COVID-19 Guidelines for return to campus

Note: This plan is intended for use only by The Overlake School. Content is subject to change.

Document Purpose
The Overlake School has prepared this document to serve as a resource of policies and procedures to the faculty and staff at the school. This document will continue to be updated as research and recommendations for the mitigation of risk regarding SARS-COV2/COVID-19 evolve. It has been prepared using the guidance and recommendations of Washington State Department of Health Guide to Reopening Schools, Washington State Department of Public Health, Public Health – Seattle & King County, CDC COVID-19 Considerations for Schools, Reopening Washington Schools 2020 Planning Guide, and Washington's Safe Start phases.

This plan will serve as an extension of the employee handbook and employees will comply with protocols laid out by the guide. This plan will apply to all staff, faculty, students, parents/guardians, visitors, and vendors of the school.

Since SARS COV-2 is continually evolving, the school's health director, in conjunction with the Health and Safety team will continually monitor information of the virus and pandemic via the CDC, WA Department of Health, and the King County Department of Public Health to stay current on new information. When changes occur to the policies and protocols contained, these changes will be communicated to the Overlake community at large.

Day-to-Day Operations
In an ideal scenario, everyone on campus will always remain at least a 6-foot distance from one another. However, this is functionally impossible and the realistic goal of preventing "close contact" should be the goal.

Close contact is defined by the *CDC as within 6 feet for an accumulation of more than 15 minutes per 24 hour period.* All community members are masked, which will greatly reduce the transmission of a close, but brief, interaction.
Close contacts are also defined as:

- Living in the same household as a person with COVID-19,
- Caring for a person with COVID-19, and
- Being in direct contact with saliva or other body secretions from a person with COVID-19 (e.g., being coughed on, kissing, sharing utensils, etc.).

All community members should feel empowered to ask others for more space.

Classrooms

Students and teachers should be spaced 6 feet apart from each other and rooms should be set up to ensure that attending class will not constitute a close contact event. As entering and exiting the class should not take more than a few minutes, any close proximity encountered while entering and exiting should be minimal. Teachers may approach students and student workspaces to briefly address a question or offer guidance, being mindful that this will be fleeting contact within that 6 feet if absolutely needed. Anything that can happen with distance in place will happen as such.

Classrooms will be set up to ensure that student desks are physically distanced appropriately and marked for location to maintain distancing measures throughout the year. In addition, excess desks and furniture will be removed from classrooms and lounge spaces on campus. One-on-one tutoring sessions will need to utilize physical distancing teaching methods.

When possible, windows and doors should be opened to allow for maximum airflow. Buildings have been updated HVAC systems in the summer of 2020, including MERV13 filters. In addition, at the end of each class and during any class breaks, windows and doors should be propped open for increased ventilation.

Food **should not** be consumed in classrooms, unless specified as a classroom used for lunchtime. Proper cleaning and disinfecting protocols will occur after lunch.

Hallways

Hallways are spaces where 6-foot physical distancing will not always possible. Efforts will be made to reduce congestion by either manipulating the movement through the space or by controlling the number of people allowed through a space at any given time. These interventions include:

- Marked direction of flow to limit hallway congestion
- One way entrances and exits from buildings
- Staggered class endings for larger buildings

Students should not congregate in hallways. Students should only be stationary in hallways if waiting at designated physically distanced restroom spots in line.

Elevators
Elevators will operate at a reduced capacity of two individuals per ride. Adequate physical distancing has been designated by floor indicators in each elevator on campus.

Office spaces and other shared spaces

Office spaces and other faculty and staff-only spaces will be arranged to allow for physically distanced seating.

Where this is not always possible, plexiglass barriers have been installed or previously installed cubicle walls will also be used.

Faculty and staff should maintain physical distancing of 6 feet or more at all times and continue to wear masks in office spaces. When possible, windows, or doors should be opened to allow for maximum airflow.

Restrooms
Where possible, restrooms have been reduced to single occupancy.

In larger restrooms such as locker rooms, restroom occupancy will be limited to half of the specified number – this is calculated based on the number of sinks, stalls, and/or urinals divided by two.

Many restrooms on campus have touchless sinks, soap, and drying. Signs will be posted in restrooms to promote adequate physical distancing and one individual waiting is only permitted in larger restrooms where floor markers indicate this (otherwise waiting is outside the restroom and show the appropriate places for waiting to maintain spacing).

Students should be reminded that as some of the smallest enclosed spaces on campus, lingering in restrooms should be avoided. Ideally all visits to a multi-stall bathroom should be completed in less than 15 minutes. Restrooms, just like other spaces on campus, will be disinfected thoroughly at the end of each day.

Outside of restrooms will be physically distanced floor markers for waiting, to ensure that students do not gather and wait inside restrooms together.

Students will be encouraged to utilize the restrooms during class more if needed to decrease the gatherings and lines that arise at restrooms between classes.

In addition, foot door pulls have been installed in most restrooms and other doors on campus to decrease high-touch door pulls and knobs.

Lunch
At this time, lunch is offered to students, faculty, and staff who are on campus.

