



WY' EAST

MOUNTAIN ACADEMY

Operational Blueprint Plan for Schools 2020-2021

Hybrid Learning Model

****** Wy'East responses are in RED Italics & to
be updated by administration.*

COMPLETED SEPTEMBER 10 AT 16:06 BY MIKE HANLEY

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	<i>Wy'East Mountain Academy, private boarding school</i>
Key Contact Person for this Plan	<i>Mike Hanley- Interim Headmaster</i>
Phone Number of this Person	<i>503-310-2812 MH</i>
Email Address of this Person	<i>hanley@wearecamp.com</i>
Sectors and position titles of those who informed the plan	<i>Ann Scott- Outgoing Headmaster Mike Hanley-Interim Headmaster Kevin English-Academy President Gregg Janecky- We Are Camp, Camp Director</i>
Local public health office(s) or officers(s)	<i>Clackamas County Health 503-742-5300 Ed Wyller, DHS</i>
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	<i>Mike Hanley-Interim Headmaster</i>
Intended Effective Dates for this Plan	<i>September 12, 2020-July 31,2021</i>
ESD Region	<i>Clackamas ESD</i>

Description of School:

Wy'East Mountain Academy is a small, private academic boarding school which serves student athletes ages 12-19 in the areas of skiing, snowboarding, skateboarding, and mountain biking. We operate as an academic boarding school through DHS as a child caring agency. With a maximum capacity of 73, we normally serve about 23-45 students in a normal school year. Our students live on campus, use an online curriculum, and meet in a classroom with a structured daily schedule where they work on their studies and train.

During the pandemic, our students have been working in their cabin/dorm rooms rather than meeting in the classroom. While this worked fine for the shorter summer term, a number of our students need to meet in the classroom at some point to get extra help, test, as well as having a second layer of accountability while working on their academics.

1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

- Implement measures to limit the spreads of COVID-19 within the school setting.
This is done during training prior to arrival days.
- Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.
See protocols attached. Page 2-12
- Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with the **Ready Schools, Safe Learners** guidance and other guidance from OHA.
Mike Hanley is designated to do this.
- Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan.
Dr. Grise
- Process and procedures established to train all staff in sections 1 - 3 of the **Ready Schools, Safe Learners** guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible.
Training is done during training days, and staff is required to do additional COVID training with Safeschools.com.
See protocols attached for the following:
- Protocol to notify the local public health authority ([LPHA Directory by County](#)) of any confirmed COVID-19 cases among students or staff.
Contact Ed Wyller
- Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. *See Protocols attached pages 12-15*
- Process to report to the LPHA any cluster of any illness among staff or students. *See Protocols attached pages 9-10*
- Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner. *See Protocols attached pages 13-15*
- Protocol for screening students and staff for symptoms (see section 1f of the **Ready Schools, Safe Learners** guidance). *See Protocols attached page 2*
- Protocol to isolate any ill or exposed persons from physical contact with others. *See Protocols attached pages 9-10*
- Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the **Ready Schools, Safe Learners** guidance). *See Protocols attached page 10 Report immediately to Ed Wyller*
- Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official. *See Protocols attached page 13*

- If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the *Ready Schools, Safe Learners* guidance), the daily log may be maintained for the cohort.
- If a student(s) is not part of a stable cohort, then an individual student log must be maintained.
- Required components of individual daily student/cohort logs include: *See Protocols attached pages 27*
 - Child's name
 - Drop off/pick up time
 - Parent/guardian name and emergency contact information
 - All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student
- Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed. *See Protocols attached page 8*
- Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19. *See Protocols attached pages 3 & 8*
- Protocol to respond to potential outbreaks (see section 3 of the *Ready Schools, Safe Learners* guidance). *See Protocols attached pages 10*

1b. HIGH-RISK POPULATIONS

Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.

N/A This is a private boarding school.

We do not have medically fragile students. Students must be healthy physically to attend the academy.

Medically Fragile, Complex and Nursing-Dependent Student Requirements

All districts must account for students who have health conditions that require additional nursing services. Oregon law ([ORS 336.201](#)) defines three levels of severity related to required nursing services:

1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.
2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.
3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.

Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:

- Communicate with parents and health care providers to determine return to school status and current needs of the student.
- Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.
- Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.
- The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.
- Service provision should consider health and safety as well as legal standards.
- Work with an interdisciplinary team to meet requirements of ADA and FAPE.
- High-risk individuals may meet criteria for exclusion during a local health crisis.
- Refer to updated state and national guidance and resources such as:
 - U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020.

- ODE guidance updates for Special Education. Example from March 11, 2020.
- OAR 581-015-2000 Special Education, requires districts to provide 'school health services and school nurse services' as part of the 'related services' in order 'to assist a child with a disability to benefit from special education.'
- OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.

