the head of schools may consider whether school closure is warranted, and length of time based on the risk level within the surrounding community as determined by the local public health officer
- In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual resided will need to be closed temporarily as students or staff isolate
- Additional close contacts at school outside of the classroom should also isolate at home
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection
- The school will support all students who are quarantined or who are home with illness via remote learning as needed and will be flexible in academic expectations

- COVID-19 positive staff and/or students will be notified regarding when it is safe to return to school/work.

10. Plan for When a Staff Member, Child or Visitor Becomes Sick

Separate Those with COVID-19 Symptoms

Any faculty, staff, student, or visitor who becomes sick or exhibits COVID-19 symptoms will be required to report to the Nurse's office and will be immediately required to wear a face covering.

Procedures for Those with COVID-19 Symptoms

SFC has set up an isolation room to separate anyone who exhibits symptoms of COVID-19 (a fever, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, and new loss of taste or smell). The symptomatic individual will remain in the office isolation room until they are able to leave the campus as soon as practicable, or in the case of a child, their parent picks them up. If a student or staff member reports to the Nurses office with any COVID-19 symptoms, they will be directed to their healthcare provider for testing.

For Serious Injury or Illness

For serious injury or illness, we will call 9-1-1 without delay. We will convey to those to seek medical attention if COVID-19 symptoms become severe, including persistent pain or pressure in the chest, confusion, or bluish lips or face and further details are on CDC's webpage.

Notify Local Health Officials

In the event of a positive case of COVID-19, SFC will immediately notify local health officials, staff, and families, while maintaining confidentiality as required by state and federal laws. COVID-19 positive staff members and students may not return to campus until they have met CDC criteria to

discontinue home isolation. All students will have access to remote instruction (see [Return to School](#) document) during periods of isolation. For students who have pre-existing health concerns or are in close contact with “high-risk” family members, there will be an opportunity for them to continue learning at home for a limited time.

In accordance with CDPH guidance, when a student, staff member or a member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be taken:

- Local health officials will be notified, along with staff and all families of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws
- In consultation with the local public health officials, the head of schools may consider whether school closure is warranted, and length of time based on the risk level within the surrounding community as determined by the local public health officer
- In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual resided will need to be closed temporarily as students or staff isolate and the area will be cleaned and disinfected by custodial staff.
- Additional close contacts at school outside of the classroom should also isolate at home
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection
- The school will support all students who are quarantined or who are home with illness via remote learning as needed and will be flexible in academic expectations (see section 9)
- The school will have flexible student and staff leave policies during the pandemic
- COVID-19 positive staff and/or students will be notified regarding when it is safe to return to school/work.

Suspected Areas of Infection

The health office will be disinfected between students and at the end of the day by health office staff. The isolation room, if used by a suspected COVID-19 individual, will be closed and left unused for as long as possible per CDPH guidelines. It will then be disinfected per CDC guidelines found [here](#). Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection. (See Section 12)

Investigate

We will investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.

11. Maintain Healthy Operations

Trained Back-up Staff. SFC has a strong pool of extremely qualified substitute teachers as well as on-site substitutes to fill in if a teacher needs to stay home. In the Lower School, 11 additional Teachers' Aides were hired this summer so that each class has a teacher and an assistant to ensure that school can operate while still adhering to all the restrictions. In Middle and Upper School, five additional Teachers' Aides were hired. We have also hired an additional nurse.

