COVID-19 STAFF & PARENT RESOURCE MANUAL
AUGUST 2020

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TABLE OF CONTENTS

RESPONDING TO COVID-19

Utah Community Action takes the safety of its employees, children and families extremely serious. During this time of a pandemic, providing essential services is more important than ever; however, doing it safely is of the utmost importance. This manual will help parents & staff understand the expectations and procedures put in place to keep everyone as safe as possible.

The goal of Utah Community Action is to provide a safe environment for clients, children and staff. COVID-19 spreads very easily and quickly. Even if you are doing everything right, UCA may see cases of COVID-19. The more people interact with others, and the longer that interaction is, the more likely COVID-19 will spread. The spread of COVID-19 in the community will also impact the agency.

The two most important things you need to know are:
1. What to do if a client, child, or colleague is exposed to COVID-19 or tests positive.
2. How to make a healthy environment and protect your families and children in classrooms.
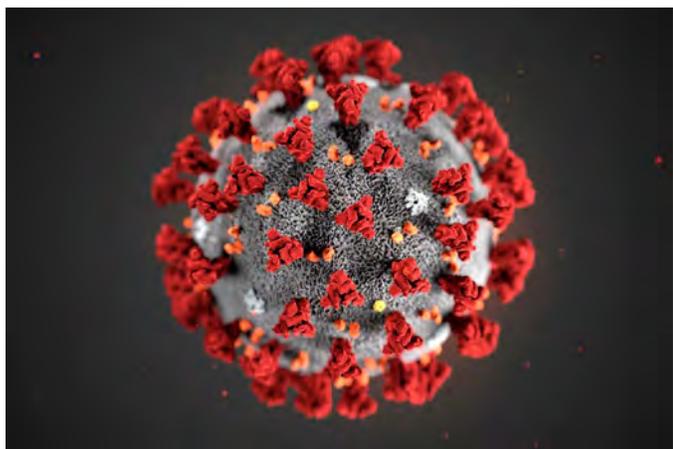
COVID-19 IS A NEW DISEASE

We learn more every day about COVID-19 and the best ways to stop it from spreading.

We know this can make it very hard for essential social service agencies to know what to do.

This manual provides recommendations to help you, as a parent or staff member, make informed decisions about how to protect your children and families and prevent the spread of COVID-19.

Guidelines may change as we learn more about COVID-19. Social service agencies need to be willing to adapt to these changes as we learn more about the best ways to keep everyone safe and keep access to essential social services.

WHY IS IT IMPORTANT TO OPEN OUR CLASSROOMS FOR IN-PERSON INSTRUCTION?

Early Education settings provide safe and supportive environments. When children are in school, they benefit from important routines, structure and supportive services. UCA provides critical special education, health, nutritional, mental and behavioral health services to children who may not have access to these services outside of school.

Early Education settings provide critical instruction and academic support that benefits students and communities in both the short-and long-term. Head Start preschools provide age-appropriate instruction and support student's academic, social emotional and physical development. In-person instruction allows teachers and children to communicate better. It also provides students with critical academic and emotional services which are not always available or accessible if students are not in classrooms. Some examples of these services are individualized instruction, special education services, cooperative group learning, and other specialized learning supports. When in classrooms, Head Start children also have access to multiple healthy, nutritious meals, which fuels their bodies and minds.
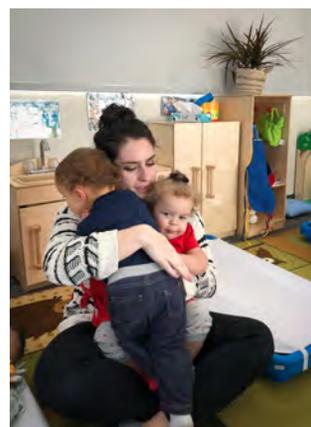
Preschool students benefit from the interpersonal interactions they get in school, essential to their social-emotional development. Social interactions for preschool children are important not only for emotional well-being, but also for children's language, communication, social, and interpersonal skills. Schools provide part of children's foundation for socialization. When children are out of school, they may be separated from interacting with children their age. In-person instruction may be even more important for students with additional learning needs. Not all children have virtual access to the support their learning needs.

