



COVID-19 Health & Operations Guide

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On-Site Learning Agreement Form

I understand in order to have my student(s) engage in on-site learning for the 2020-21 school year, I will agree to the following:

___ Before my student leaves for school every day I will complete the [daily at-home COVID screening](#) and sign off on the phone app provided by the school. If I have not submitted this information on the app, my student will not be cleared to attend on-site school that day.

___ I will not send my student to school if they have any of the following symptoms:

- Temperature of 100.4 or above
- Nausea/vomiting
- Diarrhea
- Headache and Chills
- Cough
- Difficulty breathing or shortness of breath
- Loss of taste or smell

___ I will not send my student to school if they have two or more of the following:

Student states they feel sick, fatigue, body aches, chills, sore throat, congestion, runny nose

___ My household members agree to wear masks in public

___ My household members agree they will practice social distancing in public

___ If any household member in our home has traveled out of state, or in part of the state that is experiencing high levels of COVID 19 spread, I will not send my student to school until we have quarantined for 2 weeks.

___ If anyone in our household has been exposed to someone with Covid-19 or someone suspected of having Covid-19, I will follow the Exposure Guidelines set forth by City Garden.

Name of Student(s):

Signature of Guardians (all caregivers for your student must sign and agree to policy in order for student to be eligible for on-site learning):

Name (Printed)	Date	Signature
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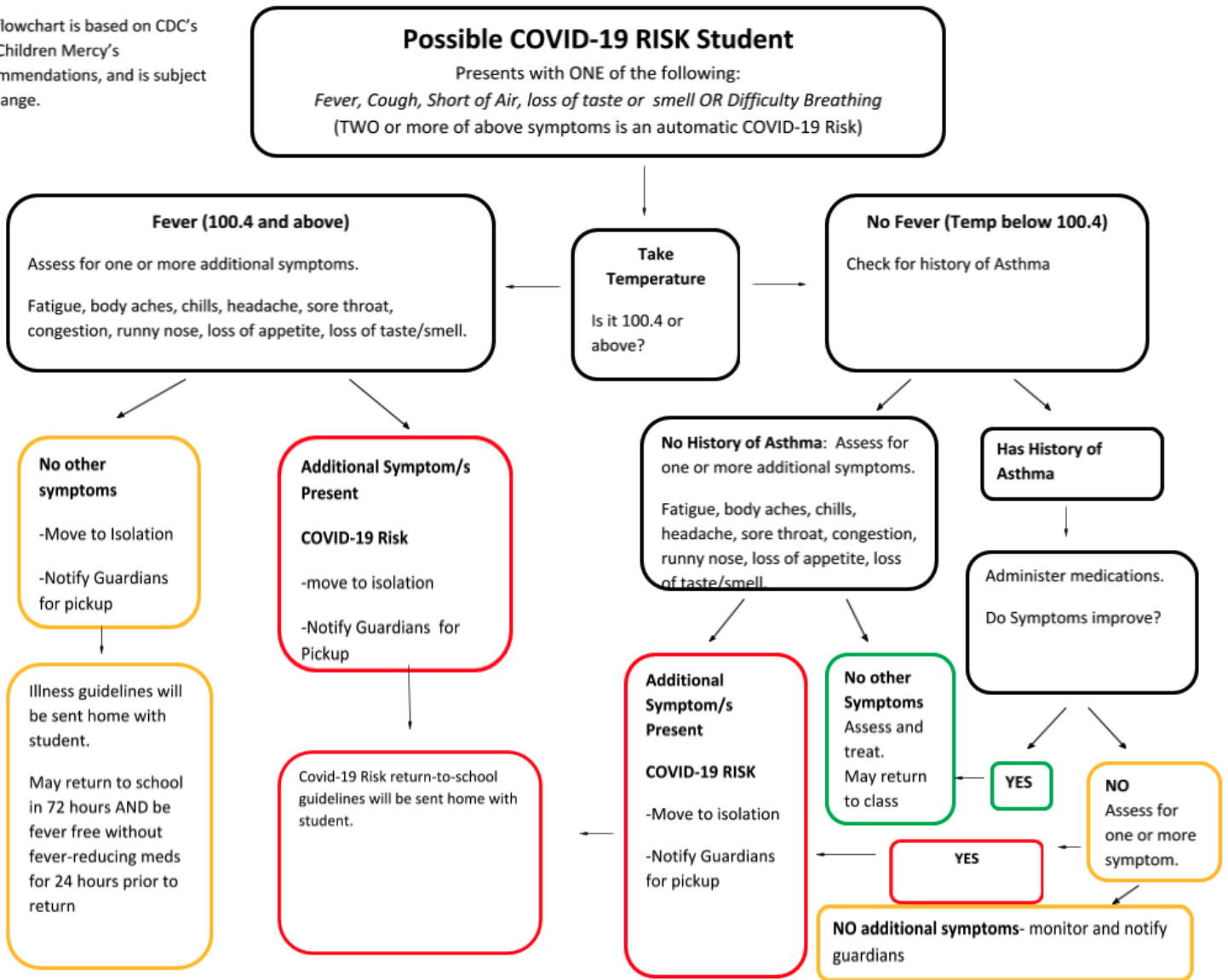
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COVID-19 Risk Flowchart

