



## **Christian Life School Procedure in the event of a positive COVID-19 case within CLS School or COVID-19 outbreak within the local community**

Christian Life School is dedicated to providing a safe and healthy learning environment. Through collaboration and coordination with the Wisconsin Department of Instruction, Kenosha County Health Department, and the Centers for Disease Control, this procedure will outline the process of how CLS will diligently and effectively respond in the event there is:

- a.) A confirmed individual with COVID-19 within our facility**
- b.) An outbreak of COVID-19 within our local community**

\*Please note: The current procedure reflects the most recent recommendations given by the Wisconsin Department of Instruction, Kenosha County Health Department, and the Centers for Disease Control. As information regarding COVID-19 continues to develop, this procedure will be updated to reflect the most up-to-date recommendations. **All changes will be bolded and highlighted in this document.** Communication will also be sent home in the Eagle News when changes to this procedure have occurred.

References:

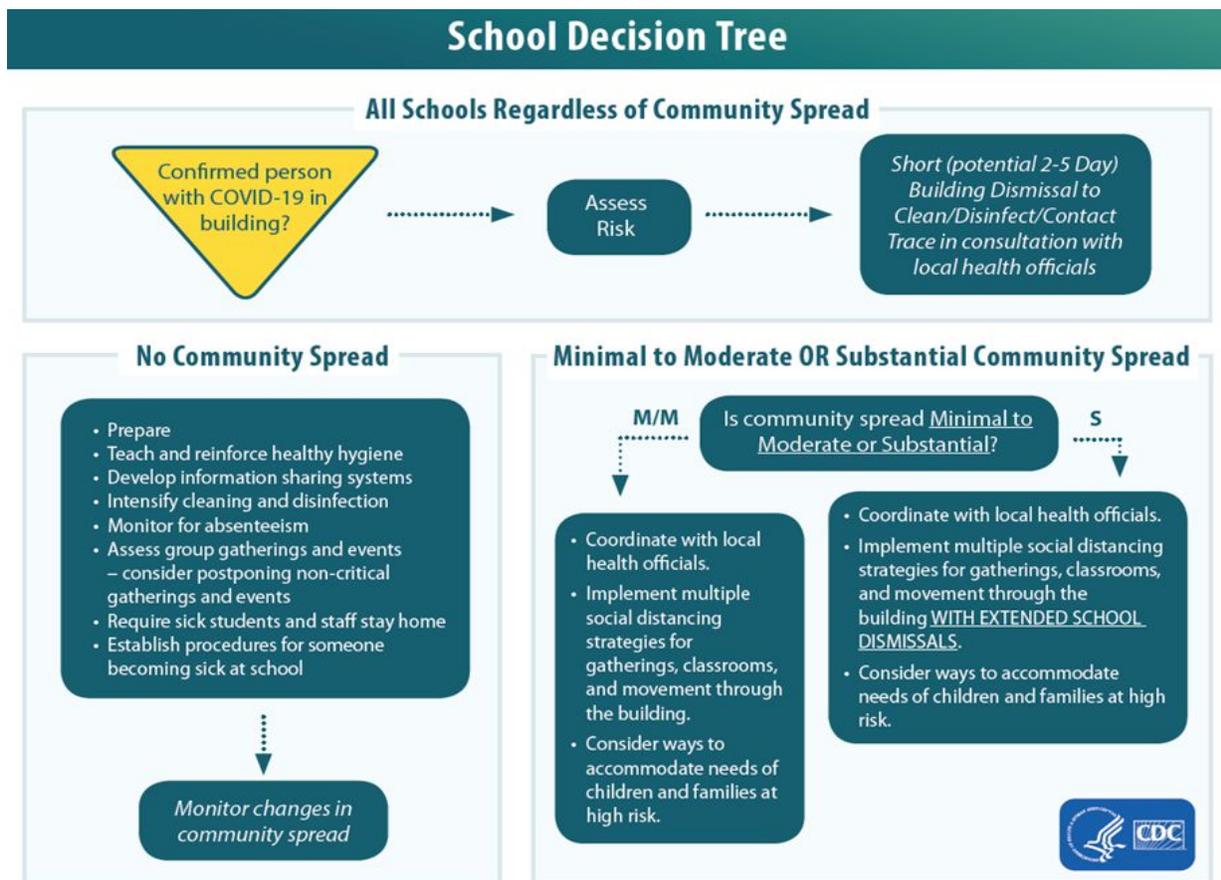
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

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

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

[https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/05\\_21\\_20\\_Interim\\_Guidance\\_for\\_School\\_Infection\\_Control\\_and\\_Mitigation\\_Measures\\_002.pdf](https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/05_21_20_Interim_Guidance_for_School_Infection_Control_and_Mitigation_Measures_002.pdf)

## Confirmed individual with COVID-19 within our facility



In the event Christian Life School is notified an infected person has been in our facility, the following steps will be taken:

**a.) Coordinate with local health officials.**

Once learning of a COVID-19 case in an individual who has been in the school, CLS will immediately notify local health officials. The Kenosha County Health Department will help administrators then determine a course of action for any school or child care programs.