1c. PHYSICAL DISTANCING

See protocols attached for the following requirements:

Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. *See Protocols attached pages 20-23*

Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible. *See Protocols attached pages 20-23*

Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc. *See Protocols attached page 13*

Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering).

See Protocols attached page 13

Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; do not employ punitive discipline. *See Protocols attached page 20*

Students will be able to access additional support in the classroom where sanitization, seating arrangements and social distancing is used.

1d. COHORTING

Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff.

Cohorts will be determined by cabin numbers and athletic discipline as well as by age, in groups no larger than state requirements.

- The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the **Ready Schools, Safe Learners** guidance).

See Protocols attached page 13.

Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.

All restrooms are gender neutral.

Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.

See Protocols attached pages 11-12

Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.

The academy is team and cohort based. Cohorts will be determined by cabin numbers and athletic discipline as well as by age, in groups no larger than state requirements.

Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.

Staff training is done prior to arrival day, in person, and through Safeschools. Signs are posted throughout the academy buildings/rooms.

1e. PUBLIC HEALTH COMMUNICATION

Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.

All information communicated to staff in employee paperwork & reviewed during staff training

- Consider sharing school protocols themselves.

Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.

- Consult with your LPHA on what meets the definition of “close contact.”

Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding.

Provide all information in languages and formats accessible to the school community.

N/A All students must speak English as part of our SEVIS certification.

1f. ENTRY AND SCREENING

Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19.

Handwashing is required upon entry to the classroom, café. Sanitizer is used entering BOB, the store, and all offices.

Students/staff will have temperatures taken daily

CDC Signs are posted around campus and in all cabins, and buildings.

Handwashing is required upon entry to the classroom, café. Sanitizer is used entering BOB, the store, and all offices.

See attached protocols.

COVID-19 symptoms are as follows:

- Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.
- Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available [from CDC](#).
- In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of [OHA/ODE Communicable Disease Guidance](#).
- Emergency signs that require immediate medical attention:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to awaken
 - Bluish lips or face
 - Other severe symptoms

Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian.

- Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the *Ready Schools, Safe Learners* guidance) and sent home as soon as possible.
- They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.

Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.

Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

1g. VISITORS/VOLUNTEERS

- Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.
See Protocols attached page 8
- Visitors must wash or sanitize their hands upon entry and exit. *See Protocols attached page 16 & 19*
- Visitors must wear face coverings in accordance with OHA and [CDC](#) guidelines. *See Protocols attached page 4*
- Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days. *See Protocols attached pages 4 & 8*

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

Face coverings are required by staff and students, including outside when closer than 6 ft. Face masks are provided for those who do not have one.

Students who do not want to wear a facemask can use a tabletop sneezeguard, stay in their cabin, work outside if weather permits, and stay at least 6 feet away from peers/staff.

- Face shields, face coverings or clear plastic barriers for:
 - Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.
 - Front office staff.
- Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role.
- Students who choose not to wear face coverings must be provided access to instruction.**
- ADA accommodations:** If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.

1i. ISOLATION MEASURES

Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day.

The academy has a medic on duty, with a designated health room and separate infirmary.

Students and staff read & sign official paperwork explaining protocol & are instructed during orientation on how to behave, social distance, and all requirements needed to meet safe guidelines.

The camp director was consulted for this protocol. Student medical information is logged within our system.

See Protocols attached in Covid Tracking Document

Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. *See Protocols attached page 9*

- Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated.
- Consider required physical arrangements to reduce risk of disease transmission.
- Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.

Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields. *See Protocols attached pages 9-10*

- School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space, and hands washed after removing PPE.
- If able to do so safely, a symptomatic individual should wear a face covering.
- To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing.

Establish procedures for safely transporting anyone who is sick to their home or to a health care facility. *See Protocols attached pages 21 & 23*

Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.

- Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority.
- If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.

Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).

Record and monitor the students and staff being isolated or sent home for the LPHA review.

2. Facilities and School Operations

2c. TECHNOLOGY (2a & 2b Do not apply to private schools)

Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the *Ready Schools, Safe Learners* guidance).

Students are required to bring their own computers. Technology is not shared between students.

Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

Handwashing: All people on campus should be advised and encouraged to wash their hands frequently.

Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.

Events: Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.

Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.

Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner.

- **Handwashing:** *Staff and students are trained. Safeschools & in person training.*
- **Equipment:** *Staff and students are trained. Safeschools & in person training.*
- **Events:** *Events and gatherings have been modified. Parent weekend was cancelled. The academy will stay open over Thanksgiving break.*
- **Transitions/Hallways:** *The academy has numerous buildings without hallways. Students walk outside to get to all buildings including the café, classroom, BOB (Indoor skate park).*
- **Personal Property:** *These policies and procedures are included in the attached the Student-parent handbook.*

2e. ARRIVAL AND DISMISSAL

Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.