Self-Monitoring Symptoms for Students and Employees. Santa Fe Christian is using the secure temperature and symptom self-monitoring app, emocha (see Appendix), to monitor the health of all students and staff, who are required to check-in using the app every day before arriving on campus. Employees and students complete the self-check assessment by checking if they have any of the CDC listed COVID-19 symptoms, report their temperature, and respond if they have been exposed to a COVID-19 positive person in the last two weeks. If all health signs and symptoms are clear of risk, the user will be presented with a green digital badge. Only community members with a green-badge clearance are allowed to enter the campus. If an employee or student presents COVID-19 symptoms, SFC will direct the employee or student to get tested through their healthcare provider, a public testing site, or on-campus through a contracted clinic. The employee or student will be directed to stay at home until the test results are reported and then follow the CDC guidance on self quarantine if the test result is positive. If negative, the individual may return to campus once symptom-free. There are several no-touch kiosks throughout campus for temperature monitoring of guests or students who didn't check their temperature prior to arrival. If a student or employee begins to experience symptoms once on campus, students will go straight to the Nurse's office and remain in the isolation room until picked-up. Employees will go home if they experience any symptoms. The emocha app is fully HIPAA compliant, with end-to-end data encryption. Everything on the app, including submitting a video, is private and secure.

Diagnosed with a Different Communicable Disease/Illness. If a staff or student receives a diagnosis other than COVID-19 (such as norovirus, strep throat etc.) that explains the symptoms and COVID-19 is ruled out with a negative PCR test, they must stay home until:

- They are fever free for 24 hours without fever reducing medication and symptoms have improved
- A doctor's note identifies the disease and clears them to be able to be at school
- Siblings and household members do not need to stay home

Staff Liaison. SFC Nurse will act as the staff liaison responsible for responding to COVID-19 concerns by contacting the 858-755-8900 x 1010. Our nurse is trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner.

Self-report and notifications. Using our communication systems that are in place, we will promptly notify families and employees of COVID-19 exposures and closures, while maintaining confidentiality of all involved. Please note, the San Diego County Health Department and Santa Fe Christian will not reveal information about these individuals for the sake of patient confidentiality. As a community, this is what we can do – pray and adhere to social distancing.

Routine Testing. If a student or employee reports to the Nurse's office with any COVID-19 symptoms, they will be directed to their healthcare provider. SFC is working with an external company to provide periodic testing for all employees.

Support Students. Access to instruction and distance learning for at risk students (see section 9)

12. Considerations for Reopening and Partial or Total Closures

Daily Check Health Orders for Updates

SFC's COVID-19 Task Force constantly monitors state and local orders and health department notices about transmission in the area or closures and will adjust operations accordingly.

COVID-19 Exposure at School

In accordance with CDPH guidance, when a student, staff member or a member of their household tests positive for COVID-19 and has exposed others at the school the following steps will be taken:

- Local health officials will be notified, along with staff and all families of any positive cases of COVID-19 while maintaining confidentiality as required by state and federal laws
- In consultation with the local public health officials, the head of schools may consider whether school closure is warranted and length of time based on the risk level within the surrounding community as determined by the local public health officer
- In accordance with standard guidance for isolation at home after close contact, the classroom or office where the COVID-19 positive individual resided will need to be closed temporarily as students or staff isolate
- Additional close contacts at school outside of the classroom should also isolate at home
- Additional areas of the school visited by the COVID-19 positive individual may also need to be closed temporarily for cleaning and disinfection.

Communication Plans. Using our current communication systems, we will promptly notify families and employees of exposure at school and potential school closures to include outreach to the school community while maintaining privacy in accordance with FERPA and HIPAA. Parents, teachers, staff, and students will be reminded of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

Labor Postings. All labor postings have been maintained and updated to include the new provisions outlined in the Families First Coronavirus Response Act. This information was also sent to each employee outlining the benefits available to them.

Physical Distancing. Provide guidance to parents, teachers and staff reminding them of the importance of community physical distancing measures even while school is closed.

Continuity of Education. In the event that we are required to close campus or a section of campus, we will use our Remote Learning mode. The Remote model is designed to provide the utmost quality, remote learning instruction for all students. Taking the lessons learned from this past spring, we've built upon and made great improvements to this online format. With the

addition of the innovative Swivl technology, teachers will be able to create an experience that best emulates an in-classroom setting.

Middle and Upper School teachers will instruct classes using Zoom or pre-recorded lessons, and will follow-up with specific tutorials. Students can expect clear objectives, expectations and guidelines for grades and deadlines. Following a block schedule rotation, with four classes a day, five days a week, they will interact with their teacher via technology for a portion of every class. In grade kindergarten through fifth (see Remote Learning guide), students will learn five days a week, both with the entire class and in small groups. Parents and students will be provided with clear objectives and well-defined expectations as well as guidelines for grades and deadlines.

