



PAN AMERICAN ACADEMY
CHARTER SCHOOL

COVID-19

Policies, Procedures and Protocols

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Introduction

In order to communicate effectively and efficiently all of the information about safely operating under the ever-changing conditions caused by COVID-19, we have created this document. Contained herein are policies and procedures created with guidance from Centers for Disease Control, Philadelphia Department of Health, and the Pennsylvania Department of Health. We are also closely listening to and following guidance from our Governor, the Pennsylvania Department of Education as well as the School District of Philadelphia.

Our main priority is the health, safety and wellbeing of the staff, students and families that make up our Pan American Academy community – our PanAmily. It is important, especially now, that we all work together to keep our community safe and healthy. We will have new procedures in place to help us accomplish this objective. Your support and participation in following these new procedures are paramount to our success.

Physical (Social) Distancing

The primary mode of transmission of the COVID-19 virus is by transmission of respiratory droplets between people near each other. Increasing the physical distance between individuals can reduce transmission. We prefer the term “physical distancing” as we will continue to be social but will keep a physical distance of at least six feet between yourself and other people who are not from your household.

The following are physical distancing guiding principles for all spaces for employees:

- Employees must always maintain at least six feet of physical distance
- Employee gatherings must be limited to no more than 10 people in the yellow phase or 25 attendees in the green phase with participants six feet away from each other and wearing masks.
- Employees are required to follow all signage or instructions regarding the use of common spaces, hallways, or pathways through the building. In the absence of signage, stay to the right of any hallway or stairs while others are passing.

The following are physical distancing guiding principles for all spaces for students:

- Students must always maintain at least six feet of physical distance
- Students must adhere to assigned seating in classrooms, cafeteria and other common spaces. This is to ensure the maximum distance is kept between students.
- Students are required to follow all signage or instructions regarding the use of common spaces, hallways, or pathways through the building. In the absence of signage, stay to the right of any hallway or stairs while others are passing.
- Students are to follow instructions on arriving and dismissing from school. Students are not to gather in groups inside or outside of the building during arrival or dismissal.

Maximum Occupancy

Each common space in the building will be assigned a new maximum occupancy based on guidance from state and local health officials as well as for the current phase (yellow or green). The posted occupancy must be adhered to by all staff and students.

Classrooms will be limited to 15 or less students with a maximum of 5 adults.

Common Spaces

Signage and Posters

Staff and students are expected to follow visual cues including signage, floor decals and colored tape indicating physical distancing parameters and traffic flow through building entrances, exits, and other common use areas.

Restrooms

The number of people permitted in a restroom will be determined by the size of space and layout of restroom partitions to ensure at least six feet distance between individuals. Restroom toilet partitions provide appropriate separation for individuals. The same approach will be applied to restroom sinks that don't allow for appropriate distancing.

Elevators

No more than two people may occupy an elevator at a time, with each person standing in each corner of the elevator. Stairs should be used whenever possible. Access to the elevator will be limited to students who need assistance due to a medical concern, teachers who are traveling between classes, and staff transporting materials on carts.

Staff Lounge

The staff lounge is closed for gathering. It may be used for vending machine purchases and food preparation only with six feet physical distancing being practiced by all present. Employees are encouraged to eat in their office/cubicle area or to eat outside, if practical and feasible. If an employee does remove their mask to eat or drink, please be careful to maintain your mask on your person by dropping it below the chin or placing it in your pocket or on your lap. Do not place mask on tabletops or other surfaces.

Meeting Rooms

In-person meetings are discouraged. Meetings should continue to take place in a virtual setting whenever possible even if all participants are present in the building. If a meeting must be in-person to accomplish its purpose, it must be limited to no more than 10 people in the yellow phase or 25 attendees in the green phase with attendees six feet away from each other and wearing masks.

Meetings

All group meetings or interactions such as parent/teacher communication or conferences, staff meetings, professional development, planning and preparation meetings will be held virtually. This may happen, even if all people attending the meeting are in the building. Teachers should refrain from in person parent conversations at dismissal.

When meetings must be held in person to accomplish a specific purpose, posted maximum occupancy must be followed. This may require requesting use of a different room than you have previously used for a scheduled meeting.