Create schedule(s) and communicate staggered arrival and/or dismissal times.

Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the **Ready Schools, Safe Learners** guidance).

Develop sign-in/sign-out protocol to help facilitate contact tracing:

- Eliminate shared pen and paper sign-in/sign-out sheets.
- Ensure hand sanitizer is available if signing children in or out on an electronic device.

Install hand sanitizer dispensers near all entry doors and other high-traffic areas.

See attached protocols pages 8, 13 & 25

Cohorts will be determined by the beginning of school with no more than the state requirements.

Hand sanitizers is available at the entrance of each room/building unless handwashing is required. All students are also given their own sanitizer, thermometer, water bottle, and mask as part of their welcome packet.

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

Seating: Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times. *See Protocols attached pages 13 & 22*

Materials: Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff.

Handwashing: Remind students through signage and regular reminders from staff of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately.

Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

Seating: See attached protocols on page 22. Classroom can handle 10 students. They are required to go in one door, leave out of another. Wash hands when they enter

Materials: Students use their own computers, pens, pencils, and calculators. Sanitizer is available in case of cross contamination.

Handwashing: Students are required to wash hands upon entering the classroom. Signs are on the entrance door.

2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

Kevin-Mike PLEASE fill this out.

Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's [Specific Guidance for Outdoor Recreation Organizations](#)).

After using the restroom students must wash hands with soap and water for 20 seconds.

Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before and after using playground equipment.

Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use. *See Protocols attached pages 13-15 & 22*

Cleaning requirements must be maintained (see section 2j of the **Ready Schools, Safe Learners** guidance).

Maintain physical distancing requirements, stable cohorts, and square footage requirements. *See Protocols attached pages 13 & 22*

Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). *See Protocols attached page 20*

Design recess activities that allow for physical distancing and maintenance of stable cohorts. *See Protocols attached page 13*

Clean all outdoor equipment between cohorts. *See Protocols attached pages 16 & 17*

2h. MEAL SERVICE/NUTRITION

Include meal services/nutrition staff in planning for school reentry. *See Protocols attached page 5*

Staff serving meals must wear face shields or face covering (see section 1h of the **Ready Schools, Safe Learners** guidance). *See Protocols attached page 5 & 18*

Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after.

Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.

Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.

Adequate cleaning of tables between meal periods.

Students are required to wash hands prior to entering café.

Food is plated individually.

Students eat back in their cabins, outside social distanced if weather permits or with cohort.

Kitchen and café are sanitized at least 3 times per day and after every served meal.

All staff are required to have their food handler's card and are trained.

2i. TRANSPORTATION

See attached Vehicle protocols 21 & 23

Include transportation departments (and associated contracted providers, if used) in planning for return to service.

Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the **Ready Schools, Safe Learners** guidance).

Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. *See Protocols attached pages 21 & 23*

- If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student.
- If arriving at school, notify staff to begin isolation measures.
- If transporting for dismissal and the student displays an onset of symptoms, notify the school.

Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service.

Drivers wear face shields or face coverings.

Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings).

2j. CLEANING, DISINFECTION, AND VENTILATION

Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected ([CDC guidance](#)) environments, including classrooms, cafeteria settings, restrooms, and playgrounds. *See Protocols attached page 13*

Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.

To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds.

Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air.

Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.

Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see [CDC's guidance on disinfecting public spaces](#)).

See attached cleaning protocols.

Cleaning products are kept away from students in a locked building.

Staff are trained prior to arrival day how to properly clean and use chemicals. This includes safeschools training.

Facilities are cleaned at least two times daily- see attached student schedule.

Fans will be purchased for windows in cabins to increase circulation.

2k. HEALTH SERVICES

OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs.

Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).

See Protocols attached page 8-11

Campus has a medic room and separate infirmary for sick students.

The company has developed a COVID-19 team that holds daily meetings.

3. Response to Outbreak

3a. PREVENTION AND PLANNING

Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.

Establish a specific emergency response framework with key stakeholders.

When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.

See Protocols attached page 8-11

3b. RESPONSE

Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response.

If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.

Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.

When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.

Modify, postpone, or cancel large school events as coordinated with the LPHA.

If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.

Continue to provide meals for students.

Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.

See attached protocols Covid Tracking Document

3c. RECOVERY AND REENTRY

Plan instructional models that support all learners in Comprehensive Distance Learning.

Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow [CDC guidance](#) for classrooms, cafeteria settings, restrooms, and playgrounds.

Communicate with families about options and efforts to support returning to On-Site instruction.

Follow the LPHA guidance to begin bringing students back into On-Site instruction.

- Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.