SFC does not provide nutrition and other services in the regular school setting, therefore there is no need to establish alternate mechanisms for these services to continue.

Regular Communication with Local Health Officials. SFC's school nurse receives daily updates from the County of San Diego along with CAHAN alerts from the State of California.

Summary

This document provides guidance surrounding the reopening of Santa Fe Christian Schools as it relates to the measures to mitigate risks. As discussed, the risks of infection and transmission in children, which appear to be minimal, need to be balanced with the harms of school closure which is impacting their spiritual, emotional, physical, and mental health. It is important to note that these recommendations reflect the evidence available at the present time and may evolve as new evidence emerges and as information is gathered from other jurisdictions that have opened schools safely.

References

- Association of Christian Schools International: Coronavirus Resources Home - ACSI Coronavirus Resources
- ACSI (Association of Christian Schools International) – Re-opening Decision Making Matrix
- American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for School Re-entry
- National Association of Independent Schools: Coronavirus (COVID-19) Guidance for Schools
- California State Department of Education: Stronger Together - Coronavirus (COVID-19) (CA Dept of Education)
- California Department of Education - Guidance on Reopening Schools
- California State Department of Public Health: COVID-19 Industry Guidance: Schools and School-Based Programs
- Center for Disease Control: Considerations for Schools
- Centers For Disease Control - Interim Guidance for Administrators of US K-12 Schools and Child Care Programs
- Centers For Disease Control - Guidance on Reopening Schools
- San Diego County Health & Human Services
- CESA - Council on Educational Standards & Accountability
- The Baylor Center for Christian Education
- The Baylor Virtual Learning Academy
- San Diego County Independent Schools
- California School Nurses Organization - COVID-19 Health Services Recovery Plan Resource Guide in Educational Settings
- National Business Officers Association - Plan for a Safe Campus Environment - COVID-19 Resources
- American Federation of School Administrators – Reopening School Safely in the Age of COVID
- Cushman-Wakefield – Recovery Readiness: A How-to Guide for Reopening your Workplace COVID-19 Resources

- San Diego County Independent School Consortium

Appendix: PPE Training

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear a Cloth Face Covering



Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

[CDC recommends](#) wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face

coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

FAQs

Q. Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

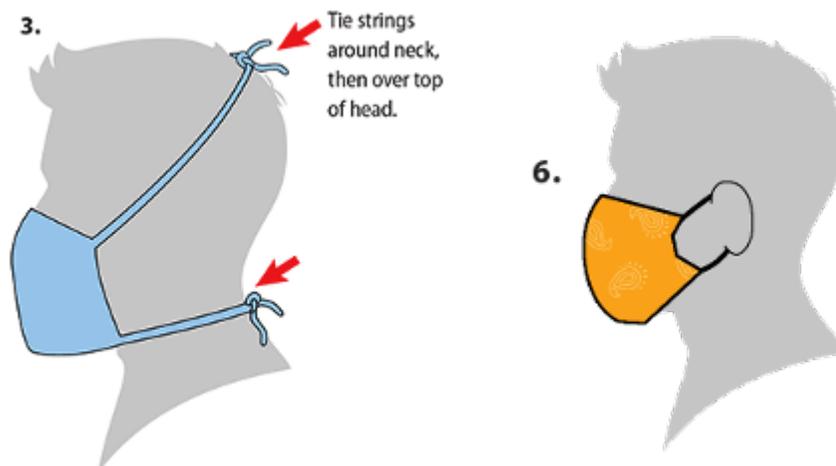
A. Yes. They should be routinely washed depending on the frequency of use.

Q. How does one safely sterilize/clean a cloth face covering?

A. A washing machine should suffice in properly washing a face covering.

Q. How does one safely remove a used cloth face covering?

A. Individuals should be careful not to touch their eyes, nose, and mouth when removing their face covering and wash hands immediately after removing.



