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Phillips Brooks School

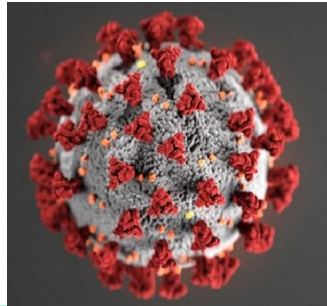
Staff Training and Community Education for COVID-19

CDC Guidelines

**Tuesday, September 22, 2020 at
4:00 p.m.**

Overview of 2019 Novel CORONAVIRUS or COVID-19

- There are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.
- The virus that causes COVID-19 is thought to **spread mainly from person to person**, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks in close contact.
- COVID-19 symptoms can range from **mild (or no symptoms) to severe illness**.
- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19 by **social distancing, washing hands, wearing masks and staying home when sick**.





How to Identify Symptoms of COVID-19

Symptoms may **appear 2-14 days after exposure** to the virus. People with these symptoms but not limited to may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.



Visuals for COVID-19 Symptoms

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

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How COVID-19 is Spread

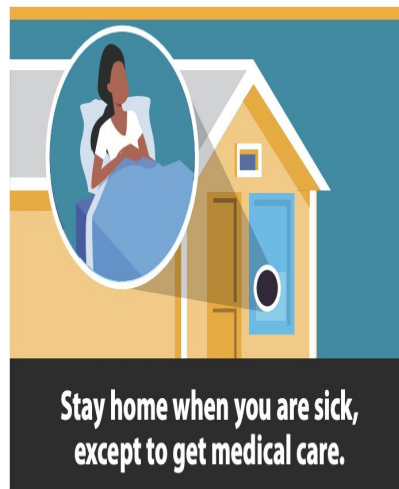
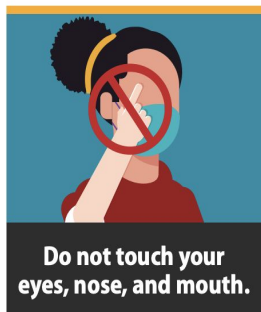
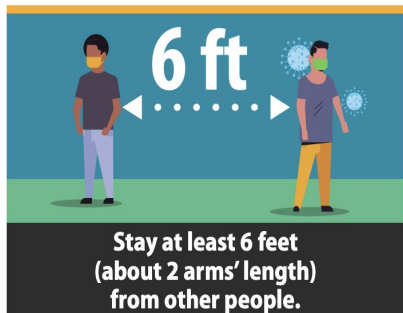
- COVID-19 is thought to spread mainly through **close contact from person-to-person**, through **respiratory droplets** produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes.
- Risk of COVID-19 spreading from animals to people is considered to be low





Visuals for Spread of COVID-19

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

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How to stop the spread of COVID-19

- i. Stay home when symptomatic or ill except to get medical care.
- ii. Separate yourself from other people by maintaining social/physical distancing
- iii. Monitor your symptoms. Symptoms of COVID-19 include fever, cough, or other symptoms.
- iv. When to seek emergency medical attention:

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

- v. Call ahead before visiting your doctor
- vi. If you are sick, wear a mask over your nose and mouth, Cover your coughs and sneezes, Clean your hands often
- vii. Avoid sharing personal household items, and Clean all “high-touch” surfaces everyday
- viii. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information.



Flu & COVID-19

What is the difference between Influenza (Flu) and COVID-19?

- Influenza (Flu) and COVID-19 are both **contagious respiratory illnesses**, but they are caused by different viruses. COVID-19 is caused by infection with a new coronavirus (called SARS-CoV-2) and flu is caused by infection with influenza viruses.
- Symptoms of flu and COVID-19 are similar, it may be hard to tell the difference between them based on symptoms alone, and testing may be needed to help confirm a diagnosis.
- Both **COVID-19 and flu can spread from person-to-person**, between people who are in close contact with one another (within about 6 feet). Both are spread mainly by droplets made when people with the illness (COVID-19 or flu) cough, sneeze, or talk.
- With so much unknown about the interaction between flu and COVID-19, getting a **flu shot** is more **important** than ever. While it may not protect you against COVID-19, the **flu vaccine will reduce your risk of contracting flu** and COVID-19 at the same time and thus your risk of hospitalization and severe illness. The flu shot also helps prevent the flu from spreading. Getting vaccinated will reduce your risk of contracting the virus and transmitting it to others, including immunocompromised individuals for whom both flu and COVID-19 could be deadly.