**b.) CLS may implement a brief or short term building closure, if necessary.**

If necessary, CLS may implement a brief or short term, building closure. The duration of a building closure will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases within the community. This will allow time for the local health department to gain a better

understanding of the COVID-19 situation impacting the school. During this time, and in coordination with the local health department, appropriate next steps will be determined. ***This includes whether an extended building closure is needed to stop or slow further spread of COVID-19.*** Extended building closures would be defined as **longer than two weeks**.

**c.) Ensure continuity of education.**

In the event CLS has an extended building closure due to COVID-19, school will be continued through e-learning.

**d.) Communicate with staff, parents, and students.**

In coordination with local health officials, communication regarding building closure decisions and any possible COVID-19 exposure will be done quickly and efficiently while maintaining confidentiality of the student or staff member as required by HIPPA, FERPA, and the Americans with Disabilities Act.

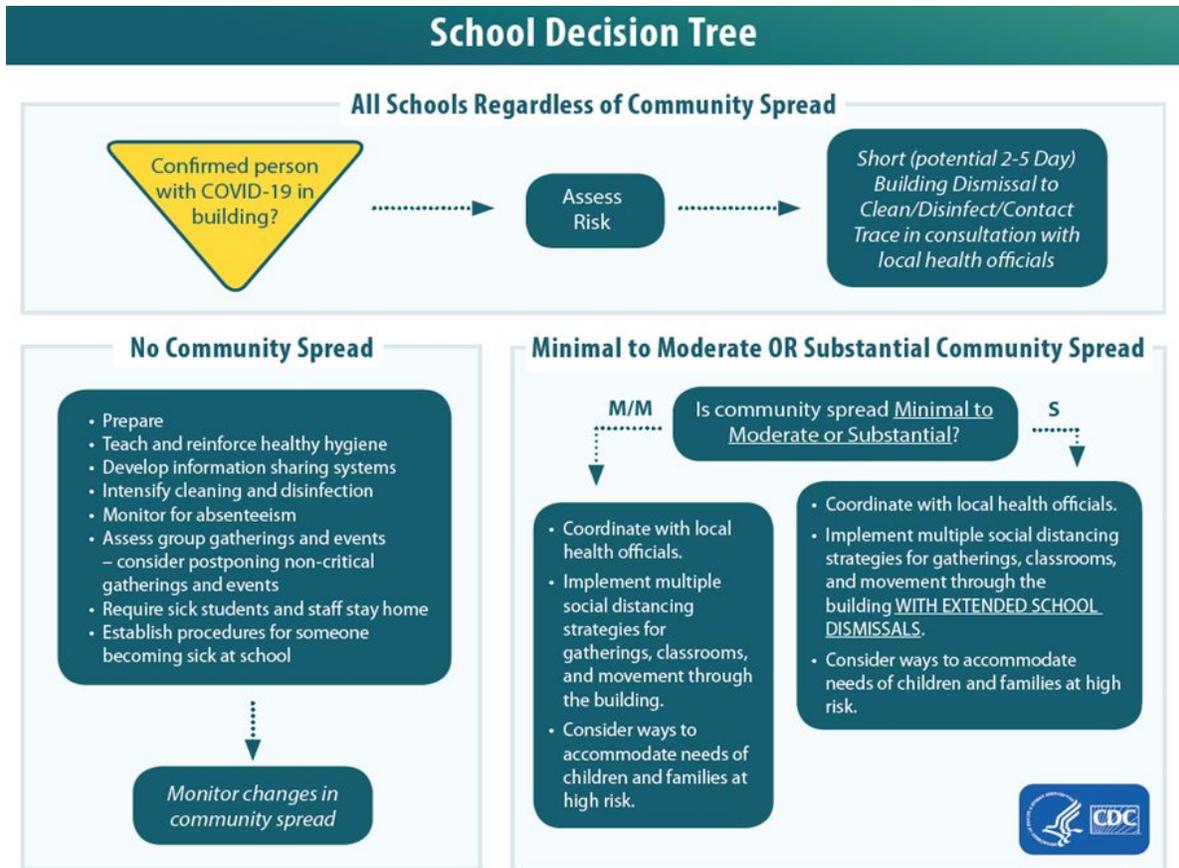
**e.) Clean and disinfect thoroughly.**

1.) Areas used by the individual(s) with COVID-19 will be closed off immediately. If possible, these areas will be closed off for 24 hours prior to cleaning and disinfecting, in order to minimize potential for exposure to respiratory droplets by cleaning and maintenance staff.

