



SIGNATURE PREPARATORY

Signature Preparatory COVID Response and Mitigation Plan

Signature Preparatory is committed to the following guiding principles as we prepare to return to school:

1. Our top priority is maintaining student and staff safety while conducting in-person education.
2. We intend to pursue the fullest possible return to the educational experiences and school activities that we know to be critical to the academic, social, mental, and emotional well-being of our students.
3. We will continue to employ prudent mitigation measures to keep our students and environment safe (e.g., enhanced sanitation procedures and distancing where possible).
4. We are committed to communicating effectively with our families. The [Signature Preparatory website](#) will be our official information outlet.
5. We understand that students' health and well-being are a family responsibility and we are here to support you in that effort.
6. While we can only plan for what we know today, we will be responsive and adaptable as new conditions emerge.

Based on the recommendations of the Center for Disease Control and Nevada Division of Public and Behavioral Health of the Department of Health and Human Services, and after evaluating Signature Preparatory's full year in-person experience in 2020-2021 and Fall 2021, we will implement the following mitigation measures, which have been proven effective. We will continue to review and adjust these measures as the situation evolves with regard to COVID.

1 Screening

- a. Parents are asked to screen their child's health daily prior to arrival at school. This includes temperature screening, symptom screening, and overall health assessment.
- b. By sending students to school, parents are confirming their child is symptom-free.
- c. Teachers and staff will perform self-checks prior to arriving at school to certify their health.

2 Physical Distancing

- a. Desks will be spaced as far apart as possible.
- b. Signature Preparatory may add additional recesses to minimize crowding.
- c. Classes will minimize sharing of consumable materials (e.g., pencils, crayons, scissors, etc.) and any shared items will be disinfected between use.
- d. Sneeze guards have been installed in appropriate areas.

3 Testing

- a. Signature Preparatory will refer students, staff, and parents to nearby COVID testing centers in the community. Multiple community testing centers operate within a ten-minute radius of campus, facilitating testing opportunities when needed. Testing centers include Walgreens located 2.6 miles from campus at 21 W Horizon Ridge Pkwy, Henderson, NV 89113, and First Person Care Clinic 1.7 miles from campus at 200 E Horizon Dr., Henderson, NV, 89015-8033

4 Handwashing

- a. Hand sanitizer stations are installed in each classroom and hallway.
- b. Teachers will conduct enhanced safety and hygiene practices such as scheduled hand washings upon arrival; before and after meals; between activities; and before and after physical exercise.



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5 Face Coverings

- a. If there is a local or state mandate in effect that requires the use of masks, Signature Preparatory will comply.
- b. If there is no local or state mandate, in accordance with the Signature Preparatory Mask Statement, students and staff will not be required to wear face coverings while on campus. However, Signature Preparatory will support any student's, parent's, or staff member's choice regarding the wearing of face coverings.
- c. We ask for families' support to comply with any mask requirement that may be established by organizations that govern the activities in which Signature Preparatory may participate; for example, field trips, extra-curricular activities, etc.
- d. Face shields, masks, gowns, gloves, and shoe covers will be utilized by staff as necessary in appropriate departments.

6 Crowded Areas

- a. Recess and lunch will occur with staff supervision encouraging social distancing.
- b. Health office operations have been modified to include sick and well visit locations and implementation of screening protocols/decision aids.
- c. Isolation spaces and procedures for appropriate use have been established and are located near the health office.

7 Mixing of Classrooms

- a. Reasonable efforts will be made to keep students within their cohort and class.
- b. Teachers will maintain updated seating charts to aid in identification of close contacts should it be needed.

8 Meal & Snack Times

- a. Where possible, lunch service procedures will include a touchless point-of-sales system, staggered schedule, and social distancing.

9 Disinfection

- a. Facilities and maintenance staff will sanitize and disinfect indoor spaces at Signature Preparatory on a nightly basis using fog electric atomizer sprayers.
- b. Staff members will disinfect high-use surfaces periodically throughout the day.

10 Other Mitigation Practices

- a. The organizations operating Signature Preparatory's Before and After School programs will ensure our facilities are maintained in accordance with appropriate health standards.
- b. Extracurricular and sporting activities will comply with Signature Preparatory's mitigation plan as well as requirements from other applicable organizations.

- c. The School Principal will authorize campus visitors and volunteers based on assessments of the COVID situation.
- d. Attendance procedures have been established for employees and students who have been exposed to COVID-19, have a confirmed positive case of COVID-19, or have COVID-Like Illness.
- e. The Signature Preparatory Health and Human Resources department will facilitate coordination with county health officials as appropriate.
- f. Signature Preparatory has actively supported opportunities for our faculty and staff to receive COVID-19 vaccinations.