Visitors

No external visitors or volunteers are permitted to enter school district facilities until further notice. This does not apply to contractors delivering/providing goods or services for the school or parents needing to visit the main office. Contractors must also have their own COVID-19 risk mitigation policies or procedures. Employees may not bring family members, guests or volunteers into the school at this time. All classroom 'visits' with guests should be done virtually until further notice.

Face Coverings

On July 1, 2020 the Secretary of Health issued an Order requiring all individuals to wear a face covering when they leave their homes. This Order applies to any individual aged two and older and includes students attending

school. This Order will remain in effect until the Secretary of Health determines the public health risk is sufficiently reduced so that face coverings are no longer necessary as a widely utilized public health tool. When worn properly, wearing a mask helps reduce the spread of the coronavirus by reducing droplet transmission between people.

As a reminder, face masks do not replace the need to maintain physical distancing, frequent hand washing, and our rigorous cleaning and disinfecting routines. All staff, students, families, contractors, vendors, or visitors will be required to wear a mask while in our school building.

Approved Face Masks

A mask is defined as a covering of the nose *and* mouth that is secured with straps that loop over the ears or tie around the back of the head. Acceptable masks may be factory-made, sewn by hand or machine, or created by using materials cut or constructed from household or clothing items like scarves, t-shirts, sweatshirts, or towels. These clothing items in their original forms are not themselves acceptable face coverings for use in school and are not acceptable substitutes for the types of face coverings approved for use in school.

Please follow the guidance below for applying, removing, and cleaning the four types of masks approved for use by Pan American Academy students. Hand hygiene should be performed before and after applying and removing a mask.

General Guidance

- Everyone may wear personal, clean, well-maintained masks appropriate for the school environment that meet one of the approved face masks types identified in the chart above.
- Masks that have inappropriate images or language displayed will not be permitted in the school setting. Students will be given a school issued mask to replace the inappropriate mask.
- Everyone must wear a face mask at all times in hallways, classrooms, public spaces and other common areas across district spaces.
- Students should remain mindful not to unnecessarily touch masks except for removal for meals and breaks.
- Employees should carry at least two masks with them daily to ensure that they have a replacement if one becomes unusable while in the school building.

Face Coverings may be removed (take a “mask break”) when:

- Eating or drinking if seated six feet away from others.
- Seated at desks or assigned workspaces at least 6 feet apart and given permission from the teacher
- Engaged in any activity for which maintaining at least 6 feet apart is assured (e.g. face mask breaks, recess, outdoor P.E., etc.)
- When masks are removed, they must be placed below the chin, in a pocket or on the lap. Masks should not be placed on tabletops or other communal surfaces.
- Students will be instructed when they may take “mask breaks” and remove their masks, such as during mealtimes, and when outdoors and more than six feet apart from other people. Mask breaks will be 15 minutes maximum.
- Employees who work on their own in an enclosed space (e.g., their own office or a cubicle with panels that extend above the head of the employee) are permitted to remove their mask if they are seated at least six feet from others. However, they must wear their mask if anyone comes into their office or approaches their cubicle, and at all other times whenever they are in any other space.

