



# **COVID-19 Policy to Support the Health of our Students, Faculty, and Staff**

07/30/2020

4728 Wood Street  
Acworth GA 30101

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## **I. Introduction**

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Thank you for all you're doing to support Brookwood Christian School (BCS) and our mission during this challenging time, as the U.S. deals with the novel Coronavirus SARS-CoV-2 (COVID-19). As you know from previous communications, we are responding to the developing situation and planning for what may occur in the coming weeks and months. As always, BCS is committed to providing students and employees with a safe and healthy workplace.

As more cases are likely to occur, we'll continue to take precautions and actions to keep our facilities clean and ensure the well-being of our students and staff, following the protocols from Centers for Disease Control and Prevention (CDC) and responding to state and local requirements.

## II. CDC – Coronavirus Disease 2019 (COVID-19) Guidance

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There is a great deal of information flowing through the media and internet regarding the COVID-19 which makes it difficult to grasp the situation and respond appropriately. BCS policy is based heavily on the information being provided by the Centers for Disease Control and Prevention (CDC) and COVID-19 Safety Manager Certification course.

The following information was taken from the CDC website (<https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html>).

There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19). The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, CDC always recommends everyday preventive actions to help prevent the spread of respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow CDC's recommendations for using a facemask.
  - The CDC recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.
  - The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
  - If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
  - For information about handwashing, see [CDC's Handwashing](#) website

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**While BCS has taken several steps in an effort to help reduce illness and exposure to COVID-19; we are heavily dependent on each and every student and employee to take personal responsibility for their actions and behaviors. This includes following CDC recommendations, practicing good housekeeping and hygiene practices, especially in common and high touch areas, and considering the impacts of your actions on each other and the school as a whole.**

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### III. Communication Plan

All communications will be handled by the BCS Emergency Management Group (EMG). EMG is made up of BCS leadership. The Building Leader (BL) will be your point of contact for issues related to the COVID-19.

<b>Emergency Management Group</b>		
<b>Title</b>	<b>Primary</b>	<b>Alternate</b>
Emergency Operations Director	Kim Wigington	Kevin Wigington
Emergency Communications Director	Tammy Urban	Kim Wiginton
Emergency Building Leader - 100 Bldg	Danielle Anderson	Becky Lunceford
Emergency Building Leader - 200 Bldg	Becky Lunceford	Danielle Anderson
Information Technology Emergency Manager	Kevin Wigington	Tammy Urban

#### **A. Emergency Management Group (EMG)**

- The EMG will continue to monitor this situation closely with the support of health officials.
- The EMG will continue to take the necessary measures to ensure the well-being of our students and staff
- All questions should be directed to the appropriate BL.

#### **B. Communication**

- If a BCS student or employee has been infected with or come in contact with COVID-19, the Emergency Management Group will identify and communicate with all potentially exposed employees, students, vendors, and suppliers as needed. We ask that all BCS families and employees route communication through the Emergency Management Group.
- If BCS should be impacted by COVID-19 in a way that could cause partial/temporary closure, BCS will communicate to impacted families and employees. We ask that all BCS families & employees route communication through the Emergency Management Group

## IV. Prevention & Isolation

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The best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- Ref: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

### A. Contact or Diagnosis

- For the safety of BCS's employees, students, and families, it is important that the Emergency Management Group is aware of any impacted staff or student members. If a staff member or student has been diagnosed with or has come in contact with COVID-19 we ask that you remain at home and that you notify the Emergency Communications Director.
- If a BCS facility has come into contact with COVID-19 BCS will follow its appropriate incident response process outlined in this policy.
- Please avoid sharing supplies. In cases where it is necessary, clean hands frequently.
- Avoid working in close proximity when possible.

### B. Visitors

- All visitors that can be postponed or performed virtually should be.
- All visitors must complete the [Visitor Site Access Form](#) for each visit.
- We ask that any visitor postpone plans to visit any BCS facility if they answer yes to any of these questions:
  - Have you been confirmed as infected with the Coronavirus (COVID-19) and not released to end home isolation/return to work?
  - Do you have symptoms of COVID-19, which include fever, cough or shortness of breath?
  - Have you been on a cruise or traveled internationally within the past 14 days?
  - Have you traveled to a location with a CDC Domestic Travel Advisory within the past 14 days?
  - Have you been in close contact with someone who has symptoms of COVID-19 or has returned from one of the high-risk countries in the past 14 days?
  - Have you had close contact with a person who has tested positive for COVID-19 in the past 14 days?