The flowchart is based on CDC's and Children Mercy's recommendations, and is subject to change.



Physical Changes to Building

Purpose: To catalog the physical changes adopted by City Garden Montessori School to decrease the potential spread of COVID-19.

Background: In order to best serve our students, community, staff, volunteers, contractors, and visitors City Garden has initiated the following changes to the physical space of 1618 Tower Grove to insure a safer and less disease transmittable working environment and to decrease the spread of COVID-19 and other infectious diseases. These include:

- A bottle filling station will be installed at both drinking fountain stations.
- All drinking fountain bubblers will be locked and unusable until further notice.
- An additional washer will be installed to be utilized for mask washing and other classroom needs.
- One stall in each public bathroom will be unusable until further notice to maintain social distancing.
- Foot openers will be installed on all public bathroom doors.
- Sharable furniture and chairs will be removed from the Living Room to promote social distancing.
- Shareable furniture from classrooms should be removed until further notice.
- The HVAC system has been updated to cycle in new air every 3 hours, 11 MERV filters have been installed for inside air filtration and more oxygen has been programmed to enter the system.
- Hand sanitizing stations will be added to high traffic areas such as all major door entries, Living Room, next to bottle fillers, copier room etc.
- Washable masks will be provided to staff and students. Disposable masks will be on hand for use for anyone that is not in possession of a mask.
- Staff will be given PPE of their choosing. All staff will wear masks at all times.
- Entry areas and high traffic areas in buildings will be marked with social distance markers to aid the community in appropriate social distancing when commuting from one area to the next.
- Staff meetings will not be conducted in small offices.
- Living room area will have socially distanced furniture.
- Reception desk will have a plexiglass barrier.
- Post signage at the main entrance requesting that people who have been symptomatic with fever and/or cough not enter.
- Put up signs/flyers at the main entrances and in key areas throughout school buildings and facilities such as those found on the CDC resource pages.

Visitor Guidelines

Purpose: To communicate the guidelines that will be utilized to access who and when visitors may enter the main campus. By initiating these guidelines, it is a hope that these steps will make for a more secure and safe learning environment.

Background: In order to best serve our students and considering their safety and wellness first and foremost, City Garden will implement the following guidelines regarding visitors to campus.

Guidelines

- All visitors must be wearing a properly fitted mask before entering the building and sanitize hands once in the building.
- All visitors must sign-off on the attached Visitor Screening Form and use the Sign-in sheet to inform what part of the building they are visiting.
- Scheduled visits only, except for guardians
- No tours
- No events or rentals
- Contractors ideally coming after hours or before. A request for the social distancing policy of place of business from any contractor scheduled to work at the building.
- No volunteers in classroom
- No parents in the building except emergencies. No parents in the classrooms except emergencies.
- Volunteer opportunities should be work that can be taken home and then left in copy room for a day before handling

*Note: We will film virtual tours for prospective students

Visitor COVID Agreement

Visitor or Parent Name: _____

Date: _____ Mobile Number: _____

Are you showing any signs of the following symptoms?

____ YES

____ NO

- Temperature of 100.4 or above
- Diarrhea
- Cough
- Difficulty breathing or shortness of breath
- Loss of taste or smell
- Nausea/vomiting
- Headache and Chills

Have you been around anyone in the past 14 days with these symptoms?