Type and Intended Use of Masks

Approved Masks	Disposable Surgical Mask 	Cloth Mask 	Neck Gaiters 	Face Shields 
Intended Use	We have these masks in school in case a student forgets their mask or is in need of a replacement mask during the day.	Most common mask type. We will supply one reusable mask per student. Students will need to launder at home. Other school appropriate masks will be allowed.	Some find this more comfortable than a mask. Students may wear their own neck gaiters as long as they are school appropriate.	Face shields can be worn by students who are unable to wear a face mask unless they have a medical or mental health condition or disability. We will supply a face shield for those students who have a documented concern.
Mask Application (i.e. putting on your mask)	Hook loops snugly around ears. Ensure that mask covers nose and mouth at all times and is secured under the chin.	Secure ties to head or hook loops snugly around ears. Ensure that mask covers nose and mouth at all times and is secured under the chin.	Start with the gaiter on your neck, then pull it up to just below your eyes. Cover from nose to chin. Ensure that it fits snugly, especially around your cheeks and the bridge of your nose, not to leave gaps.	Bending forward, hold face shield with both hands, expand the elastic with thumbs and place the elastic behind head, so that the foam rests on forehead. Ensure the shield covers the front and sides of the face and no areas are left uncovered.
Mask Removal	Unhook from ears and pull away from face without touching the inside of the mask. Fold so the inner part of the mask faces inward. Dispose immediately into trash can.	Untie or unhook from ears and pull away from face without touching the inside of the mask. Fold so the inner part of the mask faces inward.	Remove from the back of your head, by putting your (clean) fingers under the neckline and lifting up from the bottom to top over your head.	Remove and pull up and away from face without touching the front of the mask. Check for cracks in the mask and discard if cracked or damaged.
Mask Cleaning	Dispose immediately into trash can.	Wash after daily use in washing machine with other laundry OR by hand soaking in a solution of 1/3rd cup of household bleach per gallon of room temperature water. Rinse clear. Place in the dryer or hang dry.	Wash after daily use in washing machine with other laundry OR by hand soaking in a solution of 1/3rd cup of household bleach per gallon of room temperature water. Rinse clear. Place in the dryer or hang dry.	Carefully wipe the inside, followed by the outside of the face shield with a disinfectant wipe.

Distribution of Masks

Students will receive one reusable mask from Pan American Academy. This mask must be laundered at home. Students who have conditions documented with our special education staff or school nurse will be given a shield if they are not able to wear a face mask. Disposable surgical masks will be available for students whose mask becomes damaged or lost or forgotten.

Accommodations Due to Medical Conditions or Other Reasons

Any student who cannot wear a mask due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, or disability, and students who would be unable to remove a mask without assistance will be allowed to wear face shields.

Prior to entering school, students who are unable to wear a mask on account of a health-related or other concern that is not already documented with our special education staff or school nurse should contact the main office. Please email information@panamcs.org and use “face covering” as the subject line.

Additionally, employees who are unable to wear a mask on account of a health-related concern should contact the Human Resources Coordinator to discuss alternatives and seek an accommodation.

A Note from the CDC Guidance for Schools

“It is not known if face shields provide any benefit as source control to protect others from the spray of respiratory particles. CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Some people may choose to use a face shield when sustained close contact with other people is expected. If face shields are used without a mask, they should wrap around the sides of the wearer’s face and extend to below the chin. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use.”

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>

School Visitors

Our staff and students deserve a safe learning and work environment. In order to lower the amount of exposure to COVID-19 and to create a safe environment, we are implementing the following visitor protocols until further notice.

Restrictions for Visitors

Access to our main building and annex will be limited to current students, current staff, approved vendors and contractors, and invited guests with administrative approval. Until further notice, no other visitors or volunteers will be permitted into the main building or the annex.

Approved visitors are defined as persons performing essential support services, who have scheduled an appointment and received advance permission to enter at specific dates and times and for specific purposes, and include:

- Contractors (which may include Memoranda of Understanding and School Partner Agreements);
- Vendors;
- Person(s) with specific purpose and defined duties as part of volunteer services who are authorized by building principal or chief executive officers; and
- Parents/guardians attending pre-scheduled appointments for essential meetings such as IEP, 504, and other student support meetings, when meetings cannot be conducted by teleconferences and virtual meetings, which are strongly encouraged as an alternative to in-person meetings.
- Parents/guardians needing specific help from the main office. It is best to schedule an appointment with main office staff to eliminate long wait time.
- All substitute teachers, intervention specialists, program partners, and other specialists who work with students on a regular basis.

Protocol for School Visitors

Visitors must request and obtain approval at least 24 hours in advance of arriving at the school. Exceptions to the 24-hour rule may be considered in emergency circumstances. All visitors to our facility will need to have a confirmed appointment for a specific date, time, and purpose, to enter the building.

Staff members with authority to approve visitors are as follows: CEO, Principal, Assistant Principal, Director of Operations, Director of Administrative Services, Director of Strategic Initiatives, Director of Specialized Services, and Office Manager. Staff members without authority to approve visitors must reach out to one of the staff members mentioned above to gain approval for their visitor. Those staff members approving visitors must submit the name, date, time and purpose of the visitor to Officer Lugo. It is the responsibility of the approving staff member to submit the information to Officer Lugo. Any visitors who are not registered with Officer Lugo will not be permitted to enter the building, even if they have been approved.