- Masks should be utilized:
  - When utilizing public areas of the school (break rooms, bathrooms, hallways, etc.).
  - When physical distancing measures are difficult.
- In appropriate circumstances, we may take additional precautions to safeguard the health and well-being of our employees and others. We may also ask for additional information regarding potential COVID-19 exposure.
- Visitors include, but are not limited to, any non-employee who intends to enter a BCS premise, including contractors, customers, repair persons, agents, sales representatives, vendors and consultants.
- Delivery visitors should be welcomed and asked to follow the CDC preventative actions as described in section II, as well as physical distancing when possible.

### **C. Adjusted Onsite Work Schedules, Physical Distancing, and Distance Learning**

- With a focus on physical distancing, BCS will determine and direct individuals whose job duties can be performed productively offsite to work remotely where possible. This could be for all or a portion of their job duties.
- When present on campus, students and staff should practice physical distancing as much as possible. This includes avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible.
- BCS has constructed the schedule so that there should be no travel between the two buildings and will use outdoor classroom space as much as possible, weather and lesson permitting.
- If a staff member is not comfortable working on campus they contact the Emergency Operations Director to determine possible alternatives.
- The following is guidance regarding self-screening and scenarios where staying home from school is critical to ensure the safety of our students, staff, and families. Please follow these self-screening questions:
  - Do you have symptoms of COVID-19, which include fever, cough or shortness of breath? (see section E for return to work guidance)
  - Have you been on a cruise or traveled internationally within the past 14 days?
  - Have you traveled to a location with a CDC Domestic Travel Advisory within the past 14 days?
  - Have you been in close contact with someone who has symptoms of COVID-19 or has returned from one of the high-risk countries in the past 14 days?
  - Have you had close contact with a person who has tested positive for COVID-19 in the past 14 days?
- If you answered “yes” to any of these questions, you should stay at home.
- As a reminder, if you are sick and cannot work please stay home.

- If you are out for other than medical reasons, you will need to pay for your own substitute
- If you travel you will have to quarantine on your return and pay for your own substitute.
- If you have children at home due to school or other childcare closures, and are required to provide childcare, please communicate with Kim regarding accommodating your child(ren).
- If the Emergency Management Group determines that BCS is putting staff or students at risk, they will follow BCS's Emergency Response Plan and School Continuity Plan to ensure that BCS staff, students, families, and our community are safe.

#### D. How to Discontinue Home Isolation

- People **with symptoms of COVID-19 who have stayed home (home isolated)** can stop home isolation under the following conditions:
  - You have had **no fever for at least 72 hours** (that is three full days of no fever without the use medicine that reduces fevers) AND
  - You have **no other symptoms for 72 hours** (cough, shortness of breath, loss of smell or taste, etc.) AND
  - **At least 7 days have passed since your symptoms first appeared.**

#### E. Safe Work Practices

- Use of cloth or other face coverings
  - The CDC recommends wearing cloth face coverings in public settings where other physical distancing measures are difficult to maintain (e.g., grocery stores and pharmacies) especially in areas of significant community-based transmission.
  - This recommendation complements and **does not replace other efforts** to slow the spread of the virus, such as physical distancing.
  - CDC mask guidance  
(<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>)
  - Masks should be utilized, if tolerated:
    - When utilizing public areas of the school (break rooms, bathrooms, hallways, etc.).
    - When physical distancing measures are difficult.

- Temperature Screening Requirements
  - All staff, students, and visitors coming into a BCS building are encouraged to take their own temperature each morning prior to leaving their home.
  - BCS staff, students, and visitors will participate in onsite temperature screening.
  