Similarities/Differences between Flu & COVID-19

Similarities:

Both COVID-19 and flu can have varying degrees of signs and symptoms, ranging from no symptoms (asymptomatic) to severe symptoms. Common symptoms that COVID-19 and flu share include:

- Fever or feeling feverish/chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue (tiredness)
- Sore throat
- Runny or stuffy nose
- Muscle pain or body aches
- Headache
- Some people may have vomiting and diarrhea, though this is more common in children than adults

Differences:

- Flu viruses can cause mild to severe illness, including common signs and symptoms listed above.
- Other signs and symptoms of COVID-19, different from flu, may include change in or loss of taste or smell.
- If a person has COVID-19, it could take them longer to develop symptoms than if they had flu.
- For Flu, a person typically develops symptoms anywhere from 1 to 4 days after infection
- For COVID-19, a person typically develops symptoms 5 days after being infected, but symptoms can appear as early as 2 days after infection or as late as 14 days after infection, and the time range can vary.



Enhanced Sanitation Practices

- a. Shared site resources modified
 - i. Use of campus drinking fountains is suspended
 - ii. Use of the shared kitchen spaces has been modified
 - Staff assigned to the Admin Building may use the kitchen appliances in that building.
 - Staff assigned to the Multipurpose Room may use the kitchen appliances in that building.
 - Faculty in the Early Learning Center may use the kitchen appliances in that building.
 - K–4 teachers may use the portable kitchen appliances set up outside the MPR.
 - Specialists and 5th-grade teachers may use the portable kitchen appliances set up outside the Library.
 - iii. Use of bathroom facilities has been modified
 - See [Campus Restroom Usage Plan](#) for details
 - Each member of the community is required to use only their assigned restroom, even during recess or specialist classes.
- b. The Facilities Team has developed a [comprehensive cleaning/disinfecting schedule](#) that ensures that frequently-touched surfaces at school are cleaned and disinfected at least daily and, for the most at-risk areas, much more often.
- c. The school has installed **13** new permanent sinks and **12** new portable sinks in outside areas of campus – all touchless – as well as **20** portable hand sanitizer stations, which are checked and restocked repeatedly throughout the day. These are in addition to the classroom and restroom sinks already installed.



Terms: Sanitizing vs Cleaning vs Disinfecting

Sanitizing:

Lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either **cleaning** or **disinfecting** surfaces or objects to lower the risk of spreading infection.

Cleaning:

Removes germs, dirt, and impurities from surfaces or objects. Works by using soap or detergent and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting:

Kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.



Health & Hygiene Best Practices

- Wash hands frequently with soap and water for at least 20 seconds / Hand Sanitizer
- Avoid
 - Touching your eyes, nose and mouth (mucus membranes / entry points)
 - Close contact with those who are ill
 - Traveling to areas affected by a viral outbreak
 - [Healthy Together: PBS and One Medical](#)
 - Coming into work or being near others if you have symptoms
- Cover your coughs and sneezes with a tissue or sleeve (not hand), and then dispose properly
- Clean and disinfect common areas and frequently touched surfaces
- Know the symptoms and consult your doctor if you have any (or if you have contact with someone who does)



When gloves should be worn

- Workers or other persons **handling or serving food must use gloves** in addition to face coverings.
- Custodial staff must wear protective clothing as recommended by the CDC cleaning and disinfection guidelines in addition to face coverings.
- Faculty and staff who are **opening car doors during carpool must wear disposable gloves throughout**. Staff assigned this duty will be trained by the Health Coordinator on proper use of disposable gloves and how to prevent cross-contamination when using gloves.
- The Health Coordinator and any others filling in or assisting in that role must wear disposable gloves in addition to face coverings. When assessing a person who is suspected of COVID-19 infection or who is exhibiting COVID-19 symptoms, they must augment their protective equipment by also wearing a disposable gown and eye protection or a face shield.