Guidance for Approved Visitors

Visitors must follow all expectations and posted signage to decrease the risk of exposure to and the possibility of spreading and contracting the COVID-19 virus.

Visitor Expectations

1. If you have permission to visit a building, you will be required to complete the online COVID-19 Health Screening Form up to three hours prior to the visit. A link will be sent to you by the staff member approving your visit. This screener will confirm that you are symptom-free and have not had close physical contact with someone who has tested positive for COVID-19 or traveled to areas of the country that require quarantine. If you are unable to complete the screener electronically, a paper copy will be provided upon your arrival to the building. If a visitor does not complete the screener, we will not permit the visitor entry to the building prior to completion. The results of your screener could also result in denying entrance into the building.
2. If a visitor arrives with symptoms or starts to exhibit symptoms of COVID-19 while on premises:
 - You will be asked to leave the facility and return home;
 - You should contact your healthcare provider; and
 - You are requested to notify your direct supervisor if you are confirmed to have contracted COVID-19.
3. To avoid overcrowding in the main lobby and main office, only one visitor will be allowed in each area. Other visitors waiting to gain entrance to the building will be asked to wait outside the main entrance until the area is clear.
4. Parents coming to school to pick up a child because the nurse has contacted them to inform that their child is sick or may be displaying symptoms related to COVID-19 will be asked to wait in the main lobby. A member of the nursing staff will escort their child to the lobby and explain what is happening with their child.
5. You must be wearing a mask when you arrive that covers your nose and mouth. Clothing and household items (like scarfs, t-shirts, sweatshirts, or towels) are not themselves acceptable face coverings for use in our facilities. While we do have some emergency face coverings on hand, we will not provide masks to contractors, vendors, delivery personnel, visitors unless needed in an emergency. You are expected to provide your own mask and wear it at all times.
6. All visitors will be required to show photo identification and display the results of the COVID-19 Health Screening Form either via your smartphone or in printed form at a designated building entrance prior to accessing the building beyond the entry point.

7. While in the building, please adhere to our COVID-19 prevention protocols, including frequent hand washing; wearing of a mask; physical distancing of six feet; and adherence to all signage, notices and other guides regarding spacing and traffic flow.
8. Visitors (including parents/guardians) do not have unrestricted access to school facilities and must remain in approved areas only.
9. Any visitor who engages in uncooperative or disruptive behavior, or does not follow the prevention protocols, will be asked to leave. Safety Team Members will be authorized to escort uncooperative visitors out of the building or to seek assistance of law enforcement if a visitor continues to ignore requests to comply with health and safety protocols.

Employee Host Guidance

The staff member who approves a visitor will be responsible for coordinating the activities of the visitor while they are in the building.

- **Arrival to the building:** Approving staff member or their designee must meet the visitor at the security desk once they have been cleared to enter the building.
- **Duration of Visit:** During the visit, the approving staff member or their designee must escort the visitor to the appropriate office or workspace. Unless other accommodations have been made, the approving staff member or their designee must remain with the visitor until their work has concluded.
- **Leaving the building:** Approving staff member or their designee must escort the visitor to the main lobby and wait until they have exited the building. Should the visitor need to use the restroom before leaving, they should be escorted to the restrooms in the main office suite.

Monitoring Health - General

Reducing the risk of exposure to COVID-19 will help prevent the spread of the virus; therefore, everyone is expected to regularly monitor their personal health status. It is essential that all members of the Pan American Academy community take personal responsibility in the community effort to reduce the spread of COVID-19. Stay home if you are experiencing symptoms suggestive of a COVID-19 infection based on the description below or have been in close contact with someone who has tested positive for COVID-19.

Symptoms to Check For

A variety of symptoms have been associated with COVID-19, and their impact on health has ranged from mild to severe. Symptoms may appear 2–14 days after exposure to the virus. While we continue to learn more about the virus, at this time, symptoms of COVID-19 are listed below.

