

OVERVIEW The purpose of this plan is to ensure the safety of all students, staff, and families. With the spread of coronavirus or COVID-19, Southwest Adventist Junior Academy (SWAJA) must remain vigilant in mitigating the outbreak with the objective of protecting the health of everyone concerned.

A complete cleaning and disinfection will occur every evening. Additionally, staff are dedicated to sanitizing all areas that are commonly used: bathrooms, doorknobs, handles, etc.

The administration is responsible for overseeing the implementation of this Plan and set a good example by following the Plan at all times. This involves practicing good hygiene and schoolwide safety and prevention practices. The administration will ask for and monitor the same behavior from all employees.

This Plan is based on the information available from the CDC, OSHA, the State of Texas, the local health department and may be changed and amended based on further information.

A copy of the Mitigation Plan will be provided to staff and families.

Staff will be trained in following these guidelines and the Mitigation Plan

Staff will explain and model safety, physical distancing, handwashing, and hygiene procedures to students in an age-appropriate manner.

SIGNAGE AND INFORMATION Signs are posted at the entrance. Entry into the building is limited to students, staff, volunteers, legal authorities, church authorities, and parents. Although drop off and pick up procedures have been modified to an outside carpool lane, a parent of an enrolled student is permitted to enter the building using established protocol: wearing a mask, sanitizing hands, and social distancing. Communication with administration or a teacher can occur in the front office.

Information regarding this Plan and resources related to COVID-19 will be disseminated to all families and employees.

Signage will be posted throughout the building including hand washing procedural illustrations in each restroom.

FAMILY RESPONSIBILITIES Parents will be asked to keep a child home if ill.

No child may return to the facility within 72 hours after the last fever.

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SWAJA COVID-19 MITIGATION PLAN

Face coverings need to be worn by all students at all times except for eating and/or playing a musical instrument. In these specific instances physical distancing of at least 6 feet should be maintained. The school will provide a face covering for each child and they will remain at the school. Families must supply their child with a labeled water drinking container daily. The container should be filled at home daily. Water fountain use is no longer permitted on campus. Water fountains have been converted to water bottle filling stations.

Families are asked to review and follow CDC information and guidance.

Any students who have come from out-of-state or are recently traveled out-of-state are expected to abide by a 7-day quarantine. Any students who have come from out of the country or are recently traveled out of the country are expected to abide by a 14-day quarantine.

Families are expected to immediately report any known exposures to COVID-19 positive individuals to the school.

If a child becomes ill while at school s/he will be appropriately isolated until they can be picked up. Timely pick up of ill children is required. Any child with a fever of >100.4 will be sent home.

ENTRY TO THE BUILDING Children will be dropped off in the carpool lane. The child(ren) should stay in the vehicle until after a staff member checks their temperature and they have been screened. The staff member will be masked, gloved, and contact tools will be sanitized before each use. Upon entry, the child should immediately wash their hands and put on their face covering. During pick up time, children will wash their hands and remove their face covering immediately before they leave. Parents will drive into the carpool lane and the child will be brought outside.

Staff will sign in and out each student, each day. Information in the daily sign in/out log should include: time of arrival/departure, screening results, and who is accompanying the child to/from school.

No visitors will be allowed in the classrooms or beyond the front entrance except when absolutely necessary (ie: building workers, repair persons, etc.) Parents needing a private meeting with staff will meet via the phone

or zoom. Parents need to notify the school in advance if a meeting is needed with a staff member. If anyone needs to enter the building, they will need to wear a face covering, be screened, have their temperature checked, and wash/sanitize hands upon entry.

CDC hand washing guidelines are preferred to the use of hand sanitizer. When thorough hand washing is not an option, use of a hand sanitizer with at least 60% alcohol is allowed.

GROUP SIZE AND OUTSIDE TIME Group size at this time (6/1/20) will be no more than 12 children; although the size of the student population should allow for small group sizes.

There will be no mixing of groups.

Use of outdoor space will be maximized. Activities will be held outside whenever possible.

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If it is necessary for an inside or outside area to be shared, there will be a staggered schedule with complete and thorough sanitizing of equipment between groups.