When classrooms are closed to in-person instruction, disparities in educational outcomes could become wider. Some families may not be able to fully participate in distance learning because of computer and/or internet access. Some parents, guardians, or caregiver's work schedules may not permit this engagement. Families may rely on school-based services that support their child's academic success. Disparities among income levels and racial and ethnic groups, could get worse and cause long-term effects on children's educational outcomes, health, and the economic well-being of families and communities. Children who rely on key services, such as school food programs, special education and related services (speech and social work services) access these programs on a modified basis when classrooms are closed.

EVERYONE MUST HELP TO PREVENT THE SPREAD OF COVID-19 IN THE CLASSROOM

Children Should:
- Stay home from school and not enter the building or classroom if they feel sick or have any symptoms of COVID-19
- Stay home from school and not enter the building or classroom if they test positive for COVID-19
- Practice physical distancing as much as possible
- Wash their hands with soap and water often
- Practicing physical distancing and washing hands at home will help children know how to do it at school

Parents Should:
- Check their child for symptoms of COVID-19 every day before school
- Take their child's temperature every day before school. If their child has a temperature of 100.4 degrees or higher, the child has a fever. Your child should not attend school
- Keep their children home from school if he or she feels sick or has symptoms of COVID-19
- Follow the quarantine guidance if their child or anyone who lives in their home is exposed to someone with COVID-19

Teachers and Employees Should:
- Stay home from school or work if they feel sick or have symptoms of COVID-19
- Follow the quarantine guidance if they are exposed to someone with COVID-19
- Tell their employer if they have a health condition that puts them at higher risk for severe illness from COVID-19
- Provide a safe learning environment for children by following agency safety practices
- Wash their hands with soap and water often
- Wear a cloth face covering in the building and classroom
- Practice physical distancing as much as possible
- Monitor symptoms of children in the classroom
- Communicate regularly with the child's parents or guardians

WHAT TO DO IF YOUR CHILD IS EXPOSED TO COVID-19

If your child has been exposed to COVID-19 (which means they have had direct contact with someone who is positive with COVID-19 for longer than 15-minutes) we ask that you please quarantine your child and do not bring them to school for 14-days:

- Contact your teacher or family advocate as soon as you know your child has been exposed
- If your child is showing symptoms of COVID-19, get them tested as soon as possible. A list of free testing sites can be found here: www.coronavirus.utah.gov/utah-covid-19-testing-locations/
- If your child has no symptoms after their 14-day quarantine, they are welcome to come back to the classroom
- Your Family Advocate and Teacher will communicate with you often during the 14-days to check on the health and wellbeing of your family
- Remember to continue to work on your child's education goals during their time in quarantine.

HOW TO KNOW WHEN TO GET TESTED FOR COVID-19?

If your child has a health condition that puts him or her at underline higher risk for severe illness from COVID-19, you should call a doctor or healthcare provider for advice.

Part 1: Symptoms
Does your child have any of these symptoms?
• Fever or temperature of 100.4° F (38° C) or higher. If you do not have a thermometer, check your child's skin to see if it feels warm or is red, or ask if he or she has chills or is sweaty. • Sore throat • Cough - if your child normally has a cough because of allergies or asthma, is this cough different than normal? • Shortness of breath • Muscle aches or pains • Decrease in sense of smell or taste

Yes, my child has at least 1 of those symptoms.	No, my child is sick, but does not have any of the symptoms listed above.
If you answered YES, move on to part 2.	You answered NO, your child does not have one of the 6 eligible symptoms of COVID-19 for testing. Follow your school's sick policy. Most likely this will mean to keep your child at home until he or she has been fever-free (for 24 hours without medicine) and has not had any symptoms of sickness for 24 hours. If your child does not seem to be getting better, or is getting worse, your child should see a doctor right away.

Part 2: Has your child been exposed to COVID-19?
Has your child been in close contact to someone who tested positive for COVID-19, in the last 2 weeks (14 days)? This means he or she was closer than 6 feet or 2 meters (about 2 arm lengths) to the person for 15 minutes or longer. If your child came into close contact with someone at school who tested positive for COVID-19, the school or health department would have likely notified you and asked that your child quarantine.

YES	NO
If you answered yes to any questions in both parts 1 and 2, you should call a doctor or healthcare provider right away. Your child may need to get tested for COVID-19. Your child should not go to school until he or she has seen a doctor or healthcare provider because your child was in close contact with someone who tested positive for COVID-19.	Your child has one or more symptoms of COVID-19 but was not in close contact with someone who tested positive. You should call a healthcare provider to find out if your child should be tested for COVID-19.