- Temperature Screening Process
  - All onsite temperatures will be taken using an approved contactless thermometer.
  - Screeners must utilize appropriate PPE during screening activities
    - Goggles, face mask, gown, & gloves,
    - Because screeners make no physical contact with the person being checked, gloves do not need to be disposed of between individual screenings if taking place at the same time.
  - The temperature sensor lens can be aimed in the neck area right below the earlobe, 1.5-3 inches away, while standing behind the person. (preferred method).
  - The temperature sensor lens can also be aimed at the forehead just above the eyebrows, 1.5-3 inches away.
  - Press and hold the read trigger for until the thermometer beeps and the temperature is shown.
  - If a temperature reads over 100° F (37.8° C), it will be retaken twice after a 5-minute period. The temperature must be over 100° F (37.8° C). If all readings are over 100° F (37.8° C) then it will be treated as a possible coronavirus infection.
    - The employee, student, and visitors will be sent home (away from office) and advised to consult their physician.
    - Kim Wigington will be notified. The name of the affected employee or student should not be shared outside of these contacts.
    - Return to work will be determined by the discontinue home isolation policy and physician direction.
    - Please note that students will be sent home with temperatures above 99.3° F (37.4° C) for possible communicable disease infection as outlined in the student handbook.
  - Under no circumstances are employee or visitor temperatures to be recorded or maintained beyond the notification described above for a 100° F (37.8° C) reading.
  
- Delivery Procedures
  - To limit handling of incoming packages, employees should request deliverer to place packages on bench outside during school hours.
  - Deliveries should be scheduled for school hours, M-F from 9am to 3pm
  - Incoming packages will be moved into office for a minimum of 24 hours for quarantine if not time sensitive.

- Items that are received that are plastic or metal will be quarantined for a minimum of 72 hours if not time sensitive.
- Time sensitive incoming items should be disinfected before use.
- Employees handling packages should be following general guidelines of wearing gloves and a mask, if tolerated, when available.
- Employees should continue to follow hand washing practices in-between package handling and glove removal.

## **F. Insurance Guidance**

- **Humana** has offered the following COVID-19 resources
  - <https://www.humana.com/coronavirus>
  - <https://www.humana.com/coronavirus/community-resources>
- **AFLAC** has offered the following COVID-19 resources
  - <https://www.aflac.com/individuals/advisories/covid-19.aspx>
  - [Printable version of FAQs](#)

## **V. Emergency Response & School Continuity Plan**

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BCS is committed to providing staff and students with a safe and healthy school environment. As such BCS has an Emergency Response & School Continuity Plan to address threats to our school operations and service to our students & families.

### **Introduction to BCS's Emergency Response Plan**

BCS is committed to providing staff and students with a safe and healthy school environment. In the event of an emergency, the highest priority is the safety of BCS staff and students as well as any other personnel on campus.

This Emergency Response Plan (ERP) is designed to instruct employees on the actions they need to take during an active emergency event, including alerting and evacuating staff and students and the policies and procedures for leadership and control during an emergency. The ERP applies to all BCS personnel. Employees will be trained to be familiar with these procedures and are expected to follow all the instructions found in this plan for response during an emergency.

All questions from the news media or other external personnel should be directed to the Emergency Management Group.

### **Introduction to BCS's School Continuity Plan**

In the event of an emergency, the highest priority is the safety of BCS staff and students and any other personnel on campus. When the immediate danger has receded and safety is no longer threatened, the priority moves from emergency response to recovery and continuation of school operations.

The School Continuity Plan (SCP) documents the plans and procedures designed to outline and coordinate BCS's reaction to a disaster or other severe event that adversely affects BCS's ability to conduct school operations. Due to the current changing threats, from acts of nature to technology threats, there is a need for viable continuity capabilities and plans. The SCP applies to the functions, operations, and resources necessary to ensure the continuation of BCS's essential functions in the event its normal operations are disrupted or threatened with disruption.

When the immediate danger has receded and employee safety is no longer threatened, the Emergency Management Group is responsible to utilize this SCP for outlining the communication and steps to be taken to restore the ability to conduct school operations.

## VI. COVID-19 Incident Response Plan

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The following COVID-19 Incident Response Plan has been developed based on guidance from the CDC, OSHA and EPA. Due to the fluidity of the pandemic and ongoing research to better understand how the virus spreads, this response plan is subject to change.