See Protocols attached pages 13 & 22

01

School Calendar



2020-2021

Fall-Winter-Summer

Student Academic Calendar

UPDATED June 4, 2020

August 20						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

October 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

June 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September 20						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January 21						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May 21						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 20						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

August 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 20						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March 21						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 21						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FALL TERM 2020	
Sep 7	Labor Day
Sep 12	Arrival Day 8am-3pm
Sep 13/14	Settle In Local Activity Day
Sep 15	First Day of Class
Oct 28-29	ZOOM conferences
Nov 11	Veteran's Day
Nov 26	Thanksgiving-on campus
Dec 17	Last Day of Class
Dec 18	Students Clean and Pack
Christmas Break	Dec 19-Jan 8
Dec 19	Christmas Leave Day
WINTER TERM 2021	
Jan 9	Winter Term Arrival Day
Jan 11	First Day of Winter Term Class
Jan 18	MLK Day
Feb 13	President's Day
Feb 24/25	ZOOM Conferences
April 21	Last Day of Class
April 22	Graduation Class of 2021
April 23	Students Clean and Pack
April 24	Winter Term Leave Day
SUMMER TERM 2021	
May 10	Summer Term (Fall) Arrival Day
May 11	First Day of Class
May 31	Memorial Day
June 12	Summer (Partial) Arrival Day
June 14	First Day Class- Partial Term
July 4	Independence Day
July 29	Last Day of Class
July 30	Students Clean and Pack
July 31	Summer Term Leave Day
FALL TERM 2021	
Sept 6	Labor Day
Sept 11	Fall Term Arrival Day

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02

Domain: Offices

Guests:

Check in with Office Staff.

Staff takes guests' temperature upon arrival.

Guest's complete QR Code digital sign in package which includes, COVID history, Waiver, and contact tracing information with a timestamp.

Guests are given a wristband or pass.

Guests are instructed to wear a mask at all times and stay in scheduled areas that keep them away from students and unnecessary staff.

Offices:

Sanitize hands as you enter any new office or building.

All staff have their temperature taken and recorded at the beginning of each work day.

Maintain social distance 6'

Wear a mask at all times when in offices.

Wipe down your space when leaving with sanitizer.

Do not share pens, pencils, staplers, if possible.

Wipe down your keyboard, computer, and phone daily.

Wipe down couches, tables, and desks.

Throw away ALL refuse-leave nothing behind.

03

Domain: Classroom

As soon as you enter the classroom, wash your hands with warm water & dry them immediately.

When you leave the classroom, wash your hands with warm water & dry them immediately.

Maintain social distance 6' at the tables, wear a face covering at all times.

Stay in the same seat and do not change.

Wipe down your space when leaving with sanitizer.

Do not share pens, pencils, calculators.

Wipe down your keyboard, computer, and phone daily.

Throw away ALL refuse-leave nothing behind.

Daily- 2 times (at least) the following should be bleached:

- toilet

- bathroom faucet

- sink

- counter

- common furniture, desks, chairs

- pencils, pens, utensils

04

Domain: Campus

Safety and health of staff, students, and guests paramount everything.

Take responsibility for your space. Be mindful of others.

Maintain social distance 6'.

Throw away ALL refuse-leave nothing behind.

Wear facemasks when at all times in indoor spaces that are not your own residential cabin, including when exercising.

Wear facemasks in outdoor spaces anytime social distancing is not possible including while exercising.

Use tissues, throw away immediately, and DO NOT spit on the ground

Students wear their own helmets and do not share equipment without first sanitizing it.

Send unfamiliar people to the office.

Guests:

Check in with Office Staff.

Staff takes guests' temperature upon arrival.

Guest's complete QR Code digital sign in package which includes, COVID history, Waiver, and contact tracing information with a timestamp.

Guests are given a wristband or pass.

Guests are instructed to wear a mask at all times and stay in scheduled areas that keep them away from students and unnecessary staff.

05

Domain: Cafe

All Cafe staff wear masks and gloves at all times while working in the food preparation and serving area.

Staff should meet all standards set forth by OHA guidance for restaurants.

The Cafe Dining Area is closed for at least the first month of operation. Cafe staff will deliver meals to students and staff in their individual cabins. Students and staff are only allowed to dine with those in their individual housing unit (maximum of 5 people).

When the Cafe Dining Area does return, students will be required to wash hands with soap and water at the door and wear a mask until they are seated at their table. Tables will be marked to enforce social distancing. Students will be scheduled to eat only with their cohort, and the Dining Area will be sanitized between cohorts.

06

Domain: Residential Cabins

As soon as you enter the cabin, wash your hands with soap and water then dry them immediately.

Only students from the same cohort may enter each other's cabins.

Daily- 2 times (at least):

- AM & PM
Sanitize highly touched surfaces including:
ALL door handles
refrigerator
kitchen counter
sink
faucet
toilet
bathroom faucet
sink
tub
counter
common furniture

07

Domain: BOB (Indoor Skatepark & Training Facilities)

The exiting group is responsible for sanitizing all surfaces in the section of facility they used, and must sign off on the digital cleaning form.

