

GEORGE I. SANCHEZ CHARTER SCHOOLS

COVID HEALTH & SAFETY GUIDE

AAMA

Table of Contents

A Message from AAMA:	2
Building Hours.....	3
Student Arrival and Dismissal	3
Arrival.....	3
Dismissal.....	3
Student Restrooms.....	4
After School Program and Sports	4
Student Transportation.....	4
Student and Staff Transitions.....	5
General Health & Safety Guidance for Students & Teachers in the Classroom	5
Student guidance	5
Teacher guidance.....	5
Cleaning Protocols	5
Guidance for Cleaning and Disinfecting.....	5
Routine cleaning and disinfecting.....	5
General Guidance for Student Self-Screening.....	6
What to expect when arriving on campus.....	7
Masks/Cloth Face Coverings	8
Proper and Frequent Handwashing.....	9
Elevators	9
Contactless Breakfast and Lunch	10
Student Breakfast.....	10
Student Lunch and Snacks	10
Visitors	10
Exposure Protocols and Notifications	10
Student return to school after illness or exposure	11
Individuals Confirmed or Suspected with COVID-19	11
Close Contact with Someone Who Tested Positive for COVID	11
How We Define Close Contact.....	11
Symptoms of COVID 19.....	12
Resources	12



A Message from AAMA:

This document is AAMA's George I. Sanchez Charter School guidance on health and safety requirements as we plan on re-opening our campus to students. It is our top priority to keep all students, staff, and visitors safe as we begin this transition.

Students, staff, and visitor members will notice various changes on our campuses. Some of these changes will include visual aids, which guide new practices and protocols that have been implemented to follow recommended safety guidelines.

The measures being implemented include more frequent sanitizing of public and work areas, access to sanitizing stations throughout all facilities, and work arrangements to avoid large congregations of people, and others detailed in this guide.

Our goal is to collaboratively ensure that all students, staff, and visitors in our facilities feel safe and secure to effectively navigate the complexities of the current standards provided by health officials at the local, state, and federal levels.

It is our goal to prevent the spread of COVID-19; all students, staff, and visitors need to adhere to our new guidelines outlined in this document. AAMA is dedicated to staying up to date on all information surrounding COVID-19 and how it affects our organization as we do our part in helping stop the spread of COVID-19 within our community.

Please keep in mind that the information provided in this guide is subject to change as guidance concerning the coronavirus (COVID-19) is regularly updated.

Building Hours

The buildings, offices, and workstations will undergo consistent and intensive cleaning. This requires that students, staff, and visitors arrive no earlier than 7:30 am and clear all buildings no later than 5:00 pm. No exceptions will be granted.

Student Arrival and Dismissal

Arrival

- Students will have a designated entrance at each campus location.
- Temp checks, face masks, and hand sanitation station at all campuses
- Students follow health and safety protocol before entering the classroom at the beginning of the day, and any time they enter a classroom.

Dismissal

Non-COVID Sick Student Pickup

- Non-COVID Sick Students- Designated area/room at each campus

COVID Symptom Student Pickup

- COVID designated area/room located at each campus

Early Student Pickup

- Parent notifies/calls/emails school before picking up the student will be ready and limit parent traffic on campus.

Dismissal - Staggered

- Staff assigned to monitor dismissal areas.
- Bus riders dismissed first.
- Support staff to dismiss classrooms one at a time to prevent hallway congestion.

Dismissal- Inclement Weather

- All students remain in class until notified to be dismissed.

Student Restrooms

- No passes handed out
- A monitor in the hallway to ensure low student traffic
- Decals placed 6 ft apart on the floor
- Follow signage posted

After School Program and Sports

After School Activities

- Principals will be notified when to begin.
- Socially distant outside or gym
- Online or take-home activities

Sports

- Principals will be notified when to begin.

Student Transportation

Transportation will be provided for all students living within 1.5 miles to an 8-mile radius. Student riders and parents will have to complete a transportation agreement prior to in-person instruction.