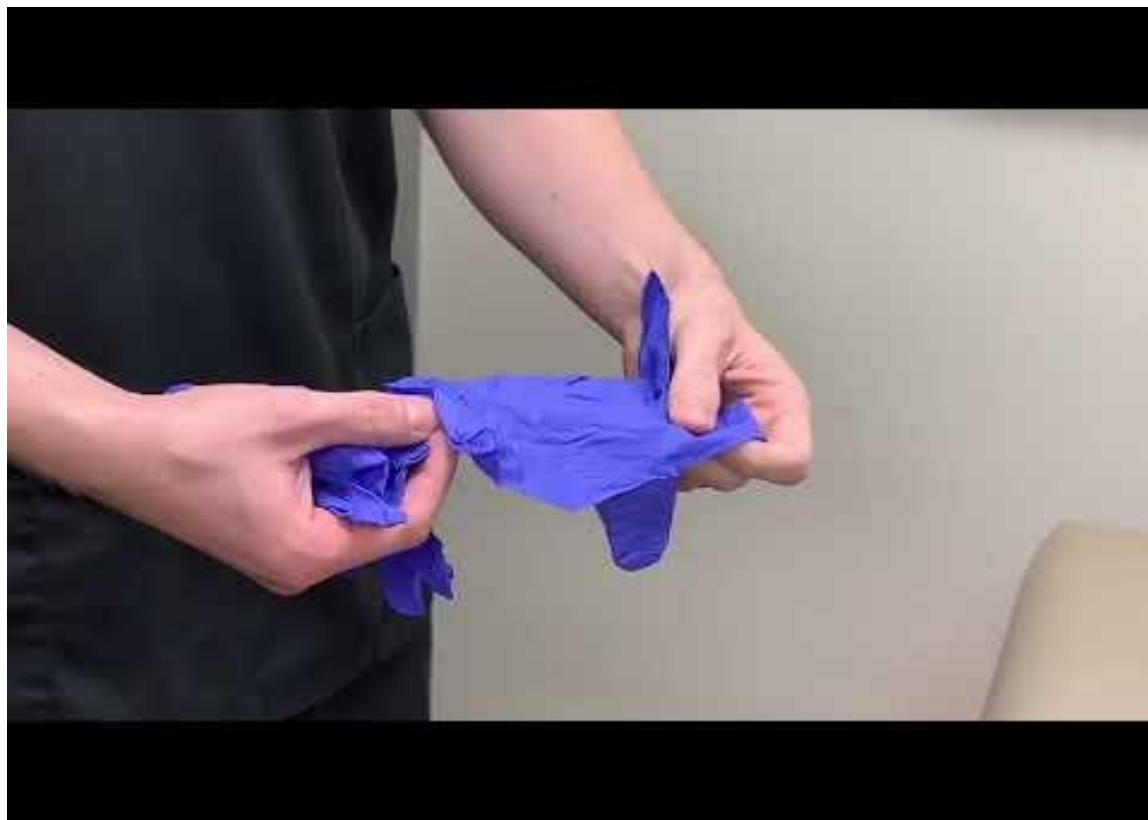
Putting On and Taking Off Gloves

Putting on Gloves: Best Practices

- ▶ Select proper size of glove
- ▶ Remove jewelry if possible
- ▶ Wash and thoroughly dry hands before donning gloves
- ▶ Ensure gloves are clean
- ▶ Start with dominant hand first
- ▶ Only touch inside of glove
- ▶ Single use only! Pick a new pair for each new use

Taking off Gloves: Best Practices

- ▶ Remove carefully with snapping
- ▶ Grab palm of first glove
- ▶ Pull up from wrist, turning inside out as you go
- ▶ Scrunch into ball with gloved hand
- ▶ Place ball in palm of gloved hand
- ▶ Run index finger under cuff of second glove
- ▶ Carefully pull up from wrist, turning inside out and capturing first glove
- ▶ Dispose of gloves properly
- ▶ Wash hands