Groups must stay in the section of the facility they are scheduled for, and must maintain capacity levels listed at the entrance to each section.

Communicate via the group message when entering or leaving BOB to avoid crossing paths with other groups in the entry hallway or other chokepoint. Enter through the front door and leave through the side door.

Everyone must wear masks at all times including while exercising in BOB.

Maintain social distance 6'

Throw away ALL refuse-leave nothing behind.

Take responsibility for your space. Be mindful of others.

08

COVID-19 Contact Tracing-Guest Sign in

All Guests must complete the QR Code Sign-in.

This includes the following information:

First Visit

1. Standard Company Release of Liability
2. Detailed COVID-19 Questionnaire
 - a. COVID Exposure
 - b. COVID Test
 - c. Travel Information
 - d. Symptom Log
3. Contact Information and Emergency Contact

Every Visit

1. Name
2. Contact Information
3. Timestamp
4. Group (This tells us where they were scheduled on the master cohort schedule)
5. Updates to COVID Questionnaire

Students and Staff are assigned stable cohorts and each cohort has a detailed schedule to avoid interaction with other cohorts.

09

Protocol for feeling ill.

1. Head to your room in your cabin.
 - a. Close door.
 - b. Put self-quarantine sign on door.
 - c. Practice sanitization.
2. **Text the Emily, the Medic @ 518-605 0752**
Text Phil, Head Life Coach @ 860-921-3519
3. Take your temperature. Log information on your log sheet.
4. Medic or Head life coach calls Dr. Grise@ 503-622-3126 for tele-med consult.
5. If URGENT, Medic calls hospital & *Transports* to hospital
6. Medic or Head life coach calls Headmaster, & Parents
7. Next steps to be determined...

10

Process of reporting STAFF Illness:

1. Staff feels ill- goes home if at work. (If in immediate danger, call 911)
 - a. Make sure contact tracing sign-in sheet is complete
 - b. If at home, the employee does not come in.
2. Reports illness to direct report-who reports to academy president
3. Staff calls physician, in the meantime takes temperature, documents symptoms
4. Staff gets COVID-19 test & stays home until results come in
5. Results are reported to direct manager who reports to academy president
6. If negative, staff returns to work.

7. If positive, Covid Lead reports to Clackamas County health, DHS start contact tracing-
8. If positive, inform parents and students
9. Test staff/students who have had contact with employee
10. Quarantine those students who have had contact

11

Sanitation of Health Office Procedure:

When a water container is used

The interior of the container is bleached with 2 tsp of bleach per gallon of water every 24 hours

The container will be thoroughly rinsed and freshwater replaced at the start of each day

When using bleach as a surface disinfectant

Spray until visible wet

Allow to remain on surface for 10 min then wipe

Following medication disinfection of surfaces will be done following AM office period.

Spray the following surfaces with a 10% bleach solution

H2O cooler

door knobs

light switches

counter surface

patient chairs/stools

When isolation area has been used the following will be sprayed down with bleach.

bathroom used by student

door knobs

light switches

counter surface

toilet

cot used

railings

wash any linen used.

12

Cleaning Procedures

Definitions

To bleach a surface: 10% bleach in water solution in contact with a surface for 10 min or longer.

Daily:

A designated staff member will

- Sweep commons area
 - Frequently walked areas
- bleach all surfaces commonly contacted by patients
 - Door knobs
 - Light switches
 - Seats
 - Exam table
 - Water faucets (outside)
 - Water jugs
- Bleach Bathroom
 - counter, faucets, exterior of upper toilet, toilet seat (top and bottom) and toilet rim
 - At Windells this is at the discretion of the nurse
- Vacuum if visibly needed.
- Wipe down all outdoor cabinets, sinks
- Reset isolation if used
 - Fold and put away cots
 - Roll up any tarps used
 - Wash any linen used

Area of responsibility for all areas used by the department.

Do the daily clean plus

- Straighten up
 - Deck/Porch and Inside
 - Removal all personal items get them to where/who they belong or lost and found
 - Paperwork in proper area
- Vacuum carpet

- Dust & wipe
 - All surfaces
- Mop
 - Hardwood area
- Wash Mats
- Bathroom clean all surfaces (including mirror) including bowl of toilet and lower exterior of toilet
- Anything else that may need straightening up or cleaning