2.) All areas that have been used by the ill persons will be thoroughly cleaned and disinfected with a special focus on frequently touched surfaces. This will include but is not limited to: offices, bathrooms, common areas, desks, door handles.

3.) For disinfection, an EPA-approved agent will be used in order to ensure optimal effectiveness. Manufacturer's instructions will be used for any cleaning agents. A link to listed products that currently meet EPA criteria for use against SARS-CoV-2, the virus that causes COVID-19, can be found in the resources section of this document.

**\*Please note:** Information regarding specific cleaning and disinfecting products and processes that CLS will be implementing will be sent out in a separate, detailed document.



### Outbreak of COVID-19 within our local community

#### PHASE 1

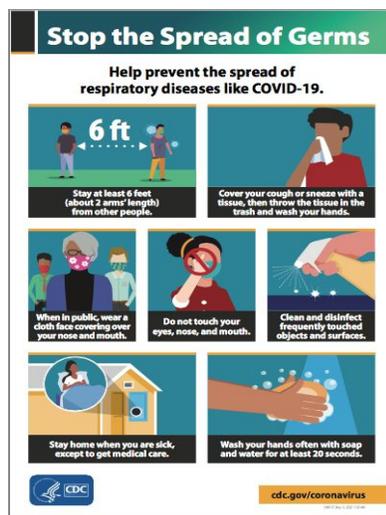
**The Preparedness Phase: What Christian Life School will be doing when there is no community transmission.**

By reinforcing healthy practices among students and staff, cleaning and disinfecting thoroughly, and coordinating with local health officials, Christian Life School is taking every precautionary step necessary in order to plan and prepare for the possibility of a community-level outbreak of an infectious disease. In the event there is no known community transmission of COVID-19, or other infectious disease, CLS will continue diligently working on the following strategies:

**a.) Teach and reinforce healthy hygiene practices.**

- CLS will train staff on healthy hygiene practices so they can teach these to students.

- CLS will ensure handwashing strategies including washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not available, and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol will be accessible to all students and staff.  
\*Please note availability of hand sanitizer will be based on product demand within our local community.
- CLS will ensure there are adequate supplies to support healthy hygiene practices.
- CLS will teach and reinforce the importance of covering coughs and sneezes among students and staff.
- CLS will advise students, families, and staff to avoid touching their eyes, nose, and mouth.
- CLS will post the following signs throughout CLS reminding students and staff how to stop the spread of COVID-19 by properly washing hands and promoting everyday protective measures.



**b.) Intensify cleaning and disinfection efforts.**

- CLS will clean and disinfect surfaces and objects that are frequently touched with a cleaning product that has met the EPA’s criteria for use against SARS-CoV-2, the virus that causes COVID-19. These products can be found on the EPA website. This website is listed in the reference section, on page 1, of this document.
- All cleaning products will be used according to the manufacturer’s instructions.
- CLS will ensure adequate supplies to support cleaning and disinfection practices. If possible, based on supply, EPA-registered disinfectant

solutions or disposable wipes will be given to teachers and staff so that commonly used surfaces (for example: keyboards, desks, remote controls) can be wiped down before use and throughout the day.

- CLS will be increasing the amount of outside air that is brought in through the HVAC system. This will allow the air to be exchanged more frequently throughout the day.

**\*Please note:** Information regarding specific cleaning and disinfecting products and processes that CLS will be implementing will be sent out in a separate, detailed document.

**c.) Monitor and plan for absenteeism.**

- CLS will review the usual absenteeism patterns within our school among both students and staff.
- CLS will alert local health officials about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu” which have symptoms similar to COVID-19).
- CLS will strongly encourage students and staff to stay home when sick, even without documentation from doctors.

**d.) Assess group gatherings and events. Consider postponing non-critical gatherings and events.**

- CLS will ensure the school has a clear understanding of all upcoming gatherings and large events for our school community (for example: field trips, assemblies, field days, spirit nights, athletic events).
- CLS will give special consideration to events that might put students, staff, or their families in close proximity to others from communities that may have identified cases of COVID-19.
- CLS will speak with local health officials to help determine the best approach and will consider whether any of these events should be postponed or canceled.