Stay home and consult your healthcare provider if you are experiencing *any* of the following:

- Fever above 100.4°F
- Frequent dry cough (not due to a pre-existing illness)
- Shortness of breath or difficulty breathing

Stay home and consult your healthcare provider if you are experiencing *two* of the following:

- Sore throat
- Headache
- Chills
- Generally feeling unwell, fatigue, and/or muscle aches
- New loss of taste or smell
- New foot sores

COVID-19 Testing

To determine if you require testing for COVID-19, call your healthcare provider. If you do not have a healthcare provider, visit the City's map of testing sites to find a location that will not require an order from a healthcare provider at the following link: <https://www.phila.gov/covid-testing-sites/#/>.

Monitoring Health - Student

All parents/guardians will be required to conduct a daily COVID-19 Health Screening of their children at home, before their children leave for school, which involves taking temperatures daily and monitoring for the symptoms identified below. Disposable thermometers are available by request through the nurse's office. If *any* of the following are true, the parent/guardian must keep the student at home and contact the school nurse for further instructions.

- Fever of 100.4 °F or greater, new onset of cough, *or* shortness of breath unrelated to a pre-existing condition.
- Two of the following symptoms: sore throat, chills, headache, muscle pain, loss of taste or smell.
- Close contact with a person diagnosed with COVID-19.

Parents are required to report if their child tests positive for COVID-19, if they develop symptoms, or if they are self-isolating due to suspected or known exposure to COVID-19 to their child's teacher and the school nurse.

Student Who Develops Symptoms While at School

If a student exhibits the following symptoms while at school:

- Fever of 100.4F or greater, cough *or* shortness of breath unrelated to a pre-existing condition

OR

- Any two of the following symptoms: Sore throat, chills, headache, muscle pain, new loss of taste or smell
1. Teacher will inform school nurse by telephone prior to sending the child to the Wellness Center
 2. Student will be escorted by an adult (no student escorts) to the Wellness Center
 3. Nurse will perform appropriate assessment and documentation in Nurse's Log and in PowerSchool
 4. Parent/guardian will be notified to pick up student
 5. Student will wait for parent in the isolation room in the Wellness Center
 6. Student will be escorted to designated entrance to meet parent/guardian
 7. Parents/guardians will be given instructions to contact their medical provider

No student who develops COVID-19 like symptoms defined above will be permitted to return home on the school bus that day

The School Nurse will follow up with the family and document interaction and inform the Principal and Assistant Principals when the student is permitted to return to school.

Monitoring Health - Employee

All employees will be required to submit the COVID-19 Health Screener Form each morning before they enter the building for work. Employees are required to report if they test positive for COVID-19, if they develop symptoms consistent with COVID-19, or if they are self-isolating due to suspected or known exposure to COVID-19 by emailing their direct supervisor and Human Resources coordinator.

Daily Covid-19 Health Screening

Before entering the main building or annex, employees and visitors must complete COVID-19 Health Screening form attesting that they are symptom-free, have not had close physical contact with someone who has tested positive for COVID-19 in the previous 14 days and have not traveled internationally or to a state that PA requires a quarantine. <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Travelers.aspx>

Here's how it works:

- Every workday you will complete the online COVID-19 Health Screening Form up to three hours before reporting to work. Individuals without access to an electronic device or experiencing technical difficulties will be required to complete a paper copy of the upon arrival to work.
- You will be asked to share your first and last name as well as your position at Pan American Academy. You will also be asked a series of questions related to COVID-19 symptoms, contact with positive or suspected COVID-19 cases, and travel. These questions align with public health guidance and will be seen only by your direct supervisor and Human Resources Coordinator.
- Employees who answer “yes” to any of the questions on the electronic or paper screening form will not be allowed into school that day and should return to and stay home.
- Employees are required to follow the regular protocol for reporting an absence.
- After consultation with Administration and the school nurse, the Human Resources Coordinator will reach out to you to further assess the situation and to discuss the next steps. Depending on the responses and your ability to effectively work from home in your role, the absence code for your time that day will vary. You may have to take a sick day, use the Family First Coronavirus Act (FFCRA), leave if applicable, or use other leaves that may be available to you.
- Screening form results which deny building access and the follow up steps taken, will be maintained by your direct supervisor.