13

Sample Cohort Schedule

Monday				Tuesday			
COHORT A	COHORT B	COHORT C	COHORT D	COHORT A	COHORT B	COHORT C	COHORT D
Breakfast	Breakfast	Yoga/Warm-Up	Yoga/Warm-Up	Breakfast	Breakfast	Yoga/Warm-Up	Yoga/Warm-Up
Yoga/Warm-Up	Yoga/Warm-Up	Breakfast	Breakfast	Yoga/Warm-Up	Yoga/Warm-Up	Breakfast	Breakfast
BOB Tramps	Outdoor Tramp	School Classroom 10	School Classroom G	Outdoor Tramp	BOB Tramps	School Classroom 10	School Classroom G
BOB Tramps	Outdoor Tramp	School Classroom 10	School Classroom G	Outdoor Tramp	BOB Tramps	School Classroom 10	School Classroom G
Airbag/Cross	Jib Line	School Classroom 10	School Classroom G	Jib Line	Airbag/Cross	School Classroom 10	School Classroom G
Airbag/Cross	Jib Line	School Classroom 10	School Classroom G	Jib Line	Airbag/Cross	School Classroom 10	School Classroom G
Jib Line	Airbag/Cross	School Cabins	School Cabins	Airbag/Cross	Jib Line	School Cabins	School Cabins
Jib Line	Airbag/Cross	School Cabins	School Cabins	Airbag/Cross	Jib Line	School Cabins	School Cabins
Field Trails	Jungle	School Cabins	School Cabins	Weight Room	Field Trails	School Cabins	School Cabins
Field Trails	Jungle	School Cabins	School Cabins	Mezzanine	Field Trails	School Cabins	School Cabins
LUNCH @ CABINS				LUNCH @ CABINS			
School Classroom 10	School Classroom G	BOB Tramps	Trails/Jungle	School Classroom 10	School Classroom G	Outdoor Tramp	Jungle/BOB
School Classroom 10	School Classroom G	BOB Tramps	Trails/Jungle	School Classroom 10	School Classroom G	Outdoor Tramp	Jungle/BOB
School Classroom 10	School Classroom G	Airbag/Cross	Dust SI/Jungle	School Classroom 10	School Classroom G	Jib Line	Trails/Jungle
School Classroom 10	School Classroom G	Airbag/Cross	Dust SI/Jungle	School Classroom 10	School Classroom G	Jib Line	Trails/Jungle
School Cabins	School Cabins	Jib Line	Courtyard/BOB	School Cabins	School Cabins	Airbag/Cross	Trails/Jungle
School Cabins	School Cabins	Jib Line	Courtyard/BOB	School Cabins	School Cabins	Airbag/Cross	Trails/Jungle
School Cabins	School Cabins	Field Trails	BOB/Courtyard	School Cabins	School Cabins	Weight Room	BOB/Courtyard
School Cabins	School Cabins	Field Trails	BOB/Courtyard	School Cabins	School Cabins	Mezzanine	BOB/Courtyard
REFLECTION @ CABINS				REFLECTION @ CABINS			
DINNER @ CABINS				DINNER @ CABINS			
Jungle	Courtyard	Outdoor Tramp	Weight Room	Weight Room	Jungle	Courtyard	Outdoor Tramp
Jungle	Courtyard	Outdoor Tramp	Weight Room	Weight Room	Jungle	Courtyard	Outdoor Tramp
Mezzanine	BOB Skate	Weight Room	BOB Tramps	BOB Tramps	Mezzanine	BOB Skate	Weight Room
Mezzanine	BOB Skate	Weight Room	BOB Tramps	BOB Tramps	Mezzanine	BOB Skate	Weight Room
BOB Tramps	Weight Room	Mezzanine	BOB Skate	BOB Skate	BOB Tramps	Weight Room	Mezzanine
BOB Tramps	Weight Room	Mezzanine	BOB Skate	BOB Skate	BOB Tramps	Weight Room	Mezzanine
LIGHTS OUT				LIGHTS OUT			

14

BOB Disinfecting Checklist									
	Mon 8/3	Tue 8/4	Wed 8/5	Thurs 8/6	Fri 8/7	Sat 8/8	Sun 8/9		
Fitness Center									
SUPER Tramp									
Mezzanine									
TWIN Tramps									
Skatepark									
Hallway									
Air Bag									
Handrails									
	Mon 8/10	Tue 8/11	Wed 8/12	Thurs 8/13	Fri 8/14	Sat 8/15	Sun 8/16		
Fitness Center									
SUPER Tramp									
Mezzanine									
TWIN Tramps									
Skatepark									
Hallway									
Air Bag									
Handrails									

15

Disinfecting Checklist Areas									
	Mon 5/25	Tue 5/26	Wed 5/27	Thurs 5/28	Fri 5/29	Sat 5/30	Sun 5/31		
Cabin 9									
Cabin 10									
Cabin 17									
Cabin 18									
Cabin 19									
	Mon 6/1	Tue 6/2	Wed 6/3	Thurs 6/4	Fri 6/5	Sat 6/6	Sun 6/7		
Cabin 9									
Cabin 10									
Cabin 17									
Cabin 18									
Cabin 19									

Notes:

1

16

Illness Prevention Cleaning Procedure

Living Area Disinfecting

“bleach” refers to a 10% bleach solution. 1 part bleach 9 parts water.