**e.) Require sick students and staff to stay home. Establish procedures for students and staff who are sick at school.**

- CLS will establish procedures to ensure students and staff who arrive at school sick, or become sick at school, are sent home as soon as possible.
- CLS will keep sick students and staff, particularly those with symptoms of a respiratory illness, separate from well students and staff until they can leave.
- CLS will plan to have areas where these individuals can be isolated from well students and staff until they can leave school.

- CLS will continue to share resources with the school community to help families understand when to keep children home.
- CLS will actively encourage employees and students who are sick, or who have recently had close contact with a person with COVID-19, to stay home.
- Students and staff members will be strongly advised to contact and follow the advice of a medical provider.
- The *CLS Healthcare and Illness Policy* will be reviewed and updated to reflect the most up to date recommendations given by the CDC regarding how long students or staff must remain home once determined ill.

**f.) Reduce congestion in the Health Office.**

- The Health Office will only allow one student at a time in the office for evaluation.
- Students waiting to be seen by the Health Office will have a waiting area, separate from the general public. Students will be instructed to sit at least 6 feet apart.
- After evaluation of each student, equipment will be properly cleaned and then disinfected before use on another student.
- Students that present to the Health Office with a fever, cough, or signs of a respiratory illness, will immediately be given a mask to wear until they can be picked up by a parent or guardian.
- Students with a fever, cough, or signs of a respiratory illness will be moved to a monitored, isolated area where they can safely wait to be picked up by a parent or guardian.
- Parents or guardians will be ***required*** to pick up their student within **60 minutes** from the time they are contacted and informed of an ill student.
- Students from Upper School will have their temperature checked by the Upper School Office before being sent to the Health Office in order to avoid unnecessary travel throughout the school, causing possible contamination of other surfaces, students, or staff. If a fever of 100 degrees or greater is present, students will be given a mask. Students will then be isolated from the general population until they can be picked up by a parent or guardian.

**g.) Discontinue use of public drinking fountains within the school.**

- CLS strongly encourages students to bring their own water bottles labeled with their name from home.
- Students will be discouraged from physically drinking from the water fountain.

**h.) Limit nonessential visitors.**

- CLS will limit the presence of volunteers for classroom activities.
- CLS will consider modifying the drop off and pick up process to limit the amount of traffic and congestion in common areas.
- CLS will consider restricting building access to students and staff only.

**i.) Continue information sharing systems with partners.**

- CLS is currently obtaining shared information weekly regarding recommendations and disease surveillance from the Wisconsin Department of Instruction and Kenosha County Health Department.
- CLS will continue to receive these updates to ensure we are able to quickly detect and respond to outbreaks within our local community.
- Information sharing will allow CLS to promptly adapt to any new recommendations that are provided locally or nationally.

**j.) Limiting shared objects.**

- CLS is currently reviewing supply lists and classes that use shared equipment or supplies.
- CLS is developing procedures in order to minimize sharing of high touch materials or equipment.

**\*Please note:** Class specific procedures will be sent out in a separate, detailed document.

## **PHASE 2**

### **Minimal to Moderate Community Spread: What Christian Life School will be doing when there is minimal to moderate community transmission within our local community.**

If local health officials report that there are multiple cases of COVID-19 in the community, CLS will continue using the strategies implemented when there was no known community transmission. In addition, CLS may need to implement additional strategies in response to prevent spread within the school as recommended by the local health department. These additional strategies include:

**a.) Coordinate with local health officials.**

This will be the first step in making decisions about responses to the presence of COVID-19 within the local community. Health officials can help CLS determine which set of strategies might be most appropriate for the specific situation within our local community.

**b.) Implement practical social distancing strategies.**

If necessary, administrators will consider implementing strategies to increase the physical space between students and limit interactions in large group settings. In addition, CLS will continue to implement recommendations from the CDC, Wisconsin Department of Instruction, and Kenosha County Health Department in order to prevent any potential spread of infection.

**PHASE 3**

**Substantial Community Spread: What Christian Life School will be doing when there is substantial community transmission within our local community.**

**a.) Continue to coordinate with local health officials.**

If local health officials have determined there is substantial transmission of COVID-19 within the community, they will provide guidance to administrators on the best course of action for schools. These strategies are expected to extend across multiple programs, schools, or school districts within the community, as they are not necessarily tied to cases within schools.

**b.) Consider extended building closure.**

In collaboration with local health officials, CLS may implement an extended building closure. Extended building closures would be defined as **longer than two weeks**. In the event that there is an extended building closure of the CLS facility, school will promptly switch to e-learning to ensure the continuity of education. This long-term strategy would be intended to slow transmission rates of COVID-19 in the community. During this time, extracurricular group activities, school-based afterschool programs, and large events (such as assemblies, field trips, and sporting events) will be canceled.