Content source: [National Center for Immunization and Respiratory Diseases \(NCIRD\), Division of Viral Diseases](#)

Use Personal Protective Equipment (PPE) When Caring for Patients with Confirmed or Suspected COVID-19

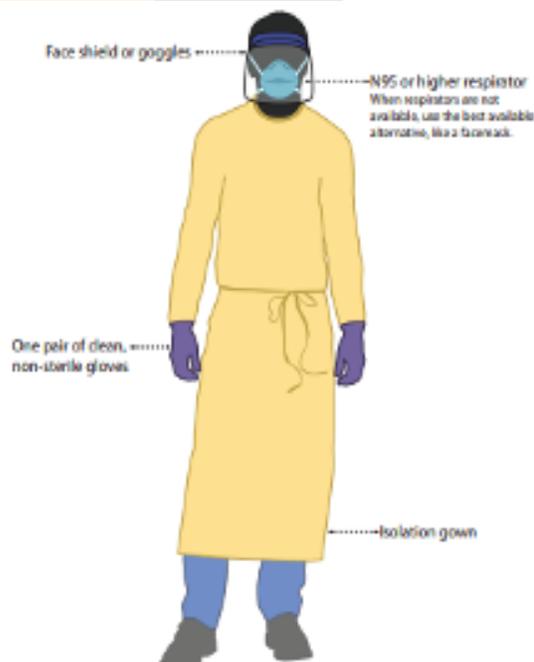
Before caring for patients with confirmed or suspected COVID-19, healthcare personnel (HCP) must:

- **Receive comprehensive training** on when and what PPE is necessary, how to don (put on) and doff (take off) PPE, limitations of PPE, and proper care, maintenance, and disposal of PPE.
- **Demonstrate competency** in performing appropriate infection control practices and procedures.

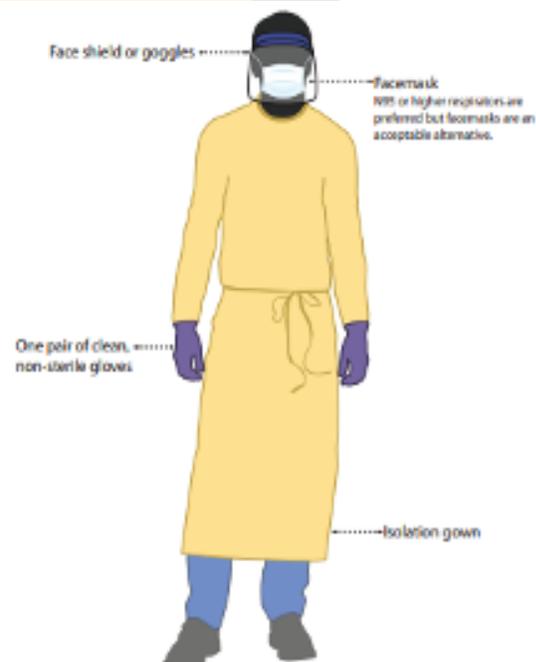
Remember:

- PPE must be donned correctly before entering the patient area (e.g., isolation room, unit if cohorting).
- PPE must remain in place and be worn correctly for the duration of work in potentially contaminated areas. PPE should not be adjusted (e.g., retying gown, adjusting respirator/facemask) during patient care.
- PPE must be removed slowly and deliberately in a sequence that prevents self-contamination. A step-by-step process should be developed and used during training and patient care.

Preferred PPE – Use N95 or Higher Respirator



Acceptable Alternative PPE – Use Facemask



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www.cdc.gov/coronavirus

Donning (putting on the gear):

More than one donning method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of donning.