The best prevention is frequent hand washing

Absolute

After using bathroom

Before entering K-unit or eating

After coughing or sneezing

Wash hands in soap and water for 20 seconds. Dry with paper towel.

See the hand wash poster make enough for your houses.

Each Evening:

All houses student (mandatory) and staff (recommended).

Kitchen Surface Clean

Bleach counters, faucets sinks

Clean all dishes

Throw out all old food

Bathroom Surface Clean

Bleach all counters toilets (all surfaces) faucets sinks

Bleach all light switches and door knobs.

Ensure 1 soap per hand wash sink.

Best practice is for 1 sink to be drinking water and others for hand washing. (brushing of teeth is ok in hand was sink)

Close toilet lid before flushing.

All house cleaning on in between and for an outbreak.

All houses student and staff.

All bedding cleaned (at outbreak and at resolution of symptoms and on in between)

All laundry cleaned (at outbreak and at resolution of symptoms and on in between)

Kitchen spotless

Bleach counters, faucets sinks

Clean all dishes

Throw out all old food

Remove and soak faucet traps in bleach (at outbreak and at resolution of symptoms and on in between)

Bathroom spotless

Bleach all counters toilets (all surfaces) faucets sinks

Launder all throw rugs (at outbreak and at resolution of symptoms and on in between)

Remove and soak faucet traps in bleach (at outbreak and at resolution of symptoms and on in between)

Bleach all light switches and door knobs.

Lodge bleach all mattresses. Rug doctor the vomit area.

Ensure 1 soap per hand wash sink.

Best practice is for 1 sink to be drinking water and others for hand washing. (teeth brushing is ok in hand was sink)

Wash hands in soap and water for 20 seconds. Dry with paper towel.

See the hand wash poster make enough for your houses.

Close toilet lid before flushing.

Replace toothbrush 3 days after feeling better.

No kitchen work with symptoms and for 3 full days symptom free See K-unit policy.

17

Staff Gastroenteritis Recovery Plan

Nausea with vomiting and/or explosive diarrhea.

1. Advise nurse of issue
2. limit contact with other staff, no student contact for 24 hours symptom free. (see K-unit member policy)
3. Institute house cleaning procedures
4. Nothing by mouth with active vomiting
5. if no vomiting for 30 - 60 min may try very small sips of water
6. If severe nausea and/or vomiting resumes nothing by mouth for 1 hour then repeat #5
7. if tolerating sips of water increase to drinking water in small amounts
8. Gradually increase liquids to include, tea, broth, light soups.
9. When able aggressively rehydrate orally.
10. if unable to hydrate by oral means consider MD evaluation

Consult nurse/medic at anytime.

18

Kitchen Unit Gastroenteritis Precautions

Use strict hand washing technique

Wash hands frequently

- Wet hands with clean water

- Apply soap

- Scrub hands for a full 20 seconds

- Dry hands with disposable paper towel

Report ANY gastroenteritis symptoms to camp nurse or health office.

Symptoms include: Nausea or Vomiting or Diarrhea

No working with symptoms.

No working for 3 days following full cessation of symptoms.

Return to work must be cleared by camp health officer

So:

Wash hands 20 seconds soap and water

Don't work while having any symptoms. Don't work until symptom free 3 full days and cleared by health officer

Report to Nurse

19

Staff Hand Washing Policy

All person's, staff, students and guests, are required to wash hands:

- Following toileting

- Prior to entering the kitchen unit

Hand Washing technique is for

- Wetting hands

- Applying soap

- Rubbing together of all areas of hands and fingers for 20 sec

- Rinsing with water

- Dry with paper towel

The entrances to the kitchen units will be routinely monitored for compliance

- On day 2 breakfast - continuously

- On day 2 dinner - continuously

- Subsequent breakfasts - randomly

- Subsequent dinners for 30 or more min per meal period

Any staff identified entering the kitchen unit without washing hands will be added to a list managed by the health office manager. This information will be forwarded to the staff's dept manager, camps assistant director and camp director.

Should the need for isolation of any students due to gastroenteritis occur the offending staff on the list will be utilized to provide observation of student(s) in the isolation setting.

Refusal to comply will be considered for termination by the camp director.

Any subsequent violation of hand washing police will be reported to the camp director for consideration of termination



21

Domain: Transportation

As soon as Students and Staff ENTER your transport vehicle-

- IMMEDIATELY: Sanitize Hands.
- Take the same spot for a return trip.
- Social Distance when possible and wear a face mask at all times
- We do not eat in vehicles at this time.