Students, faculty, and staff will pre-order their food items through their Veracross portal. Students will eat in designated areas.

Campus Center:
The Campus Center will operate at a significantly reduced capacity. Capacity during mealtimes with physically distanced spots with a 60-person capacity as measured out with appropriate physical distancing. The school will utilize other larger spaces on campus to reduce the number in each location including the Field House and a tent located adjacent to the Field House.

Eating represents both a time of heightened transmission risk, but also an important time for the students to connect and be social. Maintaining hope, optimism, and a positive mindset is also important for enduring the constant vigilance asked of us during this COVID-19 pandemic and lunch time is an important factor in supporting this.

Students should consult with their families about their level of comfort eating around others. The school will provide options to eating in small groups. All tables will be arranged with physically distant seating and with reduced table capacity to maintain at least 6 feet of distance. Tables will be assigned to cohorts and students will be asked to eat in the same area every day.

Moving around and switching tables will be discouraged. Masks will need to be put back on once eating is completed.

Any lounge chairs or chairs with porous fabric should be removed. Porous fabric cannot adequately be disinfected and so lounge chairs should not be used during high-risk activities, such as eating. Lounge chairs in other areas on campus may be appropriate but will be reduced due to the challenge of properly disinfecting. All couches on campus have been removed for these reasons.

Students will be encouraged to wash their hands before eating. Due to the size and placement of the Campus Center restroom, a handwashing/disinfecting station will be set up outside the campus center to aid with this.

Pathways in and out of the building and through the lunch line will be clearly marked with 6 foot spacing. Masks must be worn at all times when getting up from the lunch tables. Lunch will a ‘grab and go’ format in the Campus Center and plexiglass barriers will be present between lunch cashier and student. Condiments and silverware should be removed from public spaces and handed to students as needed by gloved staff. Lunch will have a designated cleaning and disinfecting protocol after each meal to ensure all surfaces of tables and chairs have been disinfected. Staff will be assigned to this daily. In addition, ventilation will be increased during mealtimes with facility doors propped open.

Field House/Tent:
These spaces will also be used to accommodate lunchtime. The areas will be set up to ensure appropriate physical distancing. The same options will be provided for food and delivery to this location for students. The same requirements as eating in the Campus Center apply to any other locations utilized for lunchtime.

Sports

Plans for after school sports will be consistent with guidance from state and local regulating bodies including the Washington Interscholastic Activities Association (WIAA).

Health screenings performed on site will be required before practices and games.

Athletics Policies:

Screening - Prior to all athletic activities, participants (coaches, students, and staff) will be screened with a temperature check. Students will need to demonstrate completion of symptom check via the Magnus mobile app. Coaches will use employee Veracross system for symptoms and temperature reporting.

- Masking - All coaches and staff must wear masks at all practices and team events. Student athletes will also be asked to be masked until told otherwise.
- Physical Distancing - Appropriate physical distancing will be maintained on sidelines/bench during practices and games.
    - Athletes will not do pre-game and post-game handshakes/high-fives/fist bumps.
    - Where physical distancing is not possible (buses, locker rooms, athletic training room) masks are required for all individuals present.
- Cleaning and Disinfecting - All athletic surfaces, balls, and other equipment will be cleaned before each use and prior to the next use. Much of the cleaning of athletic equipment will occur daily with the use of the UVC light system.
    - Hand sanitizer will be available at all athletic activities.
    - Use of UVC light for disinfecting sports equipment.
- Hydration - All students, coaches, officials, and staff must bring their own water bottle.
    - Water bottles must not be shared. Water fountains on campus are not currently in use except for water bottle refill stations.
- Attendance - Until the WIAA and the Washington Department of Health (WDH), and the Office of Superintendent of Public Instruction (OSPI) lift restrictions on mass gatherings, only players, coaches, and school officials will be permitted to attend events.
    - If these rules are lifted, fans at outdoor contests will be expected to physically distance and comply with mask wearing.
    - Those at indoor contests will be required to wear masks and will be expected to physically distance from those not in their household.
- Transportation to Away Games - Athletes will wear masks on school-provided transportation.
    - To reduce overcrowding on buses and vans, parents/guardians may be encouraged to drive own child.

- Practice and Competition: Overlake will follow the guidance set by the WIAA and Governor's office along with league officials to determine the play status of a particular sport. Sports are categorized into 3 risk levels (low, moderate, high). Possibility of practices and competitions are based upon these levels. For additional information on current regulations see COVID-19 Guidelines: Sporting Requirements from the Governor's office.
- Guidance from the WIAA and Governor's office will be monitored frequently and this document will be updated to reflect any changes or updates.

Other School Events

Announcements, plays, and concerts and any other large, indoor group gatherings will be replaced with online, outdoor and/or physically distant versions of these events when appropriate.