Guidance from the U.S. Centers for Disease Control and Prevention (CDC) indicates that outdoor areas like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection. Focus cleaning efforts on plastic or metal high-touch surfaces where hands frequently make direct contact like grab bars and railings between groups of children. It is not practical to disinfect entire large playground structures, and is not proven to reduce risk of COVID19 to the public. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.

Physical distancing will be practiced and encouraged. Appropriate guidelines and adjustments for each environment will be made to allow for physical distancing while in lines and while seated. Whenever possible, one-person seating will be utilized. Desks will be properly distanced. Tables will have a reduced capacity.

STAFF RESPONSIBILITIES No staff member may report to work if showing symptoms of COVID-19.

Employees who have symptoms should notify the principal and stay home. Sick employees should follow CDC recommended steps. Employees should not return to work until the CDC criteria to discontinue home isolation are met, in consultation with healthcare providers. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.

Upon arrival, staff members must immediately wash their hands, have their temperature checked, and log their temperatures and negative answers to the screening questions. Immediately prior to leaving, staff should wash their hands.

Staff must wash hands frequently, using soap and water, and following CDC guidance. Staff must wash hands when entering a new group, as well as disinfect any items they may carry (clipboard, tablet, etc). If soap and water are not available in an area a supply of hand sanitizer with at least 60% alcohol will be used.

Face coverings need to be worn by all staff members at all times except for eating and/or playing a musical instrument. In these specific instances physical distancing of at least 6 feet should be maintained.

CDC hand washing guidelines are preferred to the use of hand sanitizer. When thorough hand washing is not an option, use of a hand sanitizer with at least 60% alcohol is allowed.

Any staff member who has come from out-of-state or is recently traveled out-of-state are expected to abide by a 7-day quarantine. Any staff member who has come from out of the country or has recently traveled out of the country are expected to abide by a 14-day quarantine.

Staff members are expected to immediately report any known exposures to COVID-19 positive individuals to the school.

Any staff member showing signs of illness while at school will be isolated until their departure. A staff member with a fever of >100.4 will be sent home.

The school will report to families any known exposures students or staff have to COVID-19 positive individuals while respecting the privacy of the individual.

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Staff are required to take one COVID-19 professional development course and to follow CDC information and guidance.

WORKING WITH CHILDREN

Children will be monitored at all times.

Physical distancing and hygiene will be practiced, modeled, encouraged, and discussed in an age-appropriate manner. Staff will model and instruct as needed.

There will be regular and frequent hand washing with soap and water for children. If hand sanitizer is used, staff must monitor its usage.

The sharing of materials will be minimized. If materials are shared, they are to be disinfected between uses.

Used materials will be kept separate until they are sanitized.

CLEANING AND DISINFECTING All surfaces will be cleaned and disinfected regularly. A log will be maintained showing the items, staff member initials, and time of the cleaning.

Each teacher is responsible for disinfecting the items and areas in their class environment once the class has ended.

Areas/items to be cleaned include: tables, chairs, doorknobs, light switches, countertops, handles, sinks, faucets, toys, computer keyboards & mice, etc.

Adequate cleaning and disinfecting supplies will be maintained.

CDC cleaning and disinfecting protocols will be maintained. Extensive use of disinfecting products will be done when children are not present.

Dis.In.FX an antimicrobial disinfecting company will service the school monthly. This service will add to our disinfecting efforts by giving us reports on the effectiveness of our daily cleaning and by providing an antimicrobial coating to surfaces that will inhibit microbial growth for extended periods of time. More information about this company can be found at <https://disinfx.com/>.

SCREENING, EXPOSURE, DIAGNOSIS, & ATTENDANCE People with COVID-19 have had a wide range of symptoms reported-ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19: ● Cough

- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat

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● New loss of taste or smell This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

Those wanting to gain entry into the building will be screened daily by having their temperatures taken and by being asked if they are experiencing any of the symptoms listed above.