Importance of Guidelines for Physical Distancing

- Social distancing, also called “physical distancing,” means keeping a safe space between yourself and other people who are not from your household.
- To practice social or physical distancing, stay at least **6 feet** (about 2 arms’ length) from other people who are not from your household in both indoor and outdoor spaces.
- If you are **sick** with COVID-19, have [symptoms consistent with COVID-19](#), or have been in close contact with someone who has COVID-19, it is important to **stay home and away from other people** [until it is safe to be around others](#).
- COVID-19 can live for hours or days on a surface, depending on factors such as sunlight, humidity, and the type of surface. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes. However, this is not thought to be the main way the virus spreads. Social distancing helps limit opportunities to come in contact with contaminated surfaces and infected people outside the home.



Visuals for Physical (Social) Distancing

STOP THE SPREAD OF GERMS
Help prevent the spread of respiratory diseases like COVID-19.

Stay at least 6 feet (about 2 arms' length) from other people.

6 ft

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

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CORONAVIRUS DISEASE 2019
(COVID-19)

Social distancing means putting space between yourself and others.

[cdc.gov/COVID19](https://www.cdc.gov/COVID19)



Proper use, removal, and washing of face coverings

- a. CDC recommends that people wear masks in public and when around people who don't live in your household.
- b. Masks should NOT be worn by children under age 2 or anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.
- c. Wear your Mask Correctly
 - Wash your hands before putting on your mask
 - Put it over your nose and mouth and secure it under your chin
 - Try to fit it snugly against the sides of your face
 - Make sure you can breathe easily
 - CDC does not recommend use of masks or cloth masks for source control if they have an exhalation valve or vent
- d. Take Off Your Mask Carefully, When You're Home
 - Untie the strings behind your head or stretch the ear loops
 - Handle only by the ear loops or ties
 - Fold outside corners together
 - Place mask in the washing machine (learn more about [how to wash masks](#))
 - Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



How to Choose Masks

DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents, which allow virus particles to escape



Are intended for healthcare workers, including N95 respirators or surgical masks



When to Wear a Mask

KEY TIMES to Wear a Mask



- ✓ Out in public
- ✓ Sick and interacting with others at home
- ✓ Caring for someone sick at home

Masks should **NOT** be worn by:

- Children under age 2
- Anyone who has trouble breathing
- Anyone who can't take off the mask without help from another person (e.g., if someone is unconscious or paralyzed)

Your mask may help protect others. Their mask may protect you.

cdc.gov/coronavirus

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WHEN TO WEAR A MASK

Do I wear a mask?	Yes	No
At home with people who live in your household		✗
Running errands (e.g., grocery shopping)	✓	
Visiting the doctor's office or pharmacy	✓	
Dining at a restaurant (when not eating)	✓	
Driving in a personal vehicle with people who live in your household		✗
Riding in someone else's personal vehicle	✓	
Taking public transportation	✓	

Using a mask combined with social distancing can help slow the spread of COVID-19.



cdc.gov/coronavirus

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How to take off a mask

How to take off a mask



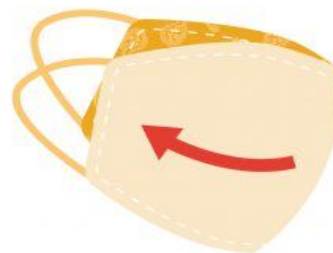
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Carefully, untie the strings behind your head or stretch the ear loops



2

Handle only by the ear loops or ties



3

Fold outside corners together



4

Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing



How to clean masks

- a. **Masks should be washed regularly after each use.** It is important to always [remove masks correctly](#) and [wash your hands](#) after handling or touching a used mask. How to clean:
- **Washing machine**
 1. You can include your mask with your regular laundry.
 2. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the mask.
 - **Washing by hand**
 1. Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing, may not be suitable for disinfection.
 2. Use bleach containing 5.25%–8.25% sodium hypochlorite. Do not use a bleach product if the percentage is not in this range or is not specified.
 3. Ensure the bleach product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 4. Ensure adequate ventilation.
 5. Prepare a bleach solution by mixing:
 - a. 5 tablespoons (1/3rd cup) of 5.25%–8.25% bleach per gallon of room temperature water or
 - b. 4 teaspoons of 5.25%–8.25% bleach per quart of room temperature water
 - c. Soak the mask in the bleach solution for 5 minutes.
 - d. Discard the bleach solution down the drain and rinse the mask thoroughly with cool or room temperature water.
 - **Make sure to completely dry the mask after washing. How to dry:**
 1. **Dryer:** Use the highest heat setting and leave in the dryer until completely dry.
 2. **Air dry:** Lay flat and allow to completely dry. If possible, place the mask in direct sunlight.



