

**Pacific Northern Academy**

**COVID-19 Mitigation Plan**

The operating requirements listed below have been designed to mitigate community spread of COVID-19 in our programs. These requirements are based on CDC recommendations, licensing requirements, state mandates, and best practice in the field. A copy of this Community Mitigation Plan and a full updated Procedures Manual is available at Pacific Northern Academy.

PNA’s COVID-10 Mitigation Plan is a working document and will be updated regularly with the latest CDC recommendations, state mandates, and practices and staff will be trained regularly on updates.

|  |
| --- |
| **General Preparedness & Planning** |
| COVID-19 Awareness & Education | * All staff will be given a copy of PNA’s COVID-19 mitigation plan and educated on the spread of COVID-19, symptoms, best practices protocols to be followed.
* Staff will be given information on proper use, removal, and washing of face coverings.
* Instructors will explain health guidelines to students in an age-appropriate manner in the classroom when school or camp opens and will be given regular reminders throughout the day.
* Entryway signage will be posted clearly stating that any person with symptoms consistent with COVID-19 may not enter PNA. This signage will also include symptoms of COVID-19.
* Entryway signage will be posted stating that all adults who enter PNA must wear a mask.
* CDC information will be placed throughout the facility informing of the symptoms of COVID-19, how it spreads, and handwashing practices.
* Parents will be given information regarding the COVID-19 mitigation plan and this information will be freely available if requested.
* Parents and guardians will be sent communications regarding PNA’s COVID-19 Mitigation Plan and reminded to keep children home when sick.
* PNA staff will teach and model social distancing, creating space, and unnecessary touching in an age-appropriate manner.
 |

|  |
| --- |
| **Social Distancing Strategies** |
| Staffing & Cohort Grouping | * All groups and classes will be limited to the number of children specified in the latest health mandate.
* All groups and classes at PNA will remain static to avoid mixing of children and staff.
	+ If it is necessary for a staff member to interact with another group, the staff member will wash their hands, follow CDC guidance, and disinfect any hard items they carry and common items or spaces before interacting with a new group.
* All groups and classes will remain in their designated classroom throughout the whole day unless they are going outside. This includes during snack time, lunch time, activities, and games.
* Visitors, volunteers, and field trips are prohibited at PNA for any group or class.
	+ Scheduled visitors may be in the building but will not interact with any group or class and will follow good hand and respiratory hygiene.
 |
| Social & Physical Distancing | * Social distancing will be practiced in groups and classes whenever feasible by: staggering outside time, increasing distance between students to 6 ft when indoors, 10 ft when outside and during high energy activities, and choosing activities that allow for more physical space.
* Activities will be taught outside whenever feasible or whenever projection of voice or physical exertion is required.
* Instructors will regularly remind students of the importance of social distancing and good hand and respiratory hygiene.
* Age appropriate strategies will be used when explaining social distancing.
* Item sharing will be limited. Each child will have their own personal supply kit for daily use. If an item is shared, children will be reminded not to touch their face and will be directed to wash their hands after using the items.
* There will be a bin in each classroom to set aside toys and materials that have been used, shared, placed in the mouth, or otherwise contaminated. These items will be cleaned between uses.
* Painters tape/cones will be used throughout PNA to promote 6-foot distance or to create group spaces.
 |
| Entering PNA, Daily Drop-off & Pick Up | * Staggered drop-off and pick-up times will occur each day.
* All staff and children will be screened prior to entering PNA. Screening requires temperature check, symptoms check, and health log entry.
* Parents and guardians are urged not to enter the facility. However, if it is necessary, only one parent/guardian will enter the building at a time, follow appropriate social distancing guidelines, wear a mask, and not enter the classroom.
* There will be a plastic barrier between staff and individuals during drop-off to limit direct contact as much as possible.
* All staff and adults who come to PNA will be required to wear a mask. PNA will strongly encourage children to wear a mask.
* During **Preschool** pick-up one parent/guardian at a time will enter through the main front desk entrance and exit through the doors closest to the Preschool classrooms.
* During **Camp** pick-up, campers will be in the field outside of the school, separated by group. Parents/guardians will pull up in their vehicles next to the field and camp staff will escort the student to their car.
 |