COVID Surveillance & Control Plan

At Home Responsibilities

Parents/guardians, students, faculty, and community members should be aware of the screening questions and self-screen prior to arriving on Overlake campus. Overlake will be utilizing the Magnus Health Application which parents and guardians will be asked to access on a mobile device prior to check in students daily. Check in via Magnus will be required daily. Directions for the Magnus COVID app can be found at the following webpage: https://wise.overlake.org/magnus/magnus-daily-screenings

The app will be able to screen through our parameters based on responses and give a "go" or "stop" screen at the end to the student. A green "go" will allow a student to proceed to campus with this information and be able to show this to morning screening staff who will double check temperature at school.

When in doubt about symptoms or health in general, community members should stay home. Students should not proceed to campus if the Magnus app shows a "stop" sign screen. Please follow up with the office for attendance and the health director for concerns or questions.

All community members should own an instant-read thermometer, and several well-fitting masks.

Three classes of masks are appropriate:

1. **Respirators**: These describe N95, KN95 and other respirator masks.

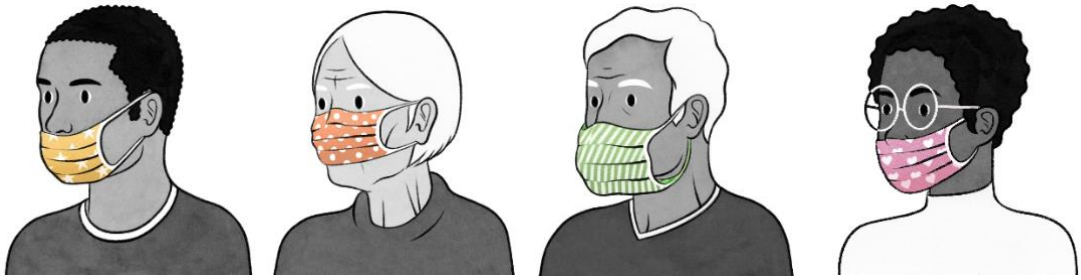
2. **Surgical masks**: Typical doctors' masks that often come in blue, yellow or pink. These are designed to be disposable and will need to be discarded once there is visible wear. Masks should be pressed down around the nose to prevent large gaps

3. **Cloth masks**: The CDC recommends that cloth masks be made of at least two layers of tightly woven 100% cotton fabric with a preferable third layer as a filter. The WHO also recommends a three-layer mask if masks are cloth. T-shirts, bandanas or scarves fitted around the face will not provide appropriate protection and will not be allowed. Cloth masks must fit correctly- meaning they must be snug around the nose and jaw and rest securely on the face, even while talking. Cloth masks that allow for a filtration insert, like a coffee filter, vacuum bag, or paper towel are encouraged.

A. Examples of appropriate mask wearing:

(Fits snug around the face, nose and mouth both covered, fits around the chin)

B. Examples of inappropriate mask wearing:



1. Below your nose 2. above your chin 3. loose on the sides, saggy 4. just covering the tip of your nose
   Illustrations from CDC: How NOT to Wear a Mask

Other inappropriate mask wearing:

- **Buffs and bandanas will not be allowed as appropriate masks.**
- **Cloth masks with valves or vents are also not safe for COVID per CDC.**

Why are these masks allowed?
https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html

In order to effectively stop respiratory droplets from leaving your face area, a mask must fit snugly around your mouth and nose.

CDC guidance on how to wear them: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html

CDC guidance on making masks & appropriate materials:
https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html
WHO mask resource: https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public/when-and-how-to-use-masks
WHO guidance on Mask type: file:///Users/megan/Downloads/WHO-2019-nCov-IPC_Masks-2020.4-eng.pdf

The Overlake School has stocked extra masks on campus in case a mask breaks or becomes soiled, but students, their families, and other community members should be prepared to provide their own masks for the school year and maintain the cleanliness of the mask at all times.

Masks will also be required in outdoor spaces such as when students change classes as added protection.

Masks should fit well and should be touched as little as possible during the day.

As early symptoms of COVID are similar to seasonal influenza, all efforts should be taken to reduce influenza incidence among the Overlake community and to reduce scenarios where there would be a presumed COVID-19 positive and a need to enact control measures. Thus, community members are highly encouraged to receive the 2020-2021 influenza vaccine.

This specific influenza recommendation= CDC recommendation on 2020-2021 flu season https://www.cdc.gov/flu/season/faq-flu-season-2020-2021.htm

Masks for Faculty and Staff

The school has purchased plenty of surgical masks and will be provided to each employee per day to change as needed. Surgical masks should not be used again the following day. Home cloth masks may be used instead of surgical masks as long as they fit the previously stated criteria above. A consideration is also layering cloth masks with surgical masks. The school may also be able to obtain N95/KN95 masks in addition. Approved clear masks are available for faculty who are teaching in classrooms with students with any hearing impairment.

Hygiene on Campus

All members of the community will be asked to regularly wash hands for a minimum of 20 seconds with soap and water. If water and soap are not readily available, hand sanitizers have been placed in all classrooms on campus, common areas, eating spaces, and building entry points.

