

STEPPING STONES ACADEMY

COVID-19 Mitigation Plan 2020-2021



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MUSTANG STRONG!



STEPPING STONES ACADEMY

COVID-19 MITIGATION PLAN

INTRODUCTION

Executive Order 51-2020 requires schools to adopt a Mitigation Plan. Within the Mitigation Plan the CDC recommends schools implement strategies addressing four key areas to reduce the spread of COVID-19.

1. promoting behaviors that reduce the spread of COVID-19 (i.e. social distancing, wearing face coverings, proper hand washing)
2. maintaining healthy environments (i.e. proper ventilation, cleaning high touch areas)
3. maintaining healthy operations (i.e. staggering schedules, keeping students in small groups)
4. preparing for if/when someone becomes ill with COVID-19 or any illness (i.e. designated room, proper PPE)

Stepping Stones Academy's COVID-19 Mitigation Plan is a comprehensive plan to mitigate the risk of exposure and spread of COVID-19 on its school campus. The Plan contains detailed information about safety measures and protocols for the duration of the COVID-19 pandemic or until federal and/or state agencies, including Centers for Disease Control (CDC), Arizona Department of Health Service (ADHS), Arizona Department of Education (ADE), and Arizona State Board for Charter Schools (ASBCS), approve or mandate new or different safety measures and protocols. To determine these protocols Stepping Stones Academy consulted the information and guidance provided by ADHS, CDC, ADE, and ASBCS. Stepping Stones Academy will continue to monitor and revise these protocols as new information and guidance are provided or as new federal and state mandates and policies are authorized.

COMMUNICATION

The Stepping Stones Academy Administration Team is comprised of Ms. Dedre Stewart-Alliger and Mrs. Tina Panagopoulos. The Administration Team is the designated point of contact for information related to COVID-19 and Stepping Stones Academy's safety measures and protocols outlined in this Mitigation Plan. The Administration Team is also responsible for:

1. communicating with staff members, parents, and students about campus opening, possible closure, and any other pertinent information related to COVID-19
2. coordinating implementation of cleaning protocols and ensuring sufficient cleaning supplies are available
3. determining social distancing protocols and face covering policy
4. training staff members on implementation of the safety measures and protocols
5. communicating to staff members, parents, and students sections of the Mitigation Plan pertinent to each group

TRAINING OF STAFF MEMBERS

Prior to students returning to campus, staff members are trained on the new safety measures and protocols and use of new cleaning equipment, including face coverings, cleaning, disinfecting, and sanitizing supplies, and use of protective personal equipment (PPE) if applicable. The Administration Team is responsible for scheduling and ensuring staff members are trained in the necessary safety measures and protocols.

PROTOCOLS – STUDENTS ON CAMPUS

BEFORE ARRIVING AT SCHOOL

Stepping Stones Academy requests families self-monitor for COVID-19 symptoms at home prior to arriving at school. This includes checking for the listed symptoms, self-reporting symptoms, and keeping students at home if they exhibit one or more of the symptoms. It is important to recognize many common illnesses have similar symptoms. In an abundance of caution, individuals experiencing symptoms should remain at home. Symptoms are:

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| 1. fever of 100.4 degrees F or higher or 38 degrees C | 7. muscle aches |
| 2. shortness of breath or difficulty breathing | 8. chills |
| 3. congestion or runny nose | 9. sore throat |
| 4. headache | 10. fatigue |
| 5. vomiting | 11. cough |
| 6. new loss of taste or smell | 12. diarrhea |

Stepping Stones Academy reminds parents about screening students before coming to school via email and weekly campus newsletters. Students who are ill receive additional time to complete assignments. Students who must remain at home due to exhibiting symptoms, possible exposure to COVID-19, or testing positive may complete school through Stepping Stones Academy's Off Campus Learning Program until it is deemed safe for the student to return to campus. Parents are informed about these protocols through emails, weekly campus newsletters, and phone calls from the Administration Team. Stepping Stones Academy is not awarding students for attendance (i.e. Perfect Attendance Award) for the duration of the COVID-19 pandemic.