Worker-specific instructions on how to identify symptoms and when to seek medical attention

- a. Monitor your symptoms. Symptoms of COVID-19 include fever, cough, or other symptoms.
- b. When to seek emergency medical attention:

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.



Plan and Procedures to follow when children or adults become sick at school

Responding to Illness FAQ Topics include:

- Screening for symptoms at home
 - Q: What should I do if I suspect my child(ren) is ill with COVID-19 symptoms at home, or if my child feels unwell at home?
 - If an ill child has a negative COVID-19 test
 - If an ill child does not get tested for COVID-19
 - If an ill child has a positive COVID-19 test
- Screening for symptoms at school
 - Q: What if my child(ren) becomes ill or experiences COVID-19 like symptoms while on campus?
 - If an ill child has a negative COVID-19 test
 - If an ill child does not get tested for COVID-19
 - If an ill child has a positive COVID-19 test



Continued... Responding to Illness FAQ Topics include:

- Responding to exposure to COVID-19
 - Q: What should I do if my child was exposed to someone (not in our immediate family) with confirmed COVID-19 in the past 14 days?
 - Q: What should I do if someone in our immediate household, other than the PBS child, tests positive for COVID-19?
 - Q: What if my child(ren) test positive for COVID-19?
 - Q: Will parents and families be informed about positive case(s) at PBS?
 - Q: Will the affected cohort quarantine if there is a positive COVID case within a cohort?
 - Q: Will the affected cohort quarantine if there is a positive family member (i.e., parent or non-PBS sibling?)
 - Q: Will PBS close the entire campus if there is one positive COVID-19 case in a PBS child, or will it only close in the case of a larger outbreak?
 - Q: Will PBS close the entire campus in the event of a COVID-19 outbreak?
 - Q: What sanitation measures will PBS take during the closure and/or during operating hours?
 - Q: What happens if a teacher or staff member has COVID-19 symptoms or feels ill?



Screening for symptoms at school

Q: What if my child(ren) becomes ill or experiences COVID-19 like symptoms while on campus?

- A member of faculty, staff, or the Health Services Coordinator will escort the student from class to the Health Office.
- The student will be assessed. If deemed well enough to remain at school, the Health Services Coordinator will escort the student back to class. If not, see below:
- If it is deemed by the Health Services Coordinator that the student needs to be sent home because they are too unwell or for suspected COVID-19 related symptoms:
 - If the student has any siblings or parents on campus, they will also be sent home as a precaution.
 - Parent or Guardian will be contacted for immediate pickup (<45mins), or an emergency contact will be reached.
 - Student will remain in the Health Office (in isolation) with constant monitoring including visualization, access to fresh air, water, and bathroom facilities.
 - Once the student's parent/guardian arrives, the student will be escorted from the isolation area to the parent/guardian's vehicle.
 - The parent or guardian will remain in their vehicle and will call the Health Coordinator at 650-854-4545 x136 upon arrival in the carpool lane adjacent to the Administration Building.
 - Seek immediate medical advisory and/or testing from your healthcare provider or through [One Medical](#).



If an ill child has negative COVID-19 test:

1. Ill child(ren) may return to school three days after symptoms resolve and 24 hours without the use of fever reducing medicine ([PRFS](#), p. 41).
2. Report negative test results to health@phillipsbrooks.org or 650-854-4545 x136.