Quarantine and Travel

Community members will be asked to quarantine for 14 days post travel to/by the following:

- Across state lines out of WA
- By Plane
- By Coach/Greyhound
- By Train

Students can shorten their quarantine time from 14 days to 7 days IF they take a COVID PCR test on day 5-7 after returning home that is negative, and they provide that result to the school. Once it is approved by the school, they will be able to return to campus as early as on day 8.

Students **must submit** their test results through their student Veracross portal. (look for the green COVID-19 travel test results banner at the top) A member of the Health & Safety team will verify the test results and authorize the return to campus.

Testing

COVID-19 testing will be made available to all faculty and staff via PCR tests through a local CLIA certified laboratory and will be completed on campus under the guidance of the health director on campus. Testing will occur every two weeks in a staggered schedule. **Student COVID-19 PCR testing** will occur among homerooms, which are randomly chosen each week. Families will be notified in advance of the testing day. Students will be required to participate in the testing program in order to attend school on campus. Parents/guardians must complete a consent form which is located on the student MAGNUS health portal.

Entering Campus

All community members will be screened before coming onto campus. Faculty & staff will self-screen. An online COVID screen is accessible for all employees via Veracross employee portal. This should be completed before arriving on campus and is to be filled out by both faculty and staff on each day of attending campus. This will include a temperature entry field, as well as a self-attestation to being COVID symptom negative (CDC symptoms are listed on the app) and not having had close contact with a suspected or known case of COVID-19 for the past 14 days. In addition, if there is recent travel, the employee will also provide the location so that the health director may follow up if deemed necessary based on quarantine guidelines of the school.

Parents and guardians will be asked to screen their own student(s) and input information into the Magnus Health application each morning. Questions to be answered in the app include a temperature field, travel, a list of COVID-19 symptoms as laid out by the CDC, and also inquiry about recent possible or known exposure to COVID-19.

Students should not attend school if a student has: a temperature of 100.0F or above, any of the COVID-19 symptoms, travel outside the state or country within the past 14 days, or recent known or suspected exposure to COVID-19. Students should also remain home if waiting for any COVID test results or a family member is awaiting any COVID test results. Overlake discourages families from allowing students to complete self-attestation without parent/guardian or utilizing parent/guardian log-in information on their own mobile device.

Magnus COVID Mobile App:
Once all questions and fields have been completed, the Magnus COVID screen will display a “STOP”/do not attend school or “GO”/Attend school page display, including the date and the student’s name, which then a screen shot should be taken and provided to the student, or kept for the guardian to show at school drop off/ car screenings. Car screenings will include a display of the STOP/GO page for the appropriate date and also a temperature verification performed by a staff or faculty member of the school in a drive-through screening set-up.

Drive-through screening process will be completed as follows:

- Students will be screened before exiting their cars. This will eliminate the possibility of transmission occurring in the screening line or the need for parents/guardians to return to school to pick up their child.
- To reduce traffic and facilitate quick screenings, multiple stations will be set up on campus at strategic points. Students will be assigned to check-in to the same station daily.
- Students who arrive late in the day due to appointments or who have first-period free block will report to the front office to complete the health screening. Students who do not pass the screening will be taken to the school Health Office.

Stations on campus:

1. Large Lower Lot - Upper School-9th-12th grades: Students who drive to campus and park in the lower parking lots should be screened at the lower lot. Station will be set up near the exit so that cars will enter the loop, be screened and then can either turn back into the lot to park or can drop the student there to exit the vehicle and walk up to campus. It is highly encouraged that all students exit the vehicles in this lot and walk to campus to avoid traffic and extra cars entering screening lines up above. 4 screeners here.

2. Upper Lot - Middle School-5th-8th grades: Students driven to school will be screened in the upper parking lot. This station will form 2 long lanes to accommodate many vehicles in line. 4 screeners here.

3. Fulton Station- Bus Riders & Students of Faculty/Staff: There is not enough time allowed at bus stops for bus drivers to conduct temperature screenings in addition to checking for Magnus GO screens. All bus riders must have GO screen ready to show upon entry to the bus. Students will then be temperature screened upon arriving at school. This Fulton station will also be used by students arriving with faculty/staff members. Those riding the bus will exit the bus and stand in an appropriately spaced line to be screened. The check-in stations for the bus riders will occur in a covered space in front of Fulton, which also allows covered ramp space for waiting if needed during inclement weather. 2 screeners here

4. Sibling vehicles- Any vehicle which includes siblings who span multiple grades should default and check into the **oldest** student's station. These cars will continue to check-in to this station daily throughout the entire year and should **not switch**.

Material & personnel requirements for screenings:

- Faculty and Staff to fully staff all stations per morning
    - Some of these staff to include traffic control, especially near lower upper school lot.
- 4 10 x10 tents and tables for supplies placed in the lower lot, roundabout drop off, upper parking lot, and possible additional tent in front of Art Barn/Fulton if needed, but we will use overhang space first
- Adequate signage designating grade screening location, as well as flow of traffic or possible drop off/unload stations for students to exit vehicles safely
- Several no-contact infrared thermometers; one for each screener and additional extras available in case of malfunction or damage
- Alcohol swabs to clean tip of thermometer if needed
- Face shields & extra face masks
- Optional gloves

- Record system to record those students that do not pass the on- campus screening and need to return home and any other passengers that might need to return with them
- Hand-held two-way radios for screeners regarding possible issues that may arise during screening so all stations dispersed on campus can communicate effectively

Screener Questions (On Magnus App/Veracross)
In the last 24 hours, have you or anyone in your household experienced a fever (>100° F), persistent dry cough, shortness of breath, sore throat, body aches, vomiting, diarrhea, severe fatigue, unexplained headache, new loss of smell or taste, or non-allergy related nasal congestion?