ARRIVING AT SCHOOL

1. Students arrive at staggered times. Upon arriving at school students proceed directly to the classroom.
2. Students are dropped off in the front of campus. Parents are not to drop off students at the back parking lot.
 - A. Parents may park their vehicles in the front parking lot and students may use the crosswalk to cross from the parking lot to the sidewalk in front of the School Office – **OR** –
 - B. Parents may use the driveway in front of campus and drop off students in front of the School Office.
3. Parents are to remain in the vehicle and allow staff members to escort and supervise students to the classrooms. If parents get out of the vehicles while on campus they must wear a face covering.
4. Students enter campus at staggered locations. Staff members are outside during this time to escort and supervise students.
 - A. Students in K-4th grades use the sidewalk on the north side of the Courtyard to walk to class.
 - B. Students in 5th-8th grades use the sidewalk on the south side of the Courtyard to walk to class.
5. Students must wear a face covering from the vehicle to the classroom.
6. Upon arrival staff members visually scan students for signs of COVID-19 symptoms. Students with visible symptoms of runny nose, cough, shortness of breath, or vomiting are taken to the School Office and do not proceed to the classroom. Parents are contacted by the Administration Team to inquire:
 - A. Runny Nose – The parent is asked if the student is exhibiting any other symptoms or if the student has been exposed to COVID-19 at home. If no exposure or additional symptoms, the student proceeds to class.
 - B. Asthma or Respiratory Condition - If the student has health information on file in the School Office confirming a diagnosis of asthma or other respiratory condition and there are no additional symptoms exhibited by the student the parent is asked if the student is exhibiting any other symptoms or if the student has been exposed to COVID-19 at home. If no exposure or additional symptoms, the student proceeds to class.

ENTERING THE CLASSROOM

1. When students enter the classroom the teacher visually checks the students for COVID-19 symptoms. Students with visible symptoms of runny nose, cough, shortness of breath, or vomiting are taken to the School Office. Parents are contacted by the Administration Team to inquire:

A. Runny Nose – The parent is asked if the student is exhibiting any other symptoms or if the student has been exposed to COVID-19 at home. If no exposure or additional symptoms, the student proceeds to class.

B. Asthma or Respiratory Condition - If the student has health information on file in the School Office confirming a diagnosis of asthma or other respiratory condition and there are no additional symptoms exhibited by the student the parent is asked if the student is exhibiting any other symptoms or if the student has been exposed to COVID-19 at home. If no exposure or additional symptoms, the student proceeds to class.

2. Upon entering the classroom students wash their hands with soap and water or hand sanitizer.
3. Students report to their desks after washing their hands. Backpacks and all other personal items remain with the students at their desk areas or in a designated, separate area in the classroom.
4. Students needing to turn in items to the School Office give these items to the teacher and the teacher delivers the items to the School Office.
5. Staff members educate and daily remind students about these policies.

CLASSROOMS

1. Students use the same desk, chair, and supplies each day.
2. Students remain with the same groups and staff members as much as possible during the day.
3. Students remain in the same classroom for ELA (Reading and Writing), Math, Social Studies, and Science. Teachers switch classrooms as needed.
4. Students receiving special services (i.e. special education classes) receive services as required by the student's IEP. During this time students remain with the same teacher in the same classroom. Students use the same desk and chair and attend classes with the same group of students each day.
5. Students in Exploratory classes (i.e. Technology, Art) may move to a different classroom or remain in their homeroom classroom. When students move to a different classroom:
 - A. the classroom is cleaned before the students enter
 - B. students wash their hands with soap and water or hand sanitizer when entering the room
 - C. students attend class with their same grade level/group
 - D. students sit at the same assigned desk and chair each time
 - E. students wash hands with soap and water or hand sanitizer when leaving the room
6. Class sizes are reduced when possible while remaining in the confines of the physical campus layout.
7. Students wear face coverings when unable to social distance and as directed by classroom teachers.
8. Students receive frequent breaks from wearing face coverings. Break times are determined by the teacher.
9. Staff members educate and daily remind students to maintain at least six feet of distance between individuals in the classroom when possible.
10. Staff members educate and daily remind students about these policies.