PRIVACY LAWS AND HOW YOUR CHILD'S INFORMATION WILL BE PROTECTED

Public Health Laws:

COVID-19 is reportable by law, under Utah Code Annotated § 26-6-1 et seq., the Utah Communicable Disease Control Act, and Utah Administrative Code R386-702 Communicable Disease Rule, to the Utah Department of Health or the local health department in the health district where the individual lives. This means a person's COVID-19 test results must be reported to public health by the provider or testing location where the person was tested.

A person's test result is considered private health information and is kept confidential by public health. Public health agencies are allowed, by law, to disclose the name of a person who tested positive to a school if it is necessary to protect the health and safety of students, teachers, and employees. The information that is disclosed by the health department to the school is strictly confidential and protected under Utah Code § 26-6-27.

If the information is about an employee, Utah Code § 26-6-27 continues to protect the privacy of the information even after it is shared with the school's point of contact (POC). The POC must maintain the confidentiality of the employee while acquiring information necessary to assist the health department to contact others who may have been exposed. The POC must emphasize the importance of not re-disclosing the information to anyone else and that all notifications will be made by the POC or the health department.

If the information is about a student, the information, once shared with the POC becomes protected by FERPA. The POC must ensure that this information remains confidential and is shared only with those who have a need to know to assist the POC in carrying out the responsibility to notify others who may have been exposed. The POC must emphasize the importance of not re-disclosing the information to anyone else and that all notifications will be made by the POC or the health department.

The POC and the school officials cannot release the private health information disclosed by public health under any circumstances. This includes the name of the person who tested positive for COVID-19.

The POC may need to share the identity of the person who has tested positive for COVID-19 with other school officials to determine the identity of individuals who have been in close contact with the person who has tested positive for COVID-19 and the risk level of those individuals. This must be limited to the least number of school officials possible and each must be notified that the information is confidential and cannot be redisclosed or shared with anyone else.

KEEPING CLASSROOMS OPEN IF A STUDENT, TEACHER, OR EMPLOYEE IS EXPOSED TO OR TESTS POSITIVE FOR COVID-19

COVID-19 is spreading in many Utah communities. This means students, teachers, and employees are likely to be exposed to COVID-19 in their personal lives. It's also likely that they will be exposed to someone with COVID-19 multiple times during the school year. It is important everyone do their part to help slow the spread of COVID-19 so schools can remain open.

If you follow public health guidance, you are more likely to keep students, teachers, and employees safe and your school open for in-person learning. If a student, teacher, or employee tests positive for COVID-19, it does not mean he or she did anything wrong. It also does not mean your school did anything wrong.

If you have questions about what to do after a student, teacher, or employee is exposed to COVID-19 or tests positive, call your family advocate or teacher. You may also call your local health department. You can find your local health department at https://ualhd.org/.

If a student, teacher, or employee tests positive for COVID-19, does the classroom need to close?
UCA will close the classroom for 14-days and move to a virtual learning model for 14-days. Utah Community Action's administrative and management team will work closely with employees and the health department before making the decision to temporarily transition to hybrid or remote learning options.

Only when UCA can't provide a safe learning environment will the program need to consider temporary remote learning or closure. This might happen if there is an outbreak in a classroom or at the facility and too many students, teachers, or employees are sick to provide the necessary services to keep the school open.

WHEN CLASSROOMS AND FACILITIES WILL BE CLOSED

Where is the outbreak happening?	How many people tested positive for COVID-19?	What are some examples of this type of outbreak?	What are the recommendations to protect students, teachers, and employees at the school?
Individual in a classroom.	One. Please note this is not considered an outbreak if only one person tests positive for COVID-19 in a classroom.	A child tests positive.\n\nA teacher, family advocate or support staff in a classroom tests positive.	If this happens, the classroom will be closed for 14-days for everyone to quarantine and to clean the classroom appropriately.\n\nThat child and any child who tests positive during quarantine should not return back to the classroom once it opens until there are no more symptoms.
Facility.	10% of facility capacity.	Positive tests are not isolated to one classroom.	If this happens, the facility will be closed for 14-days for everyone to quarantine and to clean the facility appropriately.\n\nAny child and staff who tests positive during quarantine should not return back to the facility once it opens until there are no more symptoms.
Head Start & Early Head Start Program.	Multiple people and multiple facilities.	This will be decided on a case-by-case basis by the local health department in collaboration with the local school district.	This will be decided on a case-by-case basis by the local health department in collaboration with the agency's executive team.