____ YES

____ NO

Have you traveled out of state in the last week or traveled to areas in state that are experiencing high levels of COVID 19 spread?

____ YES

____ NO

Have you been exposed to someone with COVID-19 positive test results?

____ YES

____ NO

Is the information you provided on this form true and correct to the best of your knowledge?

____ YES

____ NO

NOTES: Visitation is forbidden if there has been any YES responses to the screening checklist. If "yes" is checked, visitors will be directed to leave the premises. Disinfecting the visited area will need to take place immediately.

Signature of Visitor or Parent/Guardian

Date

Student Sick at School

Purpose: To articulate the procedure and the expectations of all community members if a student in our community becomes ill during the school day.

Background: In order to best serve our students, community, staff, volunteers, contractors, and visitors City Garden will initiate the following procedure in response to a child that shows symptoms of illness during the day.

When a student reports that they are feeling ill or look to be feeling ill, the first procedure is to get as clear and concise information about the symptoms they are exhibiting.

City Garden is in the process of hiring a nurse's assistant or another individual with some medical training to staff the isolation room and to tend to children who are showing symptoms of sickness.

1. Students should be removed from the classroom by Guide or Assistance and taken to the sick room. A temperature check should occur.
2. If the student has a temperature of 100.4 or more, guardians are called to pick the child up. An incident report should be filled out.
3. If the student does not have a fever, determine if the student is asthmatic or has seasonal allergies etc. that would cause specific symptoms the child is occurring. If they have medications that can be administered do so and see if there is improvement. If there is improvement, the student may return to class. Guardians should be alerted to the incident.
4. If there is no improvement after medications are administered, guardians are called and the student is picked up. An incident report must be filled out.
5. If there are no medications for the student's symptoms and symptoms continue to occur after some quiet time in the sick room, guardians are called and the student is picked up.
6. Once the student is taken home, the sick room is disinfected or UV light treated.
7. The student must meet criteria for COVID Risk guidelines before they may return to campus.

Procedure for Student Arrival

Purpose: To communicate the procedure and the expectations to student families as to what to expect when students arrive at the beginning of the day. By initiating this procedure, it is a hope that these steps will make for a more secure and safe learning environment.

Background: In order to best serve our students and considering their safety and wellness first and foremost, City Garden will implement the following procedures regarding student arrival to campus.

Procedure

1. Before arrival students should be in possession of a mask, backpack water bottle filled with water only.
2. Students will be assigned an arrival time for the school day. This time will fluctuate by 15-minute increments:
 - 8:10am- Primary 1 and 2
 - 8:20am-P3 and Lower Elementary
 - 8:30am Upper Elementary

Arrival time is based on the youngest student's arrival time. Example: If you have two students, one student in Primary 2 and one in Lower Elementary, you will arrive at the Primary 2 students' arrival time, 8am. Students and guardians will need to remain at a safe distance until their designated time of entry to the building. Options for waiting could include but are not limited to: cars, playground, sidewalk on Blaine Ave, and sidewalk on Tower Grove Ave.

3. Each morning prior to leaving for school, parents and guardians will be asked to use a phone app to report their child's [daily home screening](#). The child will be "cleared" for attendance, and a staff member will check their status via the app when they arrive and their temperature will be taken again as they enter the building.
4. Staff will be awaiting students at the front door and when the student arrives, they will enter the building and get scanned for a temperature check by a touchless thermometer, if a student's temperature measures 100.40 F, or greater, the student may not attend school. If the student is accompanied by a guardian, the student will return home with a guardian. If the student arrives at school without a guardian, they will be accompanied to the sick room by designated staff and the family will be called to pick up the student. Students that are driven to school will have temperatures checked while in the car.
5. Once the children get to their classroom, they will place their personal items in a designated area and take off their home mask, put it in their backpack, and put on their City Garden-issued mask which covers both nose and mouth.
6. Upon entry the student should sanitize hands immediately.
7. Students should attempt to social distance until they are in their classroom.

Students Must Stay Home If

- They have tested positive for or are showing COVID-19 symptoms, until they meet criteria for return.
- They have recently had **close contact*** with a person with COVID-19, until they meet criteria for return.