STUDENT BELONGINGS

1. Students bring to school only what is needed. All other items remain at home.
2. Students keep supplies and other belongings in their individual backpacks, cubbies, and/or desks.
3. All items are labeled in permanent marker with the student's first and last name.
4. Students are not to share supplies.
5. Staff members educate and daily remind students about these policies.

CLASSROOM LAY-OUT

1. Classroom furniture is arranged to maintain as much physical distancing as possible.
2. Student desks are spaced apart and not touching one another.
3. Student desks face the same direction.
4. If students sit at tables they sit apart with space between them.
5. Student desks and chairs are assigned to only one student. Students do not share desks or chairs.
6. Students use their own school supplies and do not share supplies with other students.
7. Students line up in the classroom spaced apart. Signage and/or other visual reminders are in the classrooms to assist students in lining up using social distancing.
8. Posters are displayed in the classrooms reminding students of proper handwashing techniques, wearing masks, and maintaining social distance.
9. Staff members educate and daily remind students about these policies.

OUTSIDE OF CLASSROOM

1. Social distancing protocols are used outside as much as possible.
2. During transition time students line up in a straight line apart from one another.
3. When walking outside as a class students walk leaving space between one another.
4. Visual markers (i.e. purple horseshoes) are painted on the sidewalks placed six feet apart to indicate where students should stand when social distancing.
5. Students in K-4th grades use the sidewalk on the north side of the Courtyard and students in 5th-8th grades use the sidewalk on the south side of the Courtyard.
6. Students wear face coverings when walking to and from their destinations.
7. Staff members educate and daily remind students about these policies.

RECESS

1. Students in K-8th grades have designated recess times each day.
2. Recesses are divided by grade levels so students in the same grade are at recess at the same time.
3. Each grade level has its own assigned area for recess (i.e. gym, playground).
4. The recess areas are cleaned between recesses, especially high touch areas (i.e. handrails).
5. Each grade level has its own set of playground equipment and playground tub to store the equipment.
6. Playground equipment is cleaned daily.
7. Students are not to bring personal playground equipment to school.
8. Students do not wear face coverings at recess when they are maintaining social distance from others (i.e. kickball, swinging) unless students choose to wear face coverings. Students wear face coverings at recess if they are in close proximity to others (i.e. talking with friends).
9. Students wash their hands before and after recess.
10. Staff members educate and daily remind students about these policies.

WATER BOTTLES

1. Students are to bring an unbreakable, refillable water bottle each day. Water bottles are to be labeled with the student's first and last name.
2. Students may refill water bottles using the water station in the classroom and/or at the refillable water station located in the gym.
3. The outside water fountains are turned off and unavailable for use. Signage is posted to remind students to not use these water fountains.
4. Students are not to share water bottles.
5. Staff members educate and daily remind students about these policies.

LUNCH

1. Students eat lunch in the Multi-Purpose building at staggered times.
2. Lunch tables are spaced apart and facing the same way.
3. Lunch groups are divided by grade levels.
4. Each grade level sits in a designated area in the Multi-Purpose building for eating lunch.
5. Students sit in assigned seats with a minimum of three feet between students.
6. Students bring lunch from home or purchase a catered lunch from Blu Willo Catering Company. Catered lunches are purchased online at least one week ahead of time.
7. Catered lunch food is delivered to Stepping Stones Academy by Blu Willo Catering Company in individual, disposable, pre-packaged containers and labeled with student names.
8. Students with catered lunch pick up lunch from the table one-by-one to avoid congestion and large groups or a staff member delivers the packaged lunch to the students.
9. Students wash hands with soap and water for twenty seconds or hand sanitizer before and after eating.
10. Tables and high touch areas are cleaned after each lunch group.
11. Students are prohibited from sharing food or drink with other students.
12. Staff members daily remind students to not share food and staff members monitor for this.
13. Posters are displayed in the Multi-Purpose building reminding students of proper handwashing techniques, wearing masks, and maintaining social distance.
14. Staff members educate and daily remind students about these policies.