Have you had a confirmed or suspected SARS-CoV-2 (COVID) case among your household or close contacts in the past 14 days?

Has your student traveled outside the state of Washington, outside of the country, or traveled via plane/train/greyhound in the past 14 days?

Why these questions?
Without being omnipotent or having daily testing, syndromic surveillance is the next best option. The symptoms listed in Q1 are the common symptoms of COVID published by the CDC.
https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

As there is a known incubation period (2-14 days from CDC) and close contact is a primary method of transmission Q2 is designed to capture individuals who have a higher likelihood of being positive who may be in the incubation, pre-symptomatic, or asymptomatic stages of infection.

Both these questions are also outlined by the WA DOH as proper screening questions.
https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/Employervisitorscreeningguidance.pdf

Common question: what about the asymptomatic cases? Syndromic screening will miss asymptomatic cases, this is true. However, the risk of contracting SARS-CoV-2 from an asymptomatic individual, while both parties are masked and distancing is lower.

Feeling Unwell Mid-Day

If a student begins to feel unwell during the day or begins to exhibit any symptoms consistent with COVID-like illness (those listed on the screening) the student will check out and leave campus or be immediately isolated in a comfortable area until they can be picked up. Location of the isolation space will be the converted portable that has been created to a health center, conveniently located near the front office and business office. Students will check out with the health director before leaving campus when ill and parents/guardians will be contacted.

As this is likely to be a stressful and frightening experience for many students, all efforts should be made to ensure the student is comfortable and understands that this is just a precaution and not a diagnosis. Instructions will be given to parents/guardians on next steps and how students can later return to campus, including when. Can also see 'return to campus' section later in this document for detail.

Feeling Unwell Prior to Day Start

Students, faculty, and staff scheduled to come to campus who feel unwell prior to the day start should stay home, notify the school, and monitor symptoms.

Simple symptom monitoring includes:

1. Symptom Assessment
2. Time of symptom onset
3. Duration of symptoms

If the individual is experiencing symptoms consistent with COVID-like illness (those listed on the screening) they will be asked to remain home and follow the return to campus protocol laid out later in this document.

Emotional Support

Because some students may struggle to adjust to these new protocols or worry inordinately about their own or others' health and safety:

- Guidance/School counselors & Advisors will provide opportunities for classroom discussion.
- Homeroom teachers and advisors will monitor students for signs of stress and refer them to the divisional guidance counselor for additional support.

Guiding information- Confirmed Cases

Several key facts will guide our treatment of potential COVID-19 cases among the Overlake community:

1. The incubation period for COVID-19 is thought to extend to 14 days, with a median time of 5-6 days from exposure to symptoms onset. American College of Cardiology study (Lauer, Grantz, Bi et al) reported that monitoring people exposed to SARS-CoV-2 for 14 days for development of symptoms could identify 99% of cases or more.

2. For COVID-19, CDC states that a *close contact* is defined as any individual who was **within 6 feet of an infected person for an accumulation of at least 15 minutes in 24 hours** starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

3. Students potentially come in contact with each other at much higher rates than teachers come in contact with students due to times such as passing times or break periods.

4. Teachers will have been thoroughly trained in health and safety in the classroom in reference to COVID-19. With this in addition to adherence to distancing rules, and proper mask wearing with compliance, teachers are held to a very high standard around protocols.

From points 3 and 4, it is assumed that faculty are adhering to all guidelines while student behaviors will be more difficult to control and monitor and represent a larger set of 'unknowns' when conducting disease surveillance and control. Another assumption that follows is that student-to-teacher transmission is a low-probability scenario. From these assumptions, and considering that faculty isolation is more disruptive to campus functioning than student isolation, it is recommended that following a case or suspected transmission event due to defined close contact, students isolate for the maximum observed incubation period, 14 days, while teachers **may** return to campus after 7 days with a negative test (collected day 5-7) or 10 days without a test. If during the observation period they become symptomatic, a modification would be no longer appropriate and a 14-day quarantine will ensue.

Citations for points 1 & 2:

1. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7081172/ & https://www.cdc.gov/coronavirus/2019-ncov/hcp/clinical-guidance-management-patients.html
2. https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact

Citation for point 4: CDC still recommends a 14 day quarantine as a close contact when possible and the modification of this in certain circumstances.