HOW TO DETERMINE WHEN SOMEONE CAN END QUARANTINE

• The POC will work closely with the health department to find out the last time someone had close contact, 6 feet or 2 meters (about 2 arm lengths) with the person who tested positive for COVID-19.

• The person who was exposed should quarantine for 14 FULL days after the last time he or she had close contact with the person who tested positive.

• The quarantine should end at the same time of day the person started quarantine. For example, if the quarantine started at noon, he or she should stay quarantined until noon on day 14.

This may be confusing to some people, so here are some helpful tips:
• Quarantine starts at the time he or she is told to quarantine.
• The next day at the same time (24 hours later) is considered one day.
• Quarantine will end at the same time, 14 days later.

HELPFUL TIP: TESTING FOR COVID-19 IS MOST ACCURATE WHEN SOMEONE HAS SYMPTOMS

Testing students, teachers, or employees who are asymptomatic can increase the chance of an inaccurate test result. It may also give a false sense of security. For example, if a person who is not sick or who does not have symptoms of COVID-19 was tested, he or she could test negative but then be exposed to COVID-19 later. The person may not realize he or she needs to be tested again and could spread the virus to other people without knowing it.

If a person who is asymptomatic and was exposed to COVID-19 chooses to get tested, he or she should wait at least 5-7 days after their last exposure to get tested. This lets enough of the virus build up in his or her body to be detected by the test. Getting tested before this time may result in a false negative test result. This means the person tested negative but is really positive and can infect others with COVID-19. However, even if the test is negative, anyone exposed to someone who tested positive for COVID-19 should remain quarantined for the full 14-day period.

Some testing sites in Utah may not test people who are asymptomatic (this means they do not have symptoms), even if they were exposed to COVID-19. It's always best to call a healthcare provider or testing site first, to make sure you are able to get tested.

The decision about who can be tested for COVID-19 is made by a healthcare provider, the Utah Department of Health, and the health systems in Utah.

ATTENDANCE POLICIES FOR STUDENTS:

The easiest way to protect students, teachers, and employees from COVID-19 is to ask any person who is sick to stay home and not come to school.

Please realize that even mild symptoms can mean the person has COVID-19 and can spread the virus to others.
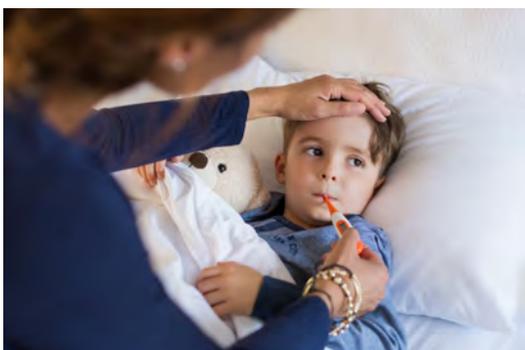
Utah Community Action does not expect, nor want, children in the classroom who are not feeling well in an attempt to help stop the spread of COVID-19.

VISITORS, VOLUNTEERS, AND NON-REGULAR EMPLOYEES:

- Utah Community Action will be limiting nonessential visitors and volunteers in buildings and classrooms.

- Essential visitors and volunteers will have their temperature's checked and symptoms screened upon arriving before entering any classrooms.

- All essential visitors and volunteers will be required to wear a face covering or mask when inside buildings and classrooms.

PROCEDURES IF THERE IS A POSITIVE COVID-19 TEST FROM A STUDENT OR STAFF MEMBER:

1. The classroom will be closed for 14-days to clean, sanitize, and quarantine the space.
2. Center learning will move to virtual learning for 14-days.
3. Parents will be contacted as soon as the program is made aware of the positive case.
4. Parents will receive a letter of what symptoms to watch for and what to do if symptoms are present.
5. All classroom material will be thoroughly sanitized multiple times during the 14-days so that when children and staff return, the environment is safe.
6. Family Advocates and Teachers will continuously contact the family during the 14-days the center is closed to check in on the family's health and well-being.
7. Parents will receive correspondence before the center reopens after the 14-days with pertinent information about returning to the center.