BATHROOMS

1. Only two students per bathroom are allowed in the bathrooms located in the gym and on the north and south sides of the School Office. Only one student per bathroom is allowed in the bathrooms located outside of the Multi-Purpose building.
2. Before entering the bathrooms students check on the number of students in the bathrooms. If the bathrooms have the maximum number allowed the students wait outside until there is room to enter.
3. Upon returning to the classroom from the bathroom the teacher quietly and privately checks with students to ensure hands were washed. If students did not wash their hands they wash their hands with soap and water using the sink in the classroom.
4. Posters are displayed in the bathrooms reminding students of proper handwashing techniques, wearing masks, and maintaining social distance.
5. Staff members educate and daily remind students about these policies.

HAND WASHING

1. Students use soap and water to wash their hands for at least twenty seconds or use hand sanitizer with a minimum of 60% alcohol at the following times:
 - A. arrival at school when entering the classroom
 - B. returning to classroom after being outside
 - C. after sneezing, coughing, or blowing nose
 - D. before leaving school
2. Staff members teach students how to properly wash hands with soap and water and properly use hand sanitizer, daily remind students about using the proper procedures, and review with students the proper procedures at least two times each week.
3. A minimum of two handwashing breaks are taken in the classroom each full day of school for students to wash hands and/or sanitize hands. The break times are determined by the classroom teacher.
4. Staff members educate and daily remind students about these policies.

DISMISSAL

1. Students are dismissed from classrooms at staggered times.
2. Students are picked up in front of campus. Parents are not to pick up students at the back parking lot.
 - A. Parents may park their vehicles in the front parking lot and students may use the crosswalk to cross from the sidewalk in front of the School Office to the parking lot – **OR** –
 - B. Parents may use the driveway in front of campus and pick up students in front of the School Office.
3. Parents are to remain in the vehicle and allow staff members to escort and supervise students from the classrooms to the vehicles. If parents get out of the vehicles while on campus they must wear a face covering.
4. Students remain in the classroom until parents arrive. Upon arrival of parents students walk to the parking area from the classroom.
5. Parents may contact (i.e. phone call, text, email) the School Office on their way to campus and students will be called from the classroom so they are waiting when parents arrive.
6. Students exit campus at staggered locations. Staff members are outside during this time to escort and supervise students.
 - A. Students in K-4th grades use the sidewalk on the north side of the Courtyard.
 - B. Students in 5th-8th grades use the sidewalk on the south side of the Courtyard.
7. Students must wear a face covering from the classroom to the vehicle.
8. Each family is provided two name placards at the beginning of the year. Families are asked to place the name placard on the dash in the front of their vehicle so it is easily visible through the windshield.

SCHOOL OFFICE

1. The number of visitors in the School Office is limited due to space and ability to social distance.
2. Everyone entering the School Office must wear a face covering.
3. Visitors are to social distance as much as possible when in the School Office.
4. Parents and other visitors needing to drop off items to the School Office (i.e. papers, supplies) are to place items in the Drop Off Box or purple mailbox located outside of the School Office unless there is a need to enter the School Office.
5. Hand sanitizer is available for use before and after touching surfaces in the School Office and/or sharing papers and pens.
6. Plexi-guard is installed in the School Office between the reception and desk areas.
7. High touch areas are cleaned at least three times each day.
8. Parents wishing to meet with the school administrators, Mrs. Panagopoulos and/or Ms. Stewart-Alliger, are to schedule a meeting time.
9. Areas used during meetings are cleaned after completion of the meetings.
10. Posters are displayed in the School Office reminding parents, students, staff members, and all other campus visitors of proper handwashing techniques, wearing masks, and maintaining social distance.

VISITORS ON CAMPUS

1. Campus visitors are limited to essential visitors only (i.e. contracted vendors).
2. Classroom volunteers are not allowed in classrooms during the first three weeks of school. At the end of three weeks this policy is revisited to determine if it remains in place based on guidelines by the ADHS, CDC, ADE, and ACSB.
3. Parents wishing to see their students during the school day may visit with students in the School Office. Parents are to contact the School Office so students may be escorted from the classroom to the School Office.
4. Campus tours must be scheduled outside of school hours.