**CDC:**

<https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

**OSHA:** <https://www.osha.gov/SLTC/covid-19/index.html>

**EPA:** <https://www.epa.gov/coronavirus>

### A. BCS Employee Tests Positive

- Notify Kim Wigington and Tammy Urban
- The infected employee will stay home and follow doctor's isolation guidance.
- All other employees and students in the affected building will be instructed to stay home until cleaning & disinfection are completed.
- Anyone that may have made contact with the infected individual in the last 48 hours will be prescreened by measuring employee's/student's temperature and symptoms prior to returning to school. They will be regularly monitored and will be required to wear a face mask at all times for a 14 day period. In the event medical or Title VII reasons prevent this, distance learning will be utilized for those individuals.
- BCS will arrange for cleaning and disinfecting.
- Once the area where the employee worked is sanitized, employees and students may return to that building. The infected employee will return once return to work/school criteria in section [Section 4 Part D](#) are fulfilled.
- Both the 100 and 200 buildings are running autonomously and the closure of one will not affect the other unless an incident occurs simultaneously in both buildings.

### B. BCS Student Tests Positive

- Notify the Building Lead: Danielle Anderson for 100 building and Becky Lunceford for 200 building
- The Building Lead should then notify Kim Wigington and Tammy Urban
  - The name of the affected student will not be shared outside of these contacts.
- The infected student will stay home and follow doctor's isolation guidance and utilize distance learning if they are able.
- All other employees and students in the affected building will be sent home and instructed to stay home until cleaning & disinfection are completed.

- Anyone that may have made contact with the infected individual in the last 48 hours will be prescreened by measuring employee's/student's temperature and symptoms prior to returning to school. They will be regularly monitored and will be required to wear a face mask at all times for a 14 day period. In the event medical or Title VII reasons prevent this, distance learning will be utilized for those individuals.
- BCS will arrange for cleaning and disinfecting.
- Once the area where the student worked is sanitized, employees and students may return to that building. The infected student will return once return to work/school criteria in section [Section 4 Part D](#) are fulfilled.
- Both the 100 and 200 buildings are running autonomously and the closure of one will not affect the other unless an incident occurs simultaneously in both buildings.

### **C. BCS Employee shows symptoms while at school**

- Notify Kim Wigington and Tammy Urban
- The infected employee will be sent home and follow doctor's isolation guidance.
- All other employees and students in the affected building will be instructed to leave the building for a 24 hour quarantine period.
- Anyone that may have made contact with the infected individual in the last 48 hours will be prescreened by measuring employee's/student's temperature and symptoms prior to them starting work. They will be regularly monitored and will be required to wear a face mask at all times for a 14 day period. In the event medical or Title VII reasons prevent this, distance learning will be utilized for those individuals.
- BCS will arrange for cleaning and disinfecting.
- Once the area where the employee worked is sanitized, employees and students may return to that building. The infected employee will return once return to work/school criteria in section [Section 4 Part D](#) are fulfilled.
- Both the 100 and 200 buildings are running autonomously and the closure of one will not affect the other unless an incident occurs simultaneously in both buildings.

### **D. BCS Student shows symptoms while at school**

- Notify Kim Wigington and Tammy Urban
- The infected student will be sent to the quarantine room in the appropriate building
- Parents will be notified to come pick up their child to go home and follow appropriate isolation guidelines outlined by their pediatrician.
  - **Please note that the cleaning procedure timeline does not begin until the student has left campus.**
    - Please make sure there is someone who can pick up the student in a timely manner.
    - If necessary, you can email Danielle or Becky permission for a person not on the emergency pick up list to pick up the student.

- All other employees and students in the affected building will be instructed to leave the building for a 24 hour quarantine period.
- Anyone that may have made contact with the infected individual in the last 48 hours will be prescreened by measuring employee's/student's temperature and symptoms prior to them starting work. They will be regularly monitored and will be required to wear a face mask at all times for a 14 day period. In the event medical or Title VII reasons prevent this, distance learning will be utilized for those individuals.
- BCS will arrange for cleaning and disinfecting.
- Once the area where the student worked is sanitized, employees and students may return to that building. The infected student will return once return to work/school criteria in section [Section 4 Part D](#) are fulfilled.
- Both the 100 and 200 buildings are running autonomously and the closure of one will not affect the other unless an incident occurs simultaneously in both buildings.