As soon as you LEAVE your transport vehicle-

- Wipe down hard surfaces including handles, doorknobs, seat belts/buckles.

When at a business in public, face masks MUST be worn!

Throw away ALL refuse-leave nothing behind.

22

Social Distancing Quotas by Domain

Bob Skatepark-	10
Bob Mezzanine -	6 people OR 2 athletes 1 coach for cardio
Concrete Jungle –	15
Weight Room -	2 athletes, 1 coach
Dryslope -	15 athletes
Trampolines -	5 athletes, 1 coach

23

Health Office Vehicle Procedures

The Subaru is assigned to the health office while students are on site.

Vehicles in use for health office will be parked and maintained in a manner consistent with emergency vehicle use.

- Backed into spaces.

- Never allow vehicle to be blocked in.

- Fuel never below $\frac{1}{2}$ when parked plan to fuel when fuel is less than $\frac{3}{4}$ full.

- All fluid levels check each fueling

- Check tire pressure once per session

If a health office vehicle is loaned to another department for a day, the keys are obtained from the health officer or designee. The assigned driver returns the vehicle fueled, with clutter and trash removed.

When operating any WAC vehicle, all laws will be obeyed. No hitchhikers will be picked up. No cell phone use while driving (talking or texting).

24

Arrival Day Procedures

Plane/train/bus

1. Text student after arriving at airport/pick-up location
 - a. Pick up the student outside of baggage claim.
 - b. Take temperature
 - c. Seat student behind driver
 - d. Everyone must wear masks
2. Upon arriving at campus
 - a. Confirm information on student contact tracing log
 - b. Student immediately takes shower, puts worn clothes into a plastic bag to be washed in 2 days
 - c. Student puts new clothes on.
 - d. Maintains social distancing, wears mask/face covering

Driving

Upon arriving at campus

- a. Student, parents, family members sign in:
contact tracing form

Temperature taken of all parties

Wears wristbands
- b. Student immediately takes shower, puts worn clothes into a plastic bag to be washed in 2 days
- c. Student puts new clothes on.

Quarantine In-to Campus

1. For the first 10 Days on campus student cohorts will be split up into housing groups so as to minimize the exposure in case of an outbreak. (Ex. If Cohort A lives in Cabins 22 & 23 for the first 14 days the two cabins will be treated as independent cohorts.)
2. Upon the first 10 days return from travel students who were on the trip will be treated as an independent cohort from students within their normal cohort that were not on the trip.

25

Campus Capacities

Room	Use	Capacity
1	AUX	3
2	AUX	3
3	Staff Cabin	2
4	Student Cabin	3
5	Student Cabin	3
6	Student Cabin	3
7	Student Cabin	3
8	Student Cabin	3
9	Student Cabin	3
10	Staff Cabin	2
10.5	Classroom	10 Students 1 Teacher
G	Classroom	10 Students 1 Teacher
11	Student Cabin	5
12	Student Cabin	5
14	Student Cabin	5
15	Student Cabin	5
16	Student Cabin	5
17	Student Cabin	5
18	Student Cabin	5
19	Student Cabin	5
20	Student Cabin	5

26

Confidentiality Policy

Discussion of assessment or care rendered with a member of the health care team (including Wy'East Mountain Academy staff, Are Camp staff, ski patrol, EMS and definitive health care providers) is permitted when appropriate to continuity of care, or for education.

Discussion of assessment or care rendered with other staff responsible is permitted when it is appropriate to continuity of care.

All other discussion of assessment or care rendered is prohibited.

27

Student Information Template

Fields

- Grade
- DOB
- Gender
- Semester
- Arrival Date
- COVID Plans
- Means of Travel
- Sport
- Program
- Parent Email
- Student Email
- Parent Phone
- Student Phone
- Emergency Contact Information

Wy East Academy 2020-2021 Student/Parent Information													
Student Name	Grade	DOB	Gender	Semester	Arrival date	Corona plans	Means of Travel	Sport	Program	Parent email	Student email	Parent Phone	Student Phone
Mailing address										Second mailing address:			
Emergency Contact													
Student Name													
Mailing address:										Second mailing address:			
Emergency Contact													

28

Student Suspected Positive.

If a student(s) exhibits COVID-like symptoms they shall immediately move to isolation measures and be immediately tested. Student(s) will be driven by staff wearing appropriate personal protection equipment (PPE). Parents and students notified of a suspected positive.

If negative, continued student(s) rest until any fever subsides and student no longer experiences symptoms of non-COVID illness. Parents and students notified negative test results.

If positive, student(s) continue to quarantine following Isolation procedures above and should remain in isolation for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. Alternatively, a student(s) with a positive viral test may leave isolation upon having received two subsequent negative COVID19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving. Parents and students notified positive test results and continued isolation measures.