If an ill child does not get tested for COVID-19:

1. If no alternative diagnosis is identified by a healthcare provider as the cause of the child's illness, the ill child should quarantine at home for 14 days after symptoms first appeared and until 24 hours after fever is resolved, without use of fever reducing medicine and other symptoms are improving
2. If an alternative respiratory diagnosis is identified by a healthcare provider as the cause of the child's illness (e.g., positive influenza test), COVID-19 is still not ruled out. Co-infection is possible. The ill child should quarantine at home for 14 days after symptoms first appear and until 24 hours after fever is resolved, without use of fever reducing medicine and other symptoms are improving.

If an ill child has positive COVID-19 test:

1. Immediately report positive test results to health@phillipsbrooks.org or 650-854-4545 x136. This information is highly confidential and is treated as sensitive information.
2. Isolate at home for 10 days from when symptoms first appear or test date and until 24 hours after fever is resolved, without use of fever reducing medicine and other symptoms are improving ([PRFS](#), p. 41).
3. A negative COVID-19 test and/or an accompanying doctor's note stating the child may resume school and other activities is required for return to school.
4. Siblings should also quarantine at home for 14 days after the date of last exposure of the COVID-19 positive contact. If additional household members become ill with COVID-19, or if the exposed person cannot avoid continued close contact, the length of quarantine may be greater than 14 days.
5. All spaces and facilities the child was in will be closed, ventilated for 24 hours and then cleaned and disinfected in compliance with [CDC recommended standards and products](#). See 'What Sanitation Measures will PBS take During the Closure and/or during Operating Hours?' for more information.

PBS plan and procedures to protect workers from COVID-19 illness

Please review the [Comprehensive Campus Reopening Plan](#) that has been made available on PBS's Community Portal.

- Section 1: General Measures
- Section 2: Promote Health Hygiene Practices
- Section 3: Face Coverings
- Section 4: Ensure Teacher and Staff Safety
- Section 5: Intensify Cleaning, Disinfection and Ventilation
- Section 6: Implementing Distancing Inside and Outside the Classroom
- Section 7: Limit Sharing
- Section 8: Train All Staff and Educate Families
- Section 9: Check for Signs and Symptoms
- Section 10: Plan for When a Staff Member, Child, or Visitor Becomes Sick
- Section 11: Maintain Healthy Operations
- Section 12: Considerations for Reopening and Partial and Total Closures
- Section 13: Waiver Information

Safety Maintenance as it relates to COVID-19

“It’s not you- it’s the Pandemic.”

In order to create a physically and psychologically safe environment at PBS, it is important to follow procedures outlined in our CCRP. As we are all getting acquainted with this ‘new abnormal’ it’s expected that it may take some time to integrate.

In the meantime, lets normalize holding one another accountable.

Everyone is a safety ambassador. *If you see something, say something.*



Safety Maintenance as it relates to COVID-19:

- “I’m sure there’s a good reason why, but I’m wondering why you _____”
 - Used a facility you weren’t assigned
 - Wasn’t wearing a mask
 - Didn’t wash hands
- “I really wish we could _____ but it would make me feel safer if _____”
 - Elbow bumped
 - Stood a little further away
 - Kept your mask on
- “Would you feel safe/comfortable if I _____ ?”
 - Took off my mask while I ate in the room?
 - Used your pen?
- “Save room for ~~Jesus~~ the length of Coach Drake”
 - *“Are we a coach length apart?”*
- I know this is important to talk about, but can we switch the subject?



Responses

“Thank you for advocating for your needs.”

“I appreciate you telling me what makes you un/comfortable and I will do my best to honor them.”

“I want you to feel safe, so thank you for letting me know what you need.”



Safety Maintenance as it relates to COVID-19

Setting Boundaries
As An Act Of Self- Love

(and care for others!)



Safety Maintenance as it relates to COVID-19

If you don't know where your bathroom, kitchen, or workspace is assigned, please visit the [Comprehensive Campus Reopening Plan \(Section 5\)](#) for more information.





Flu Shot Options



- Faculty and staff may receive a flu shot at no cost during one of our two on-campus flu clinics or through their primary medical care provider.
- All members of the community are encouraged to seek out a vaccine through their healthcare provider including One Medical.

Next Flu Shot Clinic @ PBS:

Wednesday, September 23rd from 11am to 1pm

Sign up for slots is still open!



Q&A Time