1. **Identify and gather the proper PPE to don.** Ensure choice of gown size is correct (based on training).
2. **Perform hand hygiene using hand sanitizer.**
3. **Put on isolation gown.** Tie all of the ties on the gown. Assistance may be needed by another HCP.
4. **Put on NIOSH-approved N95 filtering facepiece respirator or higher (use a facemask if a respirator is not available).** If the respirator has a nosepiece, it should be fitted to the nose with both hands, not bent or tented. Do not pinch the nosepiece with one hand. Respirator/facemask should be extended under chin. Both your mouth and nose should be protected. Do not wear respirator/facemask under your chin or store in scrubs pocket between patients.*
 - » **Respirator:** Respirator straps should be placed on crown of head (top strap) and base of neck (bottom strap). Perform a user seal check each time you put on the respirator.
 - » **Facemask:** Mask ties should be secured on crown of head (top tie) and base of neck (bottom tie). If mask has loops, hook them appropriately around your ears.
5. **Put on face shield or goggles.** Face shields provide full face coverage. Goggles also provide excellent protection for eyes, but fogging is common.
6. **Perform hand hygiene before putting on gloves.** Gloves should cover the cuff (wrist) of gown.
7. **HCP may now enter patient room.**

Doffing (taking off the gear):

More than one doffing method may be acceptable. Training and practice using your healthcare facility's procedure is critical. Below is one example of doffing.

1. **Remove gloves.** Ensure glove removal does not cause additional contamination of hands. Gloves can be removed using more than one technique (e.g., glove-in-glove or bird beak).
2. **Remove gown.** Untie all ties (or unsnap all buttons). Some gown ties can be broken rather than untied. Do so in gentle manner, avoiding a forceful movement. Reach up to the shoulders and carefully pull gown down and away from the body. Rolling the gown down is an acceptable approach. Dispose in trash receptacle.*
3. **HCP may now exit patient room.**
4. **Perform hand hygiene.**
5. **Remove face shield or goggles.** Carefully remove face shield or goggles by grabbing the strap and pulling upwards and away from head. Do not touch the front of face shield or goggles.
6. **Remove and discard respirator (or facemask if used instead of respirator).*** Do not touch the front of the respirator or facemask.
 - » **Respirator:** Remove the bottom strap by touching only the strap and bring it carefully over the head. Grasp the top strap and bring it carefully over the head, and then pull the respirator away from the face without touching the front of the respirator.
 - » **Facemask:** Carefully untie (or unhook from the ears) and pull away from face without touching the front.
7. **Perform hand hygiene after removing the respirator/facemask** and before putting it on again if your workplace is practicing reuse.

**Facilities implementing reuse or extended use of PPE will need to adjust their donning and doffing procedures to accommodate those practices.*

When to wear gloves

[Other Languages](#)

[Print Page](#)

For the general public, CDC recommends wearing gloves at these times.



When cleaning

When you are routinely [cleaning and disinfecting your home](#).

- Follow precautions listed on the disinfectant product label, which may include:
 - wearing gloves (reusable or disposable) and
 - having good ventilation by turning on a fan or opening a window to get fresh air into the room you're cleaning.
- [Wash your hands](#) after you have removed the gloves.



When caring for someone who is sick

If you are providing care to someone who is [sick at home or in another non-healthcare setting](#)

- Use disposable gloves when cleaning and disinfecting the area around the person who is sick or other surfaces that may be frequently touched in the home.
- Use disposable gloves when touching or having contact with blood, stool, or body fluids, such as saliva, mucus, vomit, and urine.
- After using disposable gloves, throw them out in a lined trash can. Do not disinfect or reuse the gloves.
- [Wash your hands](#) after you have removed the gloves.



When gloves aren't needed

Wearing gloves outside of these instances (for example, when using a shopping cart or using an ATM) will not necessarily protect you from getting COVID-19 and may still lead to the spread of germs. The best way to protect yourself from germs when running errands and after going out is to regularly wash your hands with soap and water for 20 seconds or use hand sanitizer with at least 60% alcohol.



Other ways to protect yourself

COVID-19 is a respiratory virus and is mainly spread through droplets created when a person who is infected coughs, sneezes, or talks. You can protect yourself by keeping [social distance](#) (at least 6 feet) from others and washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol) at [key times](#), and practicing [everyday preventive actions](#).