For questions on any portion of Signature Preparatory's COVID Mitigation Plan, please contact your campus office at (702) 224-2809.

Signature Preparatory AY 21-22 COVID Step Guide

Signature Preparatory Campus Principal and Registered Nurse will use this document to guide their response to COVID incidents during the AY 2021-2022 school year. This document will enable Signature Preparatory to track student and staff COVID rates and to determine incidences of school-wide outbreaks.

When campus administration is notified that a student or staff member has tested positive for COVID-19, the campus principal will ensure the following actions are complete.

What to do with this form:

Step 1:

Upon notification that a student or staff member has tested positive for COVID-19, administration will contact the campus RN or (covid point person) to provide the staff and/or students full name, phone number, and symptom onset or test date if known.

The RN/point person will confirm the COVID lab results.

The campus Office Manager will update the student's attendance by updating their learning group status to virtual learning.

In the event the campus is notified over the weekend or after hours please ensure the positive staff/student knows not to return to campus and that the campus RN will be in contact with them the next business day to advise them of their return date. Medical questions should be referred to their health care provider.

If the student or staff is on campus when they become aware of their positive test results, ensure the individual puts on a mask. Staff should notify their supervisor and be sent home immediately. Students should relocate to the designated isolation area. Campus staff will contact parents to pick up the student. Students should be supervised until picked up. All staff working with positive students should wear proper PPE.

Step 2:

Campus should promptly collaborate with teachers to begin providing course work. Do not wait for the health team to advise.

- In-Person teachers will be responsible for informing students/parents of assigned classwork so students remain on pace with their in-person class. Assignments may be pulled from Google Classroom, or packets of work may be provided. Note: positive individuals should not come to the campus to pick up assignments.

Step 3:

The campus RN/point person will reach out to complete the “Positive Case Information Questionnaire” for the positive individual. Confirm you are speaking to the correct individual before gathering information. Use 2 identifiers-i.e., first, and last name and DOB. We have staff and students with the same name.

As a reminder, all individuals that test positive, must isolate at home for 5 days, and have experienced a period of 24 hours with no fever without the use of medication and other symptoms improving in order to return to campus. If asymptomatic the 5 days starts on the date after the first positive covid PCR/antigen test. If symptomatic the period of isolation starts the day after symptom onset. Masks should be worn through day 10.

Determine when the infected individual’s contagion period began. If they are symptomatic the contagion period starts 2 days prior to symptom onset. If asymptomatic, the contagion period starts two days prior to the day they tested. Were they on campus during their contagion period? If so, determine which days.

Step 4:

Campus Directors will add the student and/or staff full name and contact information to their campus line list located in "Box". The RN/Covid Point Person will complete the positive individuals line list content during the investigation process. Complete all columns.

Campus Principal; if you have been notified that contact tracing is applicable, complete contact tracing and list the exposures under the positive individual. Note: Contact tracing will only be necessary if the student/staff was at school during their contagion period.

Step 5:

RN/point person and Principal Locate individuals that this person exposed** if required by the local health department. If tracing is not required skip to step 7.

Students: Look at positive student’s/teacher’s class schedule and seating charts, confirm with the teachers the seating charts are accurate. Students sitting directly aside, in front, diagonally and behind the positive student may be exposed. Consider classroom setup, are seats 6ft apart? If so, the surrounding students would not be “exposed”. If 6ft distancing has not been maintained the exposed** students will need to quarantine as directed below.

Exception - If the students identified through tracing wore a mask during the contagion dates in question and desks were at least 3 ft apart the students would not be considered exposed and do not need to quarantine. Mask exempt or non-compliant mask use students would need to quarantine if they were exposed**(less than 6ft for an accumulation of 15 minutes within 24 hours of the contagion period).

Household members of the positive individual will also need to quarantine starting from the last date of exposure.

Note- Classroom attendance of potentially exposed individuals needs to be confirmed for the dates in question. If the potential exposed individuals were not at school on any of the dates identified you can conclude they were not exposed and do not need to quarantine. Furthermore, if both the student who tested positive and the potentially exposed** student were wearing masks, the exposed student does not need to quarantine.

Staff: If you are able to speak directly to the individual that has tested positive, ask about those in close proximity to the individual (see exposed** definition).

