

# Park Christian School

## COVID 19 POLICY:

August 12, 2020

Park Christian School will follow recommended guidelines in taking precautions to avoid the spread of COVID 19.

- Signage for best practices (Physical Distancing, handwashing, and face coverings)
- Increased cleaning of high traffic contact areas
- Frequent hand washing and use of hand sanitizer
- Daily health assessment – staying home if COVID-19 type symptoms are present.
- The following protocols will be used if there are confirmed cases with employees.

### **Confirmed Positive COVID-19 Test – Department of Health decision making tree applied.**

Step	Responsible Party
1. Staff: If an employee or someone in their immediate household has <b>tested positive</b> or is presumed positive for COVID-19, the employee should NOT report to work OR should be sent home to work remotely as soon as possible. The employee may be placed on pandemic leave for the recommended quarantine period as communicated by the county/state health departments. 2. Student: If a student or someone in their immediate household has <b>tested positive</b> or is presumed positive for COVID-19, the student should NOT be at school OR should be sent home and complete coursework remotely. Distant learning opportunities will be available to the student remotely. The student may be placed on pandemic leave for the recommended quarantine period as designated by the county/state health departments.	Staff member  COVID-19 Program Coordinator: Jennifer Penney
3. Local healthcare providers will contact the county/state health departments for contact tracing and quarantine expectations for positive COVID-19 diagnosis. As the school	N/A  COVID-19 Program Coordinator: Jennifer Penney

<p>receives direction from the County/State Health Department, we will communicate via email with families in a specific classroom or cohort of a positive diagnosis, but cannot identify individuals.</p>	
<p>4. Privacy and confidentiality will be maintained at all times by school personnel. <b>The school <u>will not</u> communicate the name of the person or classmates within a grade level or cohort.</b></p> <p>Instead, the School will share the following message to families with potential exposure: <b>“An employee/student your child may have come in contact with has recently tested positive (or has a family member who has tested positive) for COVID-19”.</b> County/state health departments have been contacted and will communicate with individuals who may need to quarantine as a result of potential exposure in this event.</p>	<p>Supervisor/Administration</p> <p>COVID-19 Program Coordinator: Jennifer Penney</p>
<p>5. Steps will be taken to immediately sanitize the work area, classroom, equipment, and work surfaces</p> <ul style="list-style-type: none"> <li>• Contact maintenance staff</li> <li>• Consider relocating current staff/classroom</li> </ul>	<p>Supervisor/Administration</p> <p>Determine if professional cleaning is needed.</p>
<p>6. The school will proactively communicate with employees regarding potential exposure in the workplace. The School will convey the measures and steps taken to keep employees healthy and safe. The School will share the following message to employees: <b>“An employee/student you may have come in contact with has recently tested positive (or has a family member who has tested positive) for COVID-19”.</b> County/state health departments have been contacted and will communicate with individuals who may need to quarantine as a result of potential exposure.</p>	<p>Supervisor/Administration</p> <p>COVID-19 Program Coordinator: Jennifer Penney</p>

<p>7. Discussion on closing location, if necessary.  <b>(Stage: At-Home, distant learning will commence)</b></p>	<p>Re-entry Task Force</p>
<p>8. Employees who have tested positive for COVID-19, must have a return to work slip following the advice from their physician and/or Health Department directives.</p>	<p>COVID-19 Program Coordinator:  Jennifer Penney</p>
<p><i>If you are made aware a student has tested positive and others from the PCS family have recently been in contact with them, please contact:</i></p> <p>COVID-19 Program Coordinator: Jennifer Penney (218-236-0500) or  <a href="mailto:jpenney@parkchristianschool.org">jpenney@parkchristianschool.org</a></p>	