Gloves in the workplace

Guidelines and recommendations for glove use in [healthcare](#) and [work settings](#) will differ from recommendations for the general public.

Technique for donning and removing non-sterile examination gloves

When the hand hygiene indication occurs before a contact requiring glove use, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water.

I. HOW TO DON GLOVES:



1. Take out a glove from its original box



2. Touch only a restricted surface of the glove corresponding to the wrist (at the top edge of the cuff)



3. Don the first glove



4. Take the second glove with the bare hand and touch only a restricted surface of glove corresponding to the wrist



5. To avoid touching the skin of the forearm with the gloved hand, turn the external surface of the glove to be donned on the folded fingers of the gloved hand, thus permitting to glove the second hand



6. Once gloved, hands should not touch anything else that is not defined by indications and conditions for glove use

II. HOW TO REMOVE GLOVES:



1. Pinch one glove at the wrist level to remove it, without touching the skin of the forearm, and peel away from the hand, thus allowing the glove to turn inside out



2. Hold the removed glove in the gloved hand and slide the fingers of the ungloved hand inside between the glove and the wrist. Remove the second glove by rolling it down the hand and fold into the first glove



3. Discard the removed gloves

4. Then, perform hand hygiene by rubbing with an alcohol-based handrub or by washing with soap and water

emocha Health[®]

To keep the Santa Fe Christian community safe in response to the coronavirus pandemic, this program helps support students and faculty members in tracking any symptoms they may experience. The emocha Health app will allow SFC to regularly monitor students and staff for symptoms, and ensure anyone entering campus is symptom-free.

Return-to-Campus

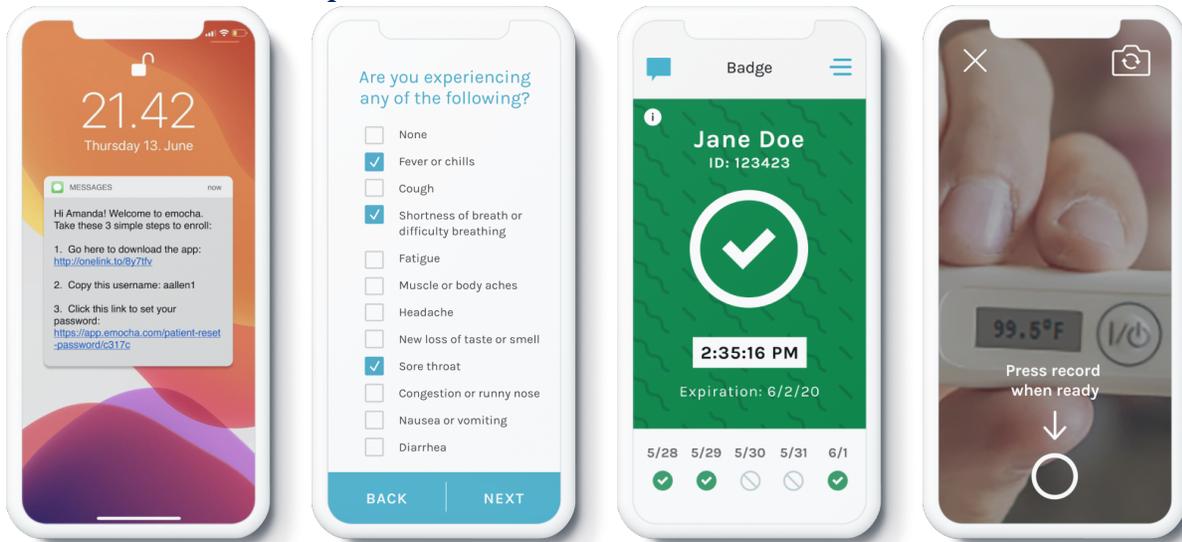
Digital Badge

Symptoms

Reporting

Easy Enrollment

Virtual Check-In & Temperature Tracker



- Mass enrollment through HIPAA-secure SMS text
- Report any symptoms.
- Record a short video check-in if you report symptoms.
- Receive color-coded digital badges for campus entry

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