1. https://www.cdc.gov/coronavirus/2019-ncov/more/scientific-brief-options-to-reduce-quarantine.html

Due to the small size and closeness of the Overlake community, the recommendation is to utilize a broad block isolation method, with secondary contact tracing methods. Contact tracing may be used in accordance with the King County Department of Public Health and the WA State Department of Health. **King County Public Health requires every positive COVID-19 case on campus to be reported to them.** King County Public Health then assigns the school a school case manager to open a case and monitor the situation for 14 days from that case.

Given the structure of The Overlake School, the students can be divided into natural blocks:

- 5th grade
- 6th grade
- 7th & 8th grade
- 9th grade
- 10th -12th grade

Students are further divided into cohort Green and cohort Gold given the alternating campus hybrid plan.

School	Block	Cohort
Middle School	5th grade	Green
		Gold
	6th grade	Green
		Gold
	7th & 8th grade	Green
		Gold
Upper School	9th grade	Green
		Gold
	10th -12th grade	Green
		Gold

Why is the block method right for Overlake?
While secondary contact tracing may be used, contact tracing depends heavily on the techniques of the interviewer and the recollection and truthfulness of the interviewee. The block and cohort method is more conservative than contact tracing since it assumes all block-mates have been exposed. It also is a more appropriate method for children and young adults, since it does not shift the pressure and responsibility to the affected student to remember who they've had contact with and for exactly how much time.

This method is an adaptation of state and local government contact tracing. (see: https://www.doh.wa.gov/Emergencies/NovelCoronavirusOutbreak2020COVID19/CaseInvestigationsandContactTracing) Instead of conceptualizing transmission risk at an individual level, this method conceptualizes transmission risk at a group level.

Common question: blocks certainly co-mingle at some point in the day. This is correct. We will use class records and a very brief interview with the affected student to understand any inter-block contact and others that would be classified as a close contact.

*If we find that there was a very isolated exposure and the block method is not needed on a case by case basis, the school can also choose not to adopt that for the said exposure. Each case can be very different.

Cases Among Students
Should a student have confirmed COVID-19, the following self-isolation judgements should be made and enacted immediately:

- All students in their block and cohort (e.g. 5A, 9B, 10-12A) must stay home for a mandatory 14-day quarantine and may only return to campus when the appropriate return criteria have been met (outlined below).

- All teachers on the student's schedule should quarantine for 7 days with a negative test (collected day 5-7) or 10 days without a test. If during the observation period they become symptomatic, a modification would be no longer appropriate and a 14-day quarantine will ensue.

Multiblock Teachers
Some instructors, like language teachers, teach across many different blocks or in all blocks. Given the above recommendation, if a student has a "multiblock" teacher this would functionally require the shutdown of the whole school. Probabilistically, the likelihood of a 6th grade student infecting their language teacher and then that teacher infecting a 10th grade student while masked and distant is very low.
Thus, faculty members who teach in several of the above outlined blocks, especially those that teach both in the Upper School and the Middle School, should be considered multiblock teachers and will be exempt from the control strategy. However, because multiblock teachers have a greater reach across the school population, they should be held to a more rigorous standard- making sure to have

several high-quality masks, enforcing distancing in their classrooms, and creating teaching plans that can maintain 6-foot distances.

Notification process:
If a student is feeling unwell midday, the student should inform the teacher and be excused from class. The student will then report to the health center on campus and parents/guardians will then be notified to pick up the student if needed.

With any confirmed COVID cases, student block and parents/guardians will be notified as soon as possible utilizing our Veracross system. Students and families will be notified that the student has been possibly exposed (while maintaining HIPAA). Blocks of students will also be informed for when the students will be allowed to return to campus. In addition, contact tracing may offer more close contacts to be notified directly.

If the school finds out confirmation of positive case during the school day of a student who is already at home, close contacts will be notified immediately along with parent/guardians. Students will be sent home midday and students will remain in that classroom or moved to a flex designated space to wait until parents/guardians are able to pick them up if needed.

Case Interview - Students
An interview with the infected individual should be done in a timely manner to inquire about close contacts. Anyone who is a close contact will be restricted from campus and should be encouraged to get tested before returning after their isolation.

- Are you experiencing any symptoms right now? (from list)
    - If yes, which?
    - Onset dates
- How do you get to school? {drive self, parent/guardian, carpool, bus}
    - Do you ride to school with other students? If yes, who?
- In the past 2 days prior to having symptoms, or receiving a positive test result, have you had close contact with another Overlake student while on campus (lunch, free periods, etc)? If yes, who?
- In the past 2 days prior to having symptoms, or receiving a positive test result, have you had close contact with another Overlake student while off campus? If yes, who?
- In the past 14 days have you had contact with someone who was positive or likely positive for COVID-19? (same as screener question)

These questions are based on WA DOH COVID investigation forms adapted for the Overlake School environment and a student population.
WA investigation form: https://www.doh.wa.gov/Portals/1/Documents/5100/420-033-ReportForm-COVID19-Outbreak.pdf
WA essential investigation variables:
https://www.doh.wa.gov/Portals/1/Documents/5100/420-110-ReportForm-COVID19-EssentialVariables.pdf

WA COVID-19 investigation guidelines:
https://www.doh.wa.gov/Portals/1/Documents/5100/420-107-Guideline-COVID-19.pdf

Siblings of COVID cases
A situation could arise where a COVID-19 positive student has a sibling at Overlake. The COVID-19 positive student should self-isolate, but in addition the sibling should also quarantine. The sibling should be tested at day 5+. If the sibling is positive, then the necessary actions are outlined in the above plan for Cases among Students. If the sibling is negative, then that sibling will need to stay home as dictated by the screening questions due to household contact with a COVID-19 case, but the sibling's block is unaffected. The sibling may return to campus after the conditions of return outlined in figure 2 can be met. Thus, it is heavily encouraged that if a family member goes for testing, the whole family gets tested.