*Close contact is defined as someone who has been within 6 ft of an infected individual for greater than 15 minutes.

Additional activities that would constitute Close Contact:

- Living with an infected individual
- Sharing a meal with an infected individual when sitting closer than 6 feet apart
- Being coughed or sneezed on by an infected individual when you are not wearing a mask
- Touching a contaminated object that has an infected person's respiratory secretions on it (ex – facial tissue), and then not performing hand hygiene before touching your eyes, nose, or mouth

Procedure for Student Dismissal

Purpose: To communicate the procedure and the expectations to student families as to what to expect when students dismiss at the end of the day. By initiating this procedure, it is a hope that these steps will make for a more secure and safe learning environment.

Background: In order to best serve our students and considering their safety and wellness first and foremost, City Garden will implement the following procedures regarding student dismissal from campus.

Procedure

1. Children will need to understand that dismissal will now need to be a calm, slow and controlled process. No running, yelling etc. can be exhibited for the greater good of the community.
2. Parents need to be made aware that dismissal may take longer than usual due to the precautions being put in place.
3. Children should gather backpacks, water bottles and other items that should go home for the evening. They will place their school mask in the laundry basket and home mask back on.
4. Students will remain in the classroom until dismissed by name. Primary 1 and 2 will dismiss through their classroom door. P1 and P2 with older siblings will exit the classroom and meet siblings near the front door.
5. Guardians picking up children should remain in cars or at a social distance outside. Options for waiting could include but are not limited to: playground, sidewalk on Blaine Ave, and sidewalk on Tower Grove Ave.
6. Students should attempt to social distance when exiting their classroom.

Procedure for Staff Arrival and Departure

Purpose: To communicate the procedure and the expectations to staff during their work day. By initiating this procedure, it is a hope that these steps will make for a more secure and safe learning environment.

Procedure

1. Only staff members necessary for the functioning of the building will be allowed in school during the regular school day.
2. All staff who enter the building must provide a negative COVID-19 test. Current St. Louis Department of Health guidelines require a negative test result after August 1, 2020. City Garden may require periodic COVID-19 testing during the school year.
3. While outside of school, Staff are expected to follow the CDC guidelines for avoiding COVID-19 infection, including but not limited to wearing a face mask in public, social distancing, and frequent hand washing.
4. Before entering the building, staff will complete a self-assessment every day which will include the following questions:
 - Have you had a fever 100.4 or higher in the last 14 days?
 - Have you been in **close contact*** with someone who has confirmed or suspected of having Covid-19 in the last 14 days?
 - Are you experiencing: temperature of 100.4 or above, nausea/vomiting, diarrhea, headache and chills, cough, difficulty breathing or shortness of breath, loss of taste or smell?
 - Have you, or a member of your household traveled to another country, an area within the United States experiencing high levels of COVID-19 spread, including areas within the state of Missouri
 - A yes answer to any of the above will prevent the Staff member from entering school
 - Before entering the building, staff will put on a face mask
5. Staff will have their temperature taken. If over 100.4 degrees, the staff member will be sent home.
6. In order to document who is in the building and when, Staff will clock-in to Zenefits and indicate they are working in the building. This will be done through the Zenefits Mobile Timekeeping app.
7. Staff will limit their movements within the building to the areas necessary for them to perform the duties.
8. While in the building staff members should:
 - Wash their hands frequently
 - Always wear a mask
 - Wipe down their work area before and after use
 - Maintain social distancing of at least 6 feet.
 - Avoid prolonged contact with other staff members in staff offices or the copy room.
9. Staff will clock out on Zenefits when they exit the building.

Food Service Operations

Purpose: To communicate the new changes being incorporated into the regular food service procedures to help deter the spread of infection for both Covid-19 as well as other infectious diseases.

Background: Offering healthy meals to all of our children is an important piece of a City Garden school day and it protects some of our children from hunger. School food service operations may need to transition from serving meals daily to serving take home sacks during unanticipated school closures as well as serving meals in a blended learning school environment. It is important to ensure City Garden students participating in all learning models have access to healthy meals.

Procedure for Students that are School in Person

- All meals will be brought to classrooms for the foreseeable future.
- Remove use of shared tables and self-service areas for food and condiments.
