



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, 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. In accordance with new public health guidelines, desks between students will be at least 3 ft from each other. 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 be 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. 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.

In addition, foot door pulls have been installed on some of the 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.

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 homerooms and students will be asked to eat in the same designated grouping of tables.

Masks will need to be placed back on once eating is completed.

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 has been set up outside the campus center to aid with this.

Pre-order lunches are all delivered to appropriate homeroom stations in all lunch locations. 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.

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 weekly. Much of the cleaning of athletic equipment will occur weekly 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 all contests will be required to wear masks and will be expected to physically distance when possible.
 - For outdoor events, spectators need not be vaccinated but will need to follow an attestation process for entry. All spectators will be required to wear a mask.
 - For indoor events, fully vaccinated home spectators only will be permitted. They must show proof of vaccination status at the door to gain entry.
- 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 on campus:

- 1. Respirators:** These describe N95, KN95 and other respirator masks.
- 2. Surgical Masks:** Typical doctor's masks that 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 gaps. 3-ply preferred.



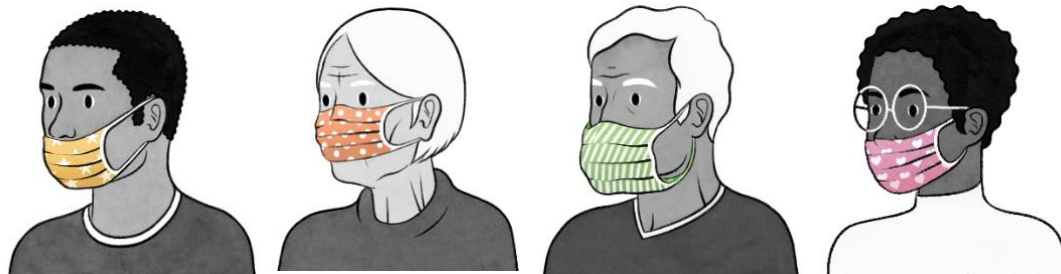
- 3. Cloth masks:** The CDC recommends that cloth masks be made of at least two layers of tightly woven 100% cotton fabric with a preferable third layer as a filter. The WHO also recommends a three-layer mask if masks are cloth. T-shirts, bandanas or scarves fitted around the face will not provide appropriate 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 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 properly mask: <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>

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 continue to be required in outdoor spaces when changing classes for example.

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 current influenza vaccine.

Masks for Faculty and Staff

The school has purchased a stock of surgical masks and these 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 also has N95/KN95 masks available. 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 may 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 via email.

All students and employees who have been fully vaccinated (meaning two weeks after the last vaccination in the schedule) are no longer subject to travel quarantine. Students should have their vaccination record up to date in their Magnus Health account under the immunization section.

Testing

COVID-19 PCR testing will be made available to all faculty and staff through a local CLIA certified laboratory and these will be completed on campus under the guidance of the health director on campus. **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.

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 who participate in the modification of travel quarantine with PCR test, should be able to show clearance from the school during their health screening (as the student would have submitted their PCR test to the school form and received a clearance email back). 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 will check-in with the front office/admin building for health screening.

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.
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 through the middle of the lot to accommodate vehicles in line.
3. Fulton Station- Bus Riders & Students of Faculty/Staff: 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. Those riding the bus will exit the bus and stand in an appropriately spaced line to be screened.
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**.

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 at the health center and leave campus or be immediately isolated in a comfortable area until they can be picked up. 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.

With any cases that have been on campus, contact tracing methods will be utilized as soon as possible. Contact tracing will occur in accordance with Seattle/King County Public Health and the WA Department of Health. Any classrooms where students may have had a suspected transmission, all students will be contacted as a potential close contact and will be asked to remain home for 14 days, per public health. In addition, students will be asked to be PCR tested within an appropriate window of at least day 5+ after exposure, unless a student becomes symptomatic in which the student should be tested as soon as possible.

Public health requires that all positive COVID-19 cases on campus be reported to Seattle/King County Public Health Department. Whenever cases are on campus, this agency assigns the school a school case manager to open a case and monitor the situation for 14 days from the original case.

Cases Among Students

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

- All students in the potentially effected classrooms 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 14 days as well.
- All students or staff in potential contact, but that have been vaccinated will be exempt from quarantine per state and county public health guidance.

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's Health Director 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, unless fully vaccinated.

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

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 appropriately as laid out above.

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 (day 5 or later).

- 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 PCR 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: At this time, three vaccines are ready available to the public and at least one available to students, depending on age. Close contact quarantine and travel quarantine do not apply to those fully vaccinated (two full weeks after last dose).

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.html>

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 unless in the classroom seated where 3 feet is allowed. 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.