

Coquille Valley Elementary School

Safety Protocol for Common Spaces

Room Use Requirements

1. Please adhere to the occupancy numbers posted on the outside of the common space.
2. Strive to maintain 6 feet social distancing.
3. Utilize the cleaning steps listed below.
4. Remember to sign in and out on the provided cohort contact log.

Protocol for Cleaning Common Areas: Clean In, Clean Out

1. Using the provided cleaning equipment to wipe down surfaces and chairs you or your group will be using while accessing the common space.
2. While in the common space, wipe down any touch points in the room after using them.
3. When leaving the space, utilize the provided cleaning equipment to wipe down surfaces and chairs that were used during the meeting.

Note: Spaces will be cleaned by custodial staff at least once daily.

Coquille Valley Elementary School

Safety Protocol for General Public Arrival and Screening

Arrival Protocol

1. The school building is closed to the general public.
2. Exceptions could be pre-arranged meetings. Please call the main office (541-396-2914) to request a meeting.

Protocol for Screening to Enter the Building

1. Visitors shall not be allowed past the main office until they have been screened. Visitors will not have access to most parts of the building.
2. As much as possible, conduct business in the lobby using 6 feet social distancing.
3. Complete a visual screen.
4. Ask the screening questions provided. If someone does not pass the screening questions or displays symptoms, they may not enter the building.
5. Log the visitor on the contact log, filling out all provided spaces with a clean writing utensil.
6. The visitor must wear a face covering. If they do not have one, provide them with a disposable mask.
7. Direct the visitor to use hand sanitizer before entrance to the building.
8. Utilize the Safety Protocol for Common Spaces.

Note: Spaces will be cleaned by custodial staff at least once daily.

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Safety Protocol for Student Arrival and Screening

Arrival Protocol

1. Students will arrive at CVE and enter through the side doors closest to their assigned learning spaces.
2. Markers will be placed on the ground to indicate 6 feet social distancing.
3. Signage will be placed at all entrances reminding students and the public of arrival and screening requirements.
4. Students will be screened using the protocol below.
5. Students will then go directly to their first cohorts and use sanitizer upon entering their learning spaces.

Protocol for Screening and Entering CVE

1. Students will be screened by a trained individual.
2. Complete a visual screen for the primary symptoms of COVID-19 including:
 - a. Cough
 - b. Fever
 - c. Chills
 - d. Shortness of breath
 - e. Difficulty breathing
3. Students will be asked, “How are you feeling?” Parents/Guardians can share a student’s health status if the student is unable to do so (with a phone call if possible).
4. After screening, students will either complete the Arrival Protocol, or initiate the Safety Protocol for Isolation if symptoms are reported.

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Safety Protocol for Screening Staff

Staff Training

- 1. Staff will be trained in COVID-19 symptoms.**
- 2. Staff will be instructed to stay home if they feel ill.**
- 3. Staff will be instructed on how to report absences and potential COVID-19 symptoms.**

Staff Reporting of Potential Illness

- 1. Staff will self-report any symptoms consistent with their COVID-19 training to Geoff Wetherell or Maureen March.**
- 2. Staff who become ill at work will report to the office immediately, proceed to the isolation room, and then follow Safety Protocol for Isolation.**

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Safety Protocol for Collecting and Maintaining Daily Logs

Daily Logs

1. Daily logs will be kept in all common areas and within cohort groups.
2. The daily log will conform to the requirements provided in the RSSL Guidance.
3. The log will be kept using paper charts.
4. Stable cohorts may have a pre-filled log, however the following must be recorded daily:
 - a. if the individual (student or staff) was screened, exhibited/reported symptoms, and went to isolation.
 - b. if/when the individual left the cohort, time in/out, and where they went.
5. If any individual comes into the stable cohort:
 - a. the supervising staff member will fill out the log with all relevant data completely, including time in and out.
 - b. they will wear a face covering.
6. For common areas where there are not stable cohorts (staff room, restroom, etc.), a contact log will be kept for that space, and all individuals will wear a face covering.
7. If an individual leaves the school grounds for any reason and then returns, the office will log the time out and in and repeat screening procedures.

Maintaining Daily Logs

1. Logs will be completed by each cohort supervisor and submitted to the office each day.
2. There will be a minimum of 4 weeks of logs available to LPHA at all times.
3. Logs will be provided, when requested, from the LPHA.

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Safety Protocol for Isolation

Isolation Room

1. If a student or staff is screened upon entry and displays signs and symptoms of COVID-19, or develops symptoms during the day, help them to the isolation room immediately.
2. The isolation room is located in the girls' locker room.
3. The room includes adequate space for the sick individual and a staff member to be 6 feet apart, medical grade masks, gown, gloves, and other PPE necessary to support the sick individual.

Isolation Protocol

1. A designated staff member tending to the sick individual will put on a medical grade mask and another necessary PPE.
2. A designated staff member will assist and monitor the sick individual.
3. The sick individual will be asked to wear a mask if it is safe to do so.
4. The staff member will communicate clearly with the individual what is happening and what steps are being taken to keep themselves and others safe.
5. For a student, call the parent or guardian. For staff, ask them if/whom they want called.
6. The school nurse or building administrator will call the LPHA for directions on the next steps, including testing if needed.

Transportation

1. The transportation supervisor will be contacted to make special arrangements if necessary.
2. The person will be transported to their residence, or another location determined by the LPHA.
3. If a student is transported to their residence, ensure that an adult is present for support and supervision.

Cleaning Up After Isolation

1. Once the sick individual has left the isolation room, throw all items in the trash and dispose of them, clean and disinfect all surfaces, wash your hands, and follow the LPHA guidance on next steps.

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Safety Protocol for Communication of Potential or Confirmed Cases

If a student or staff member communicated that they are potentially positive or confirmed positive for COVID-19 conduct the following steps:

- 1. Contact the main office to make the report.**
- 2. The office will alert the school district nurse.**
- 3. The school nurse will contact the LPHA.**