Student responsibilities:

- Ensure Mask is always worn while on the bus
- Sit on a designated seat

Driver Responsibilities:

- Wipe down and disinfect all surface areas before AM and PM routes
- Safety inspection and PPE supply check (thermometer, face masks, and hand sanitizer)
- Check Student temperature
- Ensure students boarding have facemask (if not, one will be provided) and disinfect their hands upon entering the school bus.
- Report any issues to the transportation coordinator.

Student and Staff Transitions

- Students will not transition to different classrooms during the school day
- All students will have about ten students in class with assigned seats
- Teachers will transition to different classrooms during the school day

General Health & Safety Guidance for Students & Teachers in the Classroom

Student guidance

- Use hand sanitizer before entering the classroom
- Wear a mask throughout the day
- Go directly to assigned seats
- Always stay 6 feet from another person

Teacher guidance

- Use hand sanitizer before entering the classroom
- Wear a mask/face shield throughout the day
- Always stay 6 feet from another person
- Use wipes to clean all frequently touched surfaces before use and after use
- Monitor students for appropriate safety & health practices and signs of illness

Cleaning Protocols

Guidance for Cleaning and Disinfecting:

Cleaning and disinfecting are key to maintain a safe environment for faculty, students, and staff.

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label

Routine cleaning and disinfecting

Clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- Doorknobs and handles

- Stair rails
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Pushbuttons on vending machines and elevators
- Shared items
- Bus seats and handrails

Note: Computer keyboards are difficult to clean. Shared computers should have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission. To facilitate cleaning, utilize disinfecting cloth/wipe after each use.

General Guidance for Student Self-Screening

All students are required to self- screen before reporting to campus by checking their temperature and determining if they have *any of the following new or worsening signs or symptoms* of possible COVID-19:

- A measured temperature equal to or greater than 100.0°F
- Chills
- Close contact with a person who is lab-confirmed to have **COVID-19**
- Cough
- Diarrhea
- Feverish feeling
- Headache
- Loss of taste or smell
- Muscle aches that are not usual or tied to exercise
- Shortness of breath or difficulty breathing
- Sore throat

IF you have any of the above symptoms, contact your principal right away. Do not report to campus for class.



**Stay home when you are sick,
except to get medical care.**

What to expect when arriving on campus:

Follow these steps upon arrival:

1. Plan to arrive a few minutes before the start time.
2. Be sure to wear a mask before entering the campus, proceed to the designated area where temperature checks will be conducted daily.
3. Remain 6 feet apart when waiting to be screened and cleared
4. You will be temperature checked upon entering campus
5. Once cleared, report directly to your classroom
6. Stay in your or the classroom as much as possible. Always social distance.
7. When communicating using social distancing as much as possible
8. Water fountains will not be available for use—plan to bring your bottled water.

Masks/Cloth Face Coverings

All students, staff, and visitors are required to wear a mask/cloth face covering before entering the building. Only plain or school logo masks should be worn.

If a student, employee, or visitor does not have access to a mask, they can obtain one from the sanitation station at designated building entries. Please keep in mind that these resources are valuable. You must wear a mask:

- upon entering the building
- in all common areas including hallways, workrooms, and restrooms
- when speaking with anyone else, even with social distancing



Wear your face covering correctly:

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily

Cover your mouth and nose with a cloth face cover when around others:

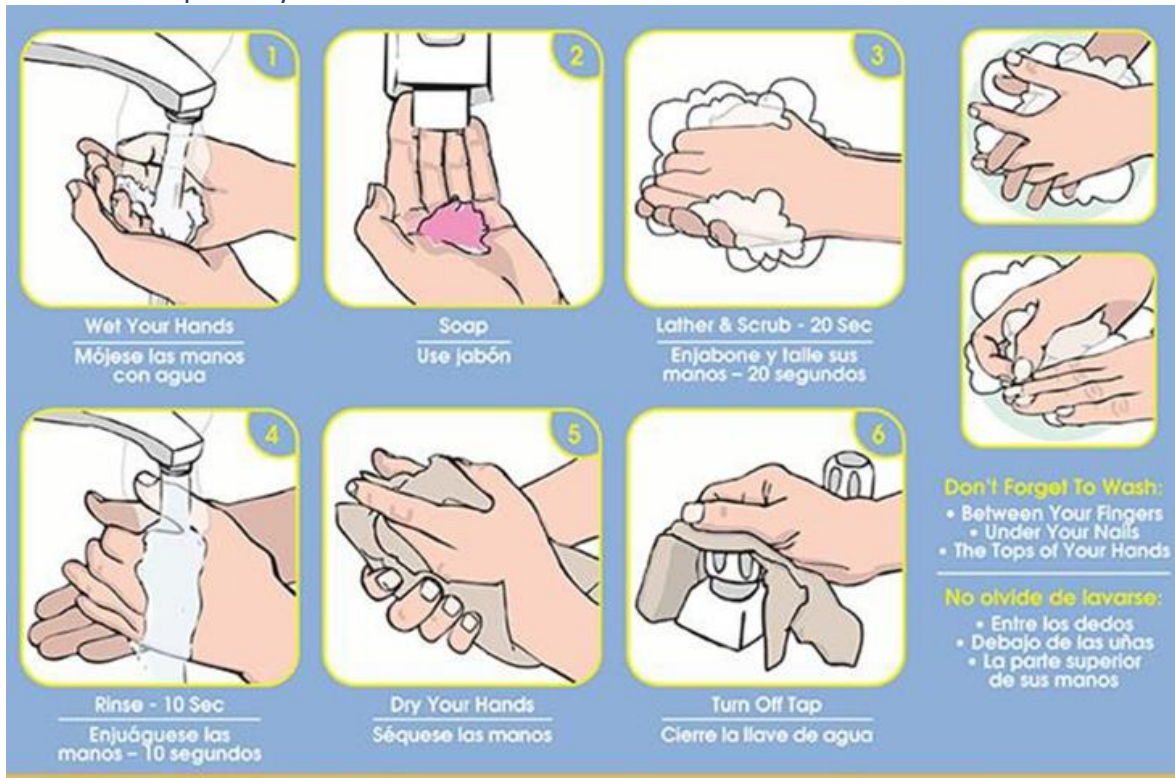
- You could spread COVID-19 to others even if you do not feel sick.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others.
- ***The cloth face cover is not a substitute for social distancing.***

Cover coughs and sneezes:

- If you are in a private setting and do not have on your cloth face covering, remember always to cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- Throw used tissues in the trash.
- Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Proper and Frequent Handwashing

Follow these steps every time:

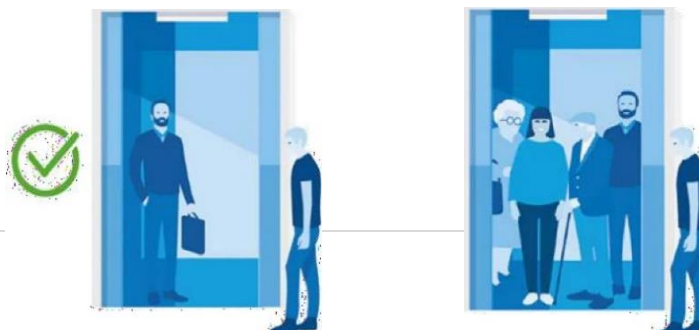
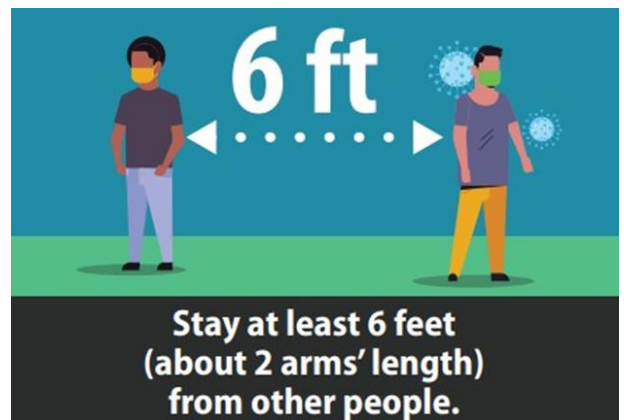


Congregating in groups is no longer allowed.