If a family has children at multiple schools and a child at another school is identified as a close contact of a COVID-19 positive case it is expected that the family notify Overlake of the possible exposure. It can be recommended that the Overlake student and their sibling get tested. The Overlake sibling must stay home for minimum of 5 days pending test results of the sibling.

Cases among faculty
Should a faculty member become positive, all students in classes that faculty member teaches must stay home for a mandatory 14-day quarantine and may only return to campus when the appropriate return criteria have been met. This applies to multiblock teachers as well and may result in a full school closure for 14 days.

Other faculty and staff members who meet the definition of close contact should be notified and stay home for a mandatory 14-day quarantine.

Example: a teacher in the Math department becomes positive and reports it to the school. This teacher is a member of the 7th & 8th grade block but shares an office with a 6th grade teacher and they report having close contact. The 7th & 8th grade block and the close contact should self-isolate for 14 days. 6th grade students could remain on campus.

Cases among staff
Staff members who become positive may only return to campus once the appropriate return criteria have been met. Close contacts of that individual should be notified and must stay home per the CDC quarantine modification guidelines. To reduce burden on staff that cannot always work remotely, staff will be required to complete 7 days quarantine with a negative test result at day 5-7, or quarantine for minimum of 10 days without testing. If during the observation period they become symptomatic, a modification would be no longer appropriate and a 14-day quarantine will ensue.

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

Case Interview - Faculty & Staff
An interview with the infected individual should be done in a timely manner to inquire about close contacts. Anyone who is a close contact will be restricted from campus and should be encouraged to get tested before returning after their isolation.

- Are you experiencing any symptoms right now? (from list)
    - If yes, which?
    - Onset dates?
- How do you get to school? {drive self, carpool, vanpool}
    - Do you ride to school with other Overlake Staff? If yes, who?
- In the past 5 days have you had close contact with another Overlake community member while on campus (lunch, free periods, etc.)? If yes, who?
- In the past 5 days have you had close contact with another Overlake community member while off campus? If yes, who?
- In the past 14 days have you had contact with someone who was positive or likely positive for COVID-19? (same as screening question)

*__Clearing to Return to Campus (Students, Faculty/Staff)__
Any suspected case of COVID-19 should be tested via PCR testing.

Situation 1: Confirmed COVID-19, with symptoms
Must meet **all the following** criteria:

- Has been over 24 hours with no fever (without the use of a fever reducer medication)
- Improvement of respiratory symptoms (e.g. cough, shortness of breath)
- At least 10 days since symptoms first appeared

Situation 2: Confirmed COVID-19, **no** symptoms

- May return 10 days after confirmatory test

Situation 3: Confirmed COVID-19 among a household member or close contact

- May return after a 14-day self-isolation period, assuming no symptoms develop. If symptoms develop, student should be tested and follow procedures outlined in situation 1 or 2 if positive for COVID-19.

Situation 4: Suspected COVID-19 among a household member or close contact

- May return after negative COVID-19 test via PCR test for the household member or close contact.
- Household member or close contact should have improved symptoms for 24 hours before the student returns to campus.

Situation 5: Student has symptoms of unknown origin, that overlap with possible COVID-19 symptoms. Student tested **negative** for COVID-19.

- Student should get PCR tested for COVID-19 upon symptom onset
- If test is NEGATIVE, student may return to campus
    - 24 hours after the fever has resolved (without fever-reducing medication) AND symptoms have improved.

Figure 1. Singular contact with someone who has COVID-19

Figure 2. Sustained contact with someone who had COVID-19 (like a family member)

This is compliant with CDC guidance on when to end home isolation:
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html
https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html

Calendar image Source: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html

FAQ

Antibodies: Much is still unknown about the role that antibodies play in COVID disease and SARS-CoV-2 immunity. No assumptions or conclusions should be made regarding the presence of antibodies. If a community member has SARS-CoV-2 antibodies, they are still subject to all guidelines, regulations, and codes of conduct outlined by The Overlake School.

Vaccines: Until additional research is completed to understand more on vaccines and immunity, all policies and procedures in this manual apply to all individuals on campus regardless of vaccination status.

Unfolding Science. The science of COVID-19 is expanding daily and we are watching it in real time. No judgements should be made about safety, control, and surveillance guidelines based on a single article or scientific study. Only peer reviewed meta analyses or government endorsed guidelines are appropriate to use as a basis of guidelines.