## E. Disinfecting Process

If outside sanitation companies cannot service BCS after the 24hr building quarantine then BCS will self-sanitize using the following method.

### 1. General procedures

Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area during business hours. Wait 24 hours or as long as practical before beginning cleaning and disinfection.

		Return to School	
Reported COVID	Self Clean	Staff	Students
Monday 9am	Tuesday 9am	Wednesday 7am	Wednesday 8am
Monday 12pm	Tuesday 12pm	Wednesday 7am	Wednesday 8am
Monday 3pm	Tuesday 3pm	Wednesday 7am	Wednesday 8am

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**Please note that the cleaning procedure timeline cannot begin until the infected student has left campus. We understand that symptoms may not present themselves until after we screen and take temperatures, however delays in picking up infected students will result in delays in starting the cleaning and sanitizing process. We all rely on everyone taking this very seriously to ensure that there is someone who can pick up the child immediately. If we call at 10am and the child is picked up by 10:30am, we can begin the cleaning schedule. If the child is not picked up until later, the cleaning could be delayed an entire day, consequently delaying the reopening another day.**

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## **2. Classroom Checklist (where applicable)**

- a. Entry and exit door handles
- b. Light switches
- c. Push carts
- d. Sinks
- e. Student desks/tables & chairs
- f. Teacher desk & chair
- g. Additional chairs and tables/desks
- h. Air return vents if reachable
- i. Printer control panel
- j. Shared computers-monitors, keyboards, and mice
- k. Any refrigerator, coffee machine, countertops, microwave controls, tables/chairs and cupboard handles
- l. Chromebooks or i-Pads and corresponding cart

## **3. Non-Classroom Checklist (where applicable)**

- a. Entry and exit door handles
- b. Office and restroom door handles and light switches
- c. Restroom sink area and toilets
- d. Air return vents
- e. Breakroom coffee machine, microwave, countertops, and surfaces
- f. 100 bldg auditorium refrigerator, works space, printer control panels
- g. Push carts
- h. Shared computers- monitors, keyboards, and mice
- i. Chromebooks or i-Pads and corresponding cart
- j. 200 bldg stair rails
- k. 200 bldg sink, counter, refrigerator, and tables

#### **4. Hard and Soft Surfaces**

- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Dilute 4 teaspoons bleach per quart of room temperature water for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against COVID – 19 when properly diluted.
- For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces.

#### **5. Electronics**

- 200 Building students & teachers will be responsible for cleaning their own Chromebooks/computers and other devices.
  - For electronics such as tablets, touch screens, cell phones, keyboards, and remote controls remove visible contamination if present.
  - Use alcohol-based wipes or disinfectant wipes such as Clorox® or Lysol®
- 100 Building teachers will be responsible for cleaning their own computers and student devices in their classrooms.
  - For electronics such as tablets, touch screens, cell phones, keyboards, and remote controls remove visible contamination if present.
  - Use alcohol-based wipes or disinfectant wipes such as Clorox® or Lysol®

## VII. Revision History

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<b>Revision</b>	<b>Date</b>	<b>Comments</b>
1	7/27/2020	TU
2	7/28/2020	TU - Appendix A - Emergency Contact Information
3	7/29/2020	TU - Section VI E 1 - Cleaning procedures time frame
4	7/30/2020	TU - Section IV D - How to Discontinue Home Isolation

## APPENDIX A – Emergency Contact Information

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<b>Name</b>	<b>Title</b>	<b>Emergency Management Group Title</b>	<b>Number</b>
Kim Wigington	Headmaster/Principal	Emergency Operations Director	404-428-8517
Tammy Urban	Development Director	Emergency Communications Director	404-428-8960
Danielle Anderson	Director of Student Services	Emergency Building Leader 100 Building (lower grades)	678-200-5330
Becky Lunceford	Administrative Support	Emergency Building Leader 200 Building (upper grades)	404-428-9704