DEFINITIONS **Asymptomatic:** Individuals with a laboratory-confirmed diagnosis of COVID-19 and has not had any symptoms. **Close Contact:** A person who may be at risk of a contagious disease because of their proximity or exposure to a known case. Exact definition of close contact differs by disease; for COVID-19, the CDC defines a close contact as anyone who has been within 6 feet of a person infected with the virus for a prolonged period of time, or has had direct contact with the infected person's secretions. **COVID-19:** The name of the disease caused by the novel coronavirus, SARS-CoV-2, and is short for "Coronavirus Disease 2019." **Fever:** A temperature of 100.4 degrees Fahrenheit or higher. **Isolation:** Separating sick people with a contagious disease from those who are not sick. **Presumptive Case of COVID-19:** When an individual has been exposed to someone with a positive coronavirus test AND has symptoms of cough, fever, or shortness of breath. **Pre-Symptomatic-** Individuals in the early stage of infection and symptoms have not yet developed. **Quarantine:** When an individual stays away from other people for a period of time when one may become sick with an infection, even if the individual has no symptoms.

Recovery: A resolution of fever without the use of fever-reducing medication and resolutions of symptoms.

Social Distancing: Measures taken to reduce person-to-person contact in a given community, with a goal to stop or slow down the spread of a contagious disease. Measures can include working from home, closing offices and schools, canceling events, and avoiding public transportation.

Symptomatic: Individuals with a suspected or laboratory-confirmed diagnosis of COVID-19 and is experiencing symptoms.

REGULATORY BODIES & DOCUMENTS This document has been drafted with guidance from the CDC, the Texas Department of Health & Human Services, the Texas Education Agency, and the Southwest Region Conference Education Department COVID-19 Task Force. It has been approved by the SWAJA School Board and on file with the Southwest Region Conference Education Department.

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By signing below, I agree to abide by all the terms and guidelines outlined in this Mitigation Plan. I understand the importance of following this Plan as it relates to the overall safety of all children and staff.

Name of Student & Parent (Print):

Name of Staff Member (Print):

Signature: _____ Date: _____

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SWAJA COVID-19 MITIGATION

RELEASE Schools, including Southwest Adventist Junior Academy (SWAJA) pose an inherent risk that viruses will spread amongst students and staff, including but not limited to COVID-19. While SWAJA cannot eliminate this risk, it has adopted the SWAJA COVID-19 Mitigation Plan (the “Plan”) to help reduce this risk. The Plan is attached to and incorporated into this Pledge, Waiver, and Release. SWAJA is committed to complying with protective measures and sanitation protocols enumerated in the Plan. In order for the Plan to be most effective, SWAJA staff and all families with students attending SWAJA must comply with its terms. Consequently, as a condition of attendance and participation, SWAJA is requiring all families enrolling students in SWAJA on or after June 1, 2020:

1) Promise to comply with the Plan as well as all applicable local, state, and federal laws regarding COVID-19; 2) Acknowledge that there is inherent risk of dissemination of COVID-19 in childcare and

education facilities located in Dallas, Texas including SWAJA, and agree to assume the risk of contracting COVID-19 as a condition of enrolling in any and all SWAJA programs. 3) Recognize that even if SWAJA, its students, and their family members all comply with the Plan, such preventative measures may be insufficient to prevent the spread of COVID-19 within the SWAJA community.

While SWAJA strives to maintain the sanitation and safety of the school from viral infection, SWAJA staff members may make MISTAKES or inadvertently act NEGLIGENTLY in trying to do so. In exchange for attendance and participation in SWAJA programs, attending students and family members of those students (and anyone that could legally stand in their place) agree to release, indemnify, and hold harmless SWAJA (and its past, present, and/or future board members, administrators, officers, employees, volunteers, agents, attorneys, insurers, representatives, designees, and assigns) from all liability or claims arising from SWAJA's NEGLIGENCE or MISTAKES, whether involving inherent risks or otherwise, related to students' and families' exposure to the COVID-19 virus and SWAJA's attempts to mitigate the spread thereof. These assumed risks include but are not limited to illness, bodily injury, property loss, and death.

By enrolling a student in any SWAJA program and signing this Pledge, Waiver, and Release, you represent that you fully understand and agree to SWAJA's terms as set forth above, and accept SWAJA's terms on behalf of your student. This Pledge, Waiver, and Release is limited to the dissemination, contraction, and exposure to COVID-19 and the consequences thereof and is in no way intended to reduce obligations SWAJA has to its students regarding general student welfare and safety under federal or Texas law.

Name of Student & Parent (Print):

Name of Staff Member (Print):

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SWAJA COVID-10 PLEDGE, WAIVER, AND

Signature: _____ Date: _____