Employee Who Develops Symptoms While at Work

An employee who is present at work and develops the following symptoms will be sent home immediately:

- Fever of 100.4°F, cough *or* shortness of breath

OR

- Any two of the following symptoms: Sore throat, chills, headache, muscle pain, new loss of taste or smell.

1. The employee must notify the nurse and their direct supervisor immediately.
2. The employee will remain isolated in the Wellness Center Isolation Room until he/she can safely leave the school.

Presumptive and Confirmed COVID-19 Cases

Upon notification of a positive test by the Philadelphia Department of Public Health (PDPH), employee or family, the school nurse or Human Resources Coordinator will:

For students, the school nurse will:

- Notify PDPH and request guidance on contact tracing and individuals needing quarantine.
- Notify the Principal.
- Notify Facilities to initiate cleaning protocol as per department guidelines.

For employees, the Human Resource Coordinator will:

- Notify PDPH and provide the following information: employee's name, contact information, healthcare provider if known, when the individual became symptomatic, and when they were last at the facility.
- PDPH will assist in determining which individuals should quarantine at home for 14 days. Anyone who develops symptoms during that time should contact their healthcare provider to request testing.
- Notify the Facilities to initiate cleaning protocols as per department guidelines.

Contact Tracing

Contact tracing is a key strategy used by health departments to prevent the further spread of infectious diseases, such as COVID-19. Contact tracing is the process of identifying, notifying, and monitoring anyone who came in close contact with an individual who recently tested positive for COVID-19. Depending on a contact's length of exposure, this may include a contacts' needing to quarantine at home for a designated period of time.

PDPH is implementing a contact tracing program to help mitigate the spread of COVID-19 in Philadelphia. When notified of a staff member, student, or approved visitor in a school building with a confirmed case of COVID-19, the Human Resources Coordinator (for staff) and the School Nurse (for students), will coordinate with PDPH on COVID-19 reporting and response efforts.

In order to allow an employee to focus on their health should they be symptomatic or test positive for COVID-19, direct supervisors will keep a daily account of the staff and student cohorts each employee might have been in within 6 feet of for a duration of at least 15 minutes. Supervisors will maintain an electronic file for each employee with their schedule and daily emails listing the staff and students with whom the employee has been within 6 feet of for a duration of at least 15 minutes.

COVID-19 Exposure Communication

Should a positive COVID-19 case occur at Pan American Academy Charter School, consistent with both notification requirements for other communicable diseases and legal confidentiality the School will follow regulations for exposure to a communicable disease; the CEO and/or Principal or the school nurse will notify the PDPH. All Pan American Academy students, staff, and families who have been potentially exposed to a positive COVID-19 case will be notified. These notifications will be completed by administration, in consultation with the school nurse, by phone with follow-up written correspondence which will include:

- If known, date of potential exposure
- Information on self-monitoring for symptoms, and safety protocols that help to limit exposure (hand washing, face coverings, physical distancing)
- Local testing site information to schedule an appointment for testing.
- Employee leave information

Return to School

When tested and determined to be **COVID-19 positive**, the person will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- until fever free without the use of anti-fever medications for three days AND

- symptoms are improving.
Note: *The COVID-19 positive individual does NOT need a repeat COVID test or and doctor's note in order to return to school.*

When tested and determined to be **COVID-19 negative**, the person will remain home until:

- The student meets the school's normal criteria for return after an illness which includes fever free, vomiting and diarrhea free for greater than 24 hours without medication OR
- A clinician has evaluated the child and documented an alternative diagnosis and that the student may return to school

When symptomatic, but **COVID-19 testing was not completed**, the person will remain home until all of the following are true:

- at least 10 days since the onset of symptoms AND
- fever free without the use of anti-fever medications for three days AND
- symptoms are improving.

School Closure

In the event that a closure or dismissal of Pan American Academy is necessary due to COVID-19, the Administration will work closely with local and state health officials to make the determination that best addresses the specific circumstances. Decisions about school / building closures will be made carefully, and with the health, safety and needs of our students and families in mind.