Elevators

To support continued safety, we advise against the use of the elevator, unless it is essential. This will reduce the amount of time people are in proximity to an isolated environment.

Elevators should only have two people at a time. Each floor will be marked with designated standing locations where an employee can wait for the elevator. Each rider should sanitize their hands before and after touching the elevator buttons.



Contactless Breakfast and Lunch

Student Breakfast

- Breakfast in the classroom will be delivered by the cafeteria staff
- The teacher collects garbage & leaves in the hallway

Student Lunch and Snacks

- Lunch will be delivered to the classroom by the cafeteria staff.
- Students take lunch meals at home.

Visitors

Visitors will only be allowed in buildings for business-related needs and only if the business cannot otherwise be conducted by phone or video conferencing—all visitors will check-in at the appropriate reception area for screening.

Exposure Protocols and Notifications

When the campus is notified of a student or employee who received a confirmed diagnosis of COVID-19, potentially exposed students and employees will be identified and contacted by the RN Health and Wellness Coordinator.

The communication will consist of the following expectations to ensure student and employee safety and to help reduce the spread of COVID-19:

- Student displays signs of infectious illness consistent with COVID-19
- The teacher excuses student from the classroom, notifies principal
- The student is taken to a designated isolation room until transportation can be arranged to send the student home
- Health and Wellness Coordinator, RN will notify the parent of an ill student
- Parent/Guardian picks up the student
- The student should consult with their healthcare provider for evaluation/determination if testing is recommended
- All campus students and staff will be notified of a COVID exposure are notified, via pre-recorded phone call, and email
- The RN on how to proceed will individually notify only those persons in “close contact”.
- Close contact is defined as someone within 6 feet in distance and for a total of 15 minutes or more, and within two days before illness onset.

Student return to school after illness or exposure

Individuals Confirmed or Suspected with COVID-19

Any student who themselves either: (a) are lab-confirmed to have COVID-19, or (b) experience the symptoms of COVID-19 (listed below) must:

- 1. In the case of a student who was diagnosed with COVID-19**, the student may return to school when all of the following criteria are met: 1. at least one day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); 2. the individual has improvement in symptoms (e.g., cough, shortness of breath); 3. at least ten (10) days have passed since symptoms first appeared; 4. ***If you tested positive for COVID 19 you would need a doctor's note to return to school.***
- 2. In the case of a student who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19**, such student is assumed to have COVID-19, and the student may not return to the campus until he/she fever free for 1 day (24 hours) without medication; 10 days have passed since the first appearance of symptoms, and respiratory symptoms have improved.
- 3. If the student has symptoms that could be COVID-19 and *wants to return to school before completing the above stay at home period***, the student must either (a) obtain a medical professional's note clearing him/her for the return based on an alternative diagnosis or (b) receive confirmations that they are free of COVID (COVID testing).

Close Contact with Someone Who Tested Positive for COVID

If any student in close contact with someone who tested positive for COVID must contact their principal immediately. He/she will not be able to report to campus for 14 days from the date of the last exposure or as directed by the RN.

How We Define Close Contact

This document refers to "close contact" with an individual who is lab-confirmed to have COVID-19. An appropriate public health agency determines close contact. For clarity, close contact is defined as:

- a.** being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield); or
- b.** being within 6 feet for a cumulative duration of 15 minutes while wearing or not wearing a mask or face shield; if either occurred at any time in the last 14 days at the same time, the infected individual was infectious.

Symptoms of COVID 19

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough, Difficulty breathing, shortness of breath
- Headache, Chills
- Sore throat, Shaking, or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Abdominal pain
- Nausea or vomiting

Monitor for symptoms: Out of an abundance of caution, we advise you to monitor your health, follow the CDC guidelines for people who have had close contact, and contact your primary care physician if you develop symptoms.

Resources

[Click Here For CDC Stay Healthy Guidelines on Travel and Daily Activities](#)