Step 6:

Contact all of the exposed** individuals and provide them the quarantine or isolation guidance based on information below. If student(s) are on campus, they should relocate to the designated isolation area and wait to be picked up by parents. In this situation the parents will need to be called to pick their student up. If the student is not on campus, communications will occur via email.

Exposed Contact is asymptomatic:

Students exposed to an individual with a positive COVID test, should quarantine for 5 days from the last date of exposure. Exposed students should continue to monitor daily for symptoms, maintain social distancing and wear a mask through the 10-day incubation period.

Exposed Contact is Vaccinated

-**Students may** be excluded from quarantine if they meet all applicable requirements:

Student is fully vaccinated (has received both doses of vaccination)

- It has been at least 2 full weeks from the time they received their second dose
- The student has been asymptomatic since being exposed

We do not require proof of vaccination at this time

Staff (note: all staff are designated essential workers) exposed to this person can return to work immediately but should monitor for symptoms daily, wear a mask for 10 days and maintain 6ft of distance from others. If the essential employee becomes symptomatic during the 10 days they must isolate at home and notify their direct supervisor immediately.

Exposed Contact is Symptomatic***

With a positive test, Staff or Student must remain home for 5 days and be fever free without the use of medication and other symptoms improving for 24 hours. Masks should be worn through the 10th day. Additionally, **the contact must complete the process** outlined in the Positive Case Information Questionnaire for the newly identified positive individual. Please note individuals exposed to this person will likely be different than the case you are currently working on, but be aware they can potentially overlap.

Without a positive test, Staff or student must isolate for 5 days from symptom onset and be fever free without the use of medication and other symptoms improving for 24 hours prior to returning. Masks should be worn through the 10th day. Encourage them to communicate with their health care provider.

Step 7:

For exposed and positive **students**, the RN/Covid point person will generate the "COVID-19 Parent Notification for Positive Student Letter" (attached) and e-mail it to the parent/guardian. Along with the "Course work Instructions for Quarantined Students" letter.

For exposed or positive **staff**, the campus administration will provide the applicable COVID-19 notification letters attached.

Step 8:

RN/Covid point person identify any epidemiologically linked individuals using your campus COVID spreadsheet. Determine if any other staff members or students on your campus have been confirmed positive for Covid-19 within the last 14 days? If you have had other cases in the last 14 days, are any of these cases epidemiologically* linked to this current case?

If yes, notify the campus director and contact the County Public Health Dept.

Report all Covid-19 positive cases to your County Public Health Dept.

Step 9:

Campus Principal should look at positive staff/student schedules to determine the areas of the building that may need additional disinfecting.

Step 10:

Determine if a campus wide notification of a positive case needs to be distributed and follow up accordingly. Contact for distribution is Erica Nielsen or Carla Miller, if they are unavailable the backup will be _____.

*A person who was identified as an exposure to a previous positive individual at this school within the last 14 days.

**The CDC, state/county health departments define exposure as someone that was within 6 feet of an infected individual for 15 cumulative minutes or more over a 24-hour period, during the positive individual's contagion period. If the students identified through tracing wore a mask during the contagion dates in question and desks were at least 3 ft apart the students would not be considered exposed and do not need to quarantine.

***self-monitor for symptoms including fever (>100.4°F), cough, shortness of breath, difficulty breathing, chills, fatigue, muscle pain, headache, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or new loss of taste or smell. If they develop symptoms, they should notify their supervisor and stay home.

Contact Tracing Questionnaire

Name: _____ Sex: _____ DOB: _____ Student or Staff

Parent/Guardian (if under 18): _____ Phone #: _____

Address: _____

Collecting information from? _____ Relationship to individual: _____

What date did their symptoms begin? ____/____/____ If they have symptoms, what are they?

*** _____

When was the last day the student/staff member was at _____? ____/____/____

What rooms did the positive individual spend more than 15 minutes in? _____

When was their most recent COVID-19 test taken? ____/____/____

What were the results? + --

What day did you receive the results of the test? ____/____/____

Were they admitted to the hospital for treatment of Covid-19? Yes No

Have they been tested for COVID-19 prior to this incident? Yes No If yes, what was the result? + --

Are you aware of any chronic comorbidities that they might have? (Ex. diabetes, HTN, cardiac disease, kidney disease, obesity, pulmonary disease, liver disease, etc.) _____

Within the last 14 days, have any other staff members or students on your campus been confirmed positive for Covid-19? Yes No

If yes, are any of these cases epidemiologically* linked to this current case? Yes No

If yes, contact the County Health Dept. Immediately