|  |
| --- |
| **Health & Safety** |
| Health Screenings | * All staff and children who want to enter the building will be screened prior to entering. Screening requires temperature check, symptoms check, and health log entry.
* Prior to entering the building, designated staff will take staff and children’s temperature, check for symptoms and log this information. Designated staff will ask the individual if medications were used to lower temperature or if there are any household members with COVID-19. This will be done outside the school entrance.
* Anyone entering the building will be asked if they or anyone in their household has traveled outside of the state and completed their 14-day quarantine or been tested upon their return. If the individual or anyone in their household has traveled and not completed the 14-day quarantine or presented us with a record of two negative COVID-19 tests, they may not enter the building.
* If a child is entering the building, affirmation from the parent or guardian will be required prior to participation.
* Any staff, child, or individual that is showing COVID-19 symptoms will be sent home.
* Our school’s health procedure is to send students or staff home when sick, and we are taking extra precautions for students with COVID-19 symptoms. These symptoms include a fever of 100.4 degrees, a cough, and difficulty breathing.
* No individual may return within 72 hours after the last fever without medication.
 |
| Responding to Illness | * No staff displaying COVID-19 symptoms will provide services to children. Symptomatic or ill staff may not report to work. No staff member may report to PNA within 72 hours after the last fever without medication.
* Staff who become ill at work will be sent home immediately.
* An isolation area will be established to include appropriate PPE, sick mat, cleaning, and disinfecting supplies.
* Youth who become ill at PNA will be immediately taken to the isolation area.
* Only one staff will interact with and conduct a health assessment of the child.
* Staff will wear appropriate PPE based on CDC and ACA guidelines.
* Parents will be contacted immediately and must arrange for pick-up within an hour.
* Youth and staff illness will be tracked in a secure format and monitored.
* Youth and staff who become ill with COVID symptoms cannot return to PNA until the CDC recommended quarantine has passed or a healthcare provider has approved of their return.
 |
| Hygiene Protocols | * PNA will maintain an adequate supply of disinfectant, hand sanitizer, and paper towels. A weekly inventory will be done on all items and ordered when necessary.
* Camp personnel will wash hands frequently using hot water and soap. If soap and water are not readily available, hand sanitizer with at least 60% alcohol may be used.
* Staff and Instructors will teach and practice good hygiene.
* Every Monday morning and as needed throughout the week, a conversation will take place with the teacher and children about practicing good hand and respiratory hygiene, expectations for hand washing during the day, and keeping physical distance from each other.

**Hand hygiene:** * Staff will monitor handwashing
* Regular hand washing with soap and water for at least 20 seconds should be done by all staff and children;
* Before eating;
* Before and after activities
* After sneezing, coughing, or nose blowing;
* After using the restroom;
* Before handling food;
* After touching or cleaning surfaces that may be contaminated;
* After using shared equipment like computer keyboards and mice.
* Cleaning hands upon entering the facility, each classroom at the door and at regular intervals

If soap and water are not available, staff and students may use an alcohol-based hand sanitizer. Student use of alcohol-based hand sanitizers should always be supervised by adults. Parents/guardians can inform the school that they do not want their child to use alcohol-based hand sanitizers by sending a written notice to the school. **Respiratory hygiene:** * Children and staff will practice good respiratory hygiene and children will be given regular reminders of what good respiratory hygiene behavior looks like. This includes;
* Covering coughs and sneezes with tissues or the corner of elbow; and
* Disposing of soiled tissues immediately after use.
* Using noncontact methods of greeting during morning meetings
* Creating habits and reminders to avoid touching their faces and cover coughs and sneezes
* Increase ventilation by opening windows or adjusting air conditioning
 |
| Face Coverings | * All staff and adults are to wear face coverings that cover their mouth and nose while at PNA in accordance with CDC Recommendations.
* Cloth face coverings required for youth participants, unless the youth participant has a health condition that prevents them from wearing one.
* If a youth participant cannot wear a cloth face covering due to a health condition, we must have a written note from the participants doctor.
 |

|  |
| --- |
| **Cleaning & Sanitizing** |
| Personal Protective Equipment and Cleaning Supplies | * When cleaning & sanitizing staff are required to wear nitrile free disposable gloves and masks.
* Each staff will have their own PPE.
* PNA will maintain adequate cleaning supplies and PPE
* Weekly inventory of PPE and cleaning supplies will be conducted and replaced when necessary.
* PNA will provide hand sanitizer in additional locations when hand washing is not readily available
	+ Front Desk
	+ All classrooms
	+ Offices
 |
| Cleaning Schedule & Responsibilities | **Cleaning and disinfecting will be conducted in compliance with CDC protocols.*** Increased frequency of disinfecting high touch surfaces such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, etc. Cleaning will be done multiple times a day by a Janitor and PNA staff. At a minimum, this will occur hourly.
* Toys and PNA supplies/equipment will be cleaned and sanitized prior to being used by another individual.
* Soft surfaces, such as pillows and puppets, are not to be used at PNA.

**Janitor: Routine cleaning of school settings:** * Cleaning high contact surfaces that are touched by many different people, such as light switches, handrails and doorknobs/handles. This will be done on an hourly basis.
* Dust- and wet-mopping or auto-scrubbing floors.
* Vacuuming of entryways and high traffic areas.
* Removing trash.
* Cleaning restrooms.
* Wiping heat and air conditioner vents.
* Spot cleaning walls.
* Spot cleaning carpets.
* Dusting horizontal surfaces and light fixtures.
* Cleaning spills.

**Staff: Routine cleaning of school settings;*** Preschool Staff: Clean and disinfect cots regularly (after each student use)
* Preschool Staff: Launder cot coverings after each use
* All staff:
	+ Clean and disinfect tables and chairs during any transitions.
	+ Clean and disinfect any shared materials.
	+ Cleaning and disinfecting other items in the school as needed.
* Classroom Instructors: Clean and disinfect frequently touched surfaces at least once daily after students have left for the day. Ex: light switches, handrails and doorknobs/handles, classroom tables, classroom chairs.
* Admin: Disinfect frequently touched public areas at the end of day. Ex: Front door handles, front desk counter and tables, Doors into gym, stair handrails.

**Cleaning & Disinfecting**Cleaning and disinfecting will be conducted in compliance with CDC protocols weekly. |
| Safety | * All Cleaning products will be stored out of reach of youth.
 |

|  |
| --- |
| **Food** |
| General | * Meals and snacks will occur in each group's space, not in a cafeteria setting.
* Youth & staff will bring their own food
* Youth and staff to wash their hands before and after meals or snacks.
 |

**COVID-19 Exposure Response Plan**

*Below are the steps that will be followed by Pacific Northern Academy in response to actual or possible COVID-19 exposure within PNA based on CDC recommendations. Per OSHA and related sources, PNA is identified as Medium Risk workplaces.*

***Actual Exposure:*** *A youth or staff reports testing positive for the COVID-19 virus within the last 14 days of being present in program.*

***Possible Exposure:*** *A youth or staff who has been present in a PNA program within the last 14 days reports living with someone who has tested positive for the COVID-19 virus.*

**In the event of a confirmed COVID-19 case** (someone who has been in an PNA program or the PNA office) take the following steps:[1]

**1.** **Immediately notify local health officials & OSHA.** Health officials will help Pacific Northern Academy determine a course of action for our program(s).

Anchorage Department of Health: 907-343-6718

OSHA Reporting:<https://www.osha.gov/recordkeeping/>

**2.** **Close program for a minimum of 2-5 days.** This initial short-term closure allows time for local health officials to gain a better understanding of the COVID-19 situation impacting PNA program(s). Local health officials will help determine appropriate next steps, including whether an extended closure duration is needed.

• Discourage staff, youth, and families from gathering or socializing anywhere. This includes group childcare arrangements.

**3.** **Communicate with staff and parents.** PNA will coordinate with local health officials to communicate closure decisions and the possible COVID-19 exposure.

• Communication will include messages to counter potential stigma and discrimination.

• No youth or staff names will be shared. It is critical to maintain confidentiality of youth or staff as required by the Americans with Disability Act.

**4.** **Clean and disinfect the facility thoroughly.** All cleaning and sanitation will be coordinated with the Municipality. At minimum PNA will do the following:

Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and sanitizing to minimize potential for exposure to respiratory droplets.

Open outside doors and windows to increase air circulation in the area.

• No staff will enter the facility or area for a minimum of 24 hrs.

• After 24 hours, thorough cleaning and sanitation will occur based on PNA’s Cleaning and Sanitation Procedures and CDC guidelines..

**5.** **Program Leadership will assess all health and safety procedures, site operations, and the need for increased monitoring and/or training.**

**6.** **PNA leadership will assess program operations after any COVID-19 exposure event**.