Industrial Hygiene

SARS-CoV-2 is a virus transmitted primarily via respiratory droplets that can spread when an infected individual talks, coughs, or sneezes. Touching surfaces infected with the virus (fomites), and then touching a mucus membrane like the eyes, nose, or mouth is another possible transmission pathway but represents a smaller proportion of infections compared with person-to-person transmission via droplets. Current evidence suggests that SARS-CoV-2 can remain viable for hours to days on surfaces. While fomite transmission is less likely, simple industrial hygiene practices can be done to lessen the risk.

Overall, common surfaces should be reasonably clean and regularly disinfected, but Overlake community members should anticipate some risk and thus practice rigorous hand hygiene throughout the school day and refrain from touching their faces as much as possible. The goal of industrial hygiene is to create reasonably safe spaces where students can focus primarily on learning and potential transmission between individuals is reduced, not to create and enforce sterile, laboratory-grade conditions.

Best Practices

SARS-CoV-2 is an envelope virus, meaning it has an outer lipid membrane that is easily denatured with standard household soaps. Due to the higher frequency of handwashing during the pandemic, anti-microbial soap is not recommended as overuse of antimicrobial products can have negative side effects on bacterial ecosystems (both on the body and environmentally).

Common Terms

Cleaning—cleaning removes germs and dirt from surfaces. Using soap and water to wipe and clean surfaces, you are reducing the number of germs on a surface, lowering the risk of infection.

Sanitizing—sanitizing lowers the number of germs on a surface to a safe level.

Disinfecting—disinfecting uses products to kill germs on surfaces, it does not necessarily clean the surface itself. Surface disinfectants are subject to the most rigorous testing requirements by the EPA.

Source: https://www.cdc.gov/flu/school/cleaning.htm

Choosing cleaning products
The EPA has published their "List N" which contains all products that meet the EPA criteria for use against SARS-CoV-2. Not all products work the same way and users should always follow the instructions on the label. For example, standard Lysol disinfecting wipes advise that to sanitize a surface must remain wet for 10 seconds whereas to disinfect the surface must remain wet for 4 minutes.

There are many effective options as stated on the EPA List N for COVID-19. A few that will be utilized on campus include:

- Alcohol prep pads- easy to use, and singularly wrapped so they are easy to carry around. Can be used on electronics. The alcohol evaporates quickly, so it won't harm products and does not leave a film like sodium hypochlorite products can.
- Clorox wipes- An available option the school has had all over campus for high-touch surfaces and classrooms. After wiping let dry 4 minutes.
- 70% ethanol in a spray bottle- Used in a spray bottle this means the mist can cover surfaces evenly. The required contact time for disinfecting is low, 30-60 seconds. It's safe for hands, cars, and cellphones.

In addition, the school will have two UVC machines available for daily use. Cycle times are 90 seconds each and is safe for supplies, sports equipment, instruments, electronics, and masks to be placed inside for disinfection purposes. UVC light is used to disrupt the coronavirus genetic material. Please refer to the machine's manual for exact information on items able to be placed in the UVC as well as specific instructions on use of the machine.

Classroom Cleaning
Spray bottles containing a 70% ethanol dilution are available for every classroom, office, and mixed-use area. In addition, there will be EPA N List approved disinfecting wipes available. Dry times were previously discussed above and can also be referenced on the List N linked above.

Classroom cleaning should occur at the start of every class to ensure a 'clean' space. High-touch surfaces should be cleaned with soap and water if visibly dirty but disinfected with the appropriate disinfecting materials previously listed.

High-touch areas may vary depending on the classroom but common areas to be disinfected in each include:

- Desks
- Chairs
- Door knobs
- Light switches
- Shared computers and mouse

In addition, the school will be utilizing electrostatic disinfection at night on non-porous surfaces to aid in disinfection strategies. Please remove porous materials from desk spaces at night to allow for electrostatic disinfection.

General Notes for Cleaning Offices and Workspaces

- Always enter a classroom or workstation with clean hands.
- Keep contaminated items out of the work area.
- Clean the classroom high-touch surfaces when entering as opposed to exiting as this will ensure you know it is 'clean' to use when entering.
- Encourage students to wash hands or sanitize hands thoroughly when entering a classroom but require hand hygiene when objects will be shared in the classroom such as supplies or project materials.
- Emphasize hand washing throughout the day.

Classroom Practices- reiterated

- Materials and supplies in a classroom may be shared if all students utilize proper hand hygiene.
- Students should remain 6 feet apart from each other at all times. If students need to enter the same close space, it should be fleeting only. The same goes for any teachers and students in the same range within 6 feet of each other.
- Students are allowed to change stations or seats during a classroom, again emphasizing hand hygiene.
- Students should not be eating in classrooms.

A reminder that The Overlake School is a closed campus for visitors during the pandemic. If any person should need to come onto campus other than dropping off or picking up a student, all visits must be coordinated through a sponsored faculty/staff event application and approved by the health and safety committee. In addition, a screening attestation is required for all visitors that are approved.