FIELD TRIPS AND EXTRA CURRICULAR ACTIVITIES

1. Suspended at this time are:
 - A. field trips
 - B. before and after school extra-curricular activities (i.e. theater, sports)
 - C. in person whole school assemblies
2. These activities will begin once it is determined safe based on recommendations from ADHS, CDC, ADE, and ASBCS.
3. Activities able to be scheduled with individual times (i.e. Back to School Bash, Parent-Teacher Conferences) continue as planned with needed adjustments due to health and safety protocols.
4. Mustang Zone is available before and after school with additional safety and health protocols in place.

WELL ZONE

The Well Zone is for students reporting to the School Office with most likely non-contagious conditions, such as ear pain, headaches, menstrual pain, injuries, or to take prescribed medications.

1. The student's temperature is taken upon arrival to ensure the student does not have a fever.
2. Students wash hands with soap and water for twenty seconds or use hand sanitizer upon arriving.
3. Care is given to the student as needed.

SICK ZONE

The Sick Zone is for student with symptoms such as fever, chills, body aches, vomiting, sore throats, diarrhea, and/or cough not related to asthma.

1. The student's temperature is taken upon arrival to ensure the student does not have a fever.
2. Students wash hands with soap and water for twenty seconds or use hand sanitizer upon arriving.
3. Depending on the evaluation of the symptoms and verbal information provided by the student, the administrators determine the course of action and parents are contacted.
4. If isolation is needed due to possible COVID-19 symptoms the student is moved to the isolation room located in the School Office.
5. The parents are contacted to pick up the student. The student must go home.
6. After the student leaves all areas are cleaned, disinfected, and/or sanitized before anyone uses the same area.

CLEANING, DISINFECTING, AND SANITIZING

The cleaning, disinfecting, and sanitizing routines are increased and intensified with COVID-19. In addition to or in substitution of existing cleaning protocols the following occurs:

1. A schedule for regular cleaning, disinfecting, and sanitizing is established and provided to all staff members, including the cleaning staff.
2. Cleaning staff is assigned a daily cleaning schedule during the school day to increase the cleaning completed in classrooms, bathrooms, and other areas used by students.
3. As part of the daily cleaning approved disinfectant is used on all high touch surfaces.
4. A minimum of two breaks are taken in the classroom each full day of school for cleaning of high touch areas (i.e. tops of student desks, door handle). The break times are determined by the classroom teacher.
5. Classroom high touch areas are disinfected at least one time each day.
6. Bathroom high touch areas are disinfected at least two times per day.
7. Playground equipment is disinfected on a regular, scheduled basis and the outside playground area is disinfected after use by students.
8. Special cleaning and disinfecting protocols are in place for areas where an individual with COVID-19 symptoms, exposure to COVID-19, and/or positive test has been.
9. Materials unable to be cleaned, disinfected, and sanitized are not used.

VENTILATION SYSTEMS

1. Air filters are changed on a regular schedule.
2. HVAC systems are cleaned on a regular schedule.
3. Doors and windows are opened when possible to provide additional circulation of outdoor air.
4. When allowed by the weather, doors are propped open for thirty minutes before classes begin and at the end of the school day to allow for fresh air to enter the classrooms.

FACE COVERING POLICY

1. To combat the spread of COVID-19, all students five years and older, staff members, and visitors are required to wear a face covering while on school property, using school transportation, or attending a school-sponsored activity.
2. Face coverings are not required when students are able to social distance or in specific situations including but not limited to when eating and drinking, at recess when standing away from other students and staff members, in classrooms as directed by staff members, and during outside classroom time (i.e. P.E. class).
3. Teachers provide for and allow breaks for students to safely take their face covering off outdoors or in another safe environment.
4. Face covering is defined as any fabric made of a soft material that covers the nose, mouth, and surrounding areas of the lower face. A face covering may consist of a surgical mask, cloth mask, bandana, scarf or any other material that adequately covers the nose and mouth.
5. Face coverings must be school-appropriate per Stepping Stones Academy's School Uniform standards. Face coverings may be any color, pattern, or design. Face coverings may not depict any type of violence (i.e. weapons, skulls and crossbones) and may not include inappropriate or obscene pictures, sayings, messages, or logos.
6. Staff members educate and daily remind students about these policies.

Face Covering Exceptions

1. Individuals with a bonafide disability preventing them from wearing a face covering are to contact the Administration Team about the need for an accommodation. Note – Just because an individual has a disability or is unable to wear a face covering does not automatically provide the individual with the right to be on campus without a face covering and the individual may be considered in violation of the policy.
2. Children two years or younger are always exempt from the face covering requirement.

Face Covering Enforcement

1. Parents and all other campus visitors who are not in compliance while on campus will be asked to leave.
2. If a student continues to violate the face covering policy the student may be reassigned to Stepping Stones Academy's Off Campus Learning Program due to the direct threat to the health and safety of others when not wearing a mask.

PROTOCOLS – EMPLOYEES

AT HOME BEFORE COMING TO SCHOOL

Employees may become ill due to colds, flus, or other illnesses; however, COVID-19 requires schools to respond differently than previous years. The Administration Team requests all employees self-monitor for symptoms at home prior to arriving at school. This includes checking for the listed symptoms, self-reporting symptoms, and staying home if they exhibit one or more of the symptoms. The Administration Team reminds employees via email and staff meetings about self-monitoring before coming to school. Symptoms are:

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| 1. fever of 100.4 degrees F or higher or 38 degrees C | 7. muscle aches |
| 2. shortness of breath or difficulty breathing | 8. chills |
| 3. congestion or runny nose | 9. sore throat |
| 4. headache | 10. fatigue |
| 5. vomiting | 11. cough |
| 6. new loss of taste or smell | 12. diarrhea |

DAILY SCREENING AT SCHOOL

The Administration Team or a designated employee takes and records temperatures of all employees before school begins. Employees with a temperature of 100.4 degrees F or higher must go home. If an employee leaves school due to a fever or exhibiting COVID-19 symptoms:

1. The employee is separated from all individuals except for one staff member who remains with the employee in case of an emergency situation.
2. If the employee is able to drive, the employee leaves campus on his/her own. If the employee is unable to self-transport the Administration Team contacts a family member or friend of the employee and arranges transportation.
3. All employees assisting the employee wear a face covering or PPE and maintain a distance of at least six feet from the employee except in the case of an emergency.
4. If the employee is in medical distress 911 is called.

ENHANCED SOCIAL DISTANCING

1. Employees are to maintain a distance of at least six feet between individuals when possible.
2. If employees touch another individual, employees are to resume social distancing as soon as safely possible, wash their hands, and disinfect surfaces they touched.

HANDWASHING

Employees are to wash their hands with soap and water for a minimum of twenty seconds or use hand sanitizer with at least 60% alcohol at the following times at the minimum:

1. upon arrival at school
2. after being outside for student physical activity
3. after physical contact with other individuals
4. after sneezing, coughing, or blowing nose
5. before and after lunch

FACE COVERINGS AND PPE

1. All employees are required to wear face coverings that are in compliance with Stepping Stones Academy's Face Covering policy except in the following situations:

- A. Employees working alone
- B. Employees standing or working at least six feet from other individuals

2. Employees assigned specific responsibilities may also require additional PPE (i.e. gloves, gown) as determined by the Administration Team. This PPE will be provided by Stepping Stones Academy.

ACTION PLAN DUE TO COVID-19 SYMPTOMS, EXPOSURE TO COVID-19, OR POSITIVE COVID-19 TEST

INDIVIDUAL DEVELOPS SYMPTOMS OF COVID-19 WHILE ON CAMPUS

1. The affected individual is separated from all students and staff members except for one staff member who remains with the student for supervision.
2. The affected individual is taken to the designated Sick Zone so the individual is isolated and away from other individuals.
3. All staff members assisting the affected individual wear a face covering or PPE and maintain a distance of at least six feet from the individual except in the case of an emergency.
4. If the affected individual is a student, the student's parents or emergency contact are immediately contacted to pick up their student from school. If the affected individual is a staff member and able to self-transport, the staff member leaves campus on his/her own. If the staff member is unable to self-transport the Administration Team contacts a family member or friend of the staff member and arranges transportation.
5. If the affected individual is in medical distress 911 is called.
6. The Sick Zone is cleaned, disinfected, and sanitized once the affected individual is finished using the room.
7. Guidelines provided by CDC are followed to clean, disinfect, and sanitize the building occupied by the affected individual.

NOTIFICATION OF COVID-19 EXPOSURE OR COVID-19 POSITIVE TEST

Information regarding an individual's positive COVID-19 test result or their exposure to someone who has tested positive is required to be held confidential under the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA). As such, any notification sent by Stepping Stones Academy must not disclose any personally identifiable information about the affected individual, unless the affected individual or parent of the affected individual gives informed, voluntary consent to the disclosure or another specific exception applies.

The following steps should be taken regarding notice of affected person:

1. Immediately determine who the affected individual came into direct contact with while he/she was present on campus
2. Notify all impacted individuals identified in #1 of their exposure and request they self-monitor for symptoms and potentially self-quarantine
3. Immediately close all areas where the affected individual was present on campus
4. Send written communication providing notice about the exposure. Any written notice should conform with the following:
 - A. The notification must not contain personally identifying information unless prior consent has been provided in accordance applicable laws or an exception applies
 - B. The notification should only include non-identifying information relevant to allow those with potential exposure to self-monitor and self-quarantine
 - C. Only provide the notice to those who could have been exposed
 - D. Stepping Stones Academy may inform appropriate health officials as long as it complies with applicable privacy laws but this is not required
 - E. The notification should include information on what Stepping Stones Academy is doing regarding cleaning, disinfecting, and sanitizing and whether the affected sites are closed and if so for how long
 - F. The notification should encourage individuals who may have been exposed to COVID-19 to self-monitor for symptoms and to self-quarantine if appropriate.

CLEANING AND CLOSING CAMPUS AFTER COVID-19 EXPOSURE OR POSITIVE COVID-19 TEST

According to the CDC, it is unknown how long the air inside a room occupied by someone with confirmed COVID-19 remains potentially infectious. Stepping Stones Academy must consider factors such as the size of the room, ventilation system design, and location of supply and exhaust vents when deciding how long to close off rooms or areas used by the affected individual before beginning disinfection. The following timing and location of cleaning and disinfection of surfaces is based upon recommendations from the CDC for rooms or areas occupied by those with suspected or confirmed COVID-19 in schools:

1. Areas visited by the affected individual are closed off
2. Outside doors and windows are opened and ventilating fans are used to increase air circulation inside the area
3. Cleaning staff wait 24 hours, or as long as practical, before cleaning and disinfecting
4. Cleaning staff clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment used by the affected person, focusing especially on frequently touched surfaces.
 - A. For hard, non-porous surfaces - Surfaces are cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective.
 - B. For soft, porous surfaces - For surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. Products EPA-approved for use against the virus causing COVID-19 and suitable for porous surfaces are used. After cleaning the soft items if the items can be laundered, the items are laundered in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
5. If it has been more than seven days since the affected person visited or used the facility, additional cleaning and disinfection is not necessary.

ISOLATING, QUARANTINING, AND RETURNING TO CAMPUS

Affected individuals may return to school once the following guidelines are met:

1. Known Exposure to COVID-19
 - A. Quarantine 14 days after exposure
 - B. Monitor health for COVID-19 symptoms during the 14 days
 - C. Return to campus 14 days after the known exposure as long as the affected individual does not develop COVID-19 symptoms while in quarantine
2. Exhibiting COVID-19 Symptoms or Tested Positive for COVID-19
 - A. Remain at home at least 3 days since recovery and at least 10 days since the first symptoms emerged
 - B. Fever free for at least 24 hours without the use of fever-reducing medication
 - C. Other symptoms have improved.