



Vincent Academy

COVID BEST PRACTICES

Physical Distancing Guidelines

Please help us ensure everyone's safety by following these guidelines while at school:

1. **Stay home if you or an immediate family member are sick.** Do not come to school if you have any of the following:
 - a. Fever of 100.4
 - b. Have had signs or symptoms of respiratory infection, such as a cough, shortness of breath, sore throat, or low grade fever in the past 14 days.
 - c. Had direct contact with someone with a confirmed diagnosis of COVID-19, is under investigation for COVID-19, or is ill with respiratory illness in the past 14 days.
2. Practice **social distancing** by maintaining a distance of approximately 6 feet from others.
3. **Wash your hands** often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
4. **Avoid touching your eyes, nose, and mouth** with unwashed hands.
5. **Cover your mouth and nose with a cloth or face mask.** If you must cough or sneeze, use a tissue or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for a least 20 seconds. If soap and water are not available, use hand sanitizer containing a least 60% alcohol.
6. **Clean AND disinfect frequently touched objects and surfaces** such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection.
7. **Avoid using other employees' work tools**, such as phones, desks, offices or other equipment, when possible. If necessary clean and disinfect them before and after use.

Staff Safety Guidelines

Basic Understandings

- Presence on campus will be limited to accomplishing the essential tasks required to effectively maintain all aspects of the school program for staff, students and families.
- Only staff will be permitted to enter the campus at this time.
- Delivery protocol will, as much as possible, be limited to outdoor drop off. If in-building access is needed, all safety protocols will be implemented (social distancing and masks) .
- Employees must maintain social distance at all times both inside and outside the classrooms.
- Bring your own water- drinking fountains are off limits.
- Refrigeration of food will not be allowed.
- Please be mindful and limit touching of objects and materials in common spaces.
- Mr. Jackson and Ms. Preston should be notified when you are coming to the site.
- Pause your entry to rooms if needed to respect social distancing requirements.
- Help each other stay safe!

Entry and Exit Protocol

- Social Distancing (at least 6 feet apart) at all times! Wear your masks at all times.
- Space your entrance to respect social distance requirements. Do not congregate.
- Sanitize your hands upon entry- sanitizing solution will be available at an outside location.

Copy Room Protocol

- No more than one person at a time allowed to use the copy room.
- If you are walking through to get materials and supplies, maintain social distance and wear your mask.
- The copy room table will remain clear of most items- if there is an object you touched that will need sanitization, a bin will be provided for those items.
- Bring your own staplers and similar tools.
- COVID cleaning solution, gloves and hand sanitizer will be provided.
- Do not drop unwanted items in the copy room.
- Notify the custodian prior to exit.

Classroom Protocol

- It is recommended that you wear a mask in the classroom when you are alone.
- It is required that you wear a mask in the classroom and maintain social distancing if another person enters. That person is expected to follow the same protocols.
- Limit the number of staff in the classrooms.
- Notify custodian when you are leaving for targeted sanitization.
- A box of gloves, COVID sanitizing solution spray and microfiber wipes will be provided.

Staff Lunch Room

- Will not be used as a location for eating.
- Refrigeration will not be used.
- If you use the microwave, wipe off the buttons and door before and after use.
- Respect Social Distancing and wear your masks at all times. In order to implement social distancing, a pause in entry may be required if the space is occupied.

Restroom

- One person allowed in the rest room at a time.
- If at all possible, it is recommended to wait 20 minutes before using the restroom after someone else has used it.
- An Occupied Sign will be on the door and everyone is required to use it. Hand sanitizer will be available upon exit.
- This space will be sanitized daily.

Food Service Kitchen

- Walk throughs are prohibited.
- Access to sinks and refrigeration are prohibited.
- Manager will authorize access as needed with safety protocols in place.

Common Sense

- Stay home if you or an immediate family member are sick. Please reference the guidelines provided.
- You are responsible for wearing your mask, keeping 6 feet away from other staff and sanitizing as you go. Although we will help each other, please do not wait for other people to tell you you are not following the rules.
- Best Practice: Behave as if you have Coronavirus and want to avoid giving it to the people around you. In this situation, measures that may feel extreme are actually warranted.

We realize additional safety measures will be defined as situations present themselves.

Staff Agreement Signature _____

Date _____

What do I do if I Think I Have Been Exposed to COVID?

As we continue to navigate forward through COVID-19, we would like to provide clarification and information regarding exposure to COVID-19. The following information is from the California Employee Law Report.

1. What is a potential exposure?

- A potential exposure is either through contact with a household member with COVID-19, or
- Having come within six (6) feet someone who has a confirmed or suspected case.
- The time frame for an employee's contact with an individual includes the period of time of 48 hours before the individual became symptomatic.

2. Should an employee remain at work if they think they have been exposed?

The CDC advises that as long as the employee has no symptoms he or she should remain at work and adhere to the following practices:

- The employee will assess for symptoms prior to the start of work.
- The employee should self-monitor daily for 14 days after exposure.
- The employee will wear a face mask or covering at all times while in the workplace.
- The employee will adhere to social distancing practices and maintain 6 feet between them self and others.
- If the employee becomes sick during the day, they will be sent home immediately and the workplace will be disinfected.

3. Who does an employee communicate with if they think they have been exposed?

- An employee who thinks they have been exposed to COVID-19 needs to contact the ED or Business Manager as soon as possible for guidance on self-quarantining.
- ED or Business Manager will contact all of the appropriate sources.
- An employee should not contact any other employee and share information. This can cause unnecessary angst.
- If an employee tests positive or has been diagnosed with COVID-19, the district will follow all directions received from the Alameda County Health Department.
- The Alameda County Health Department is the expert and will provide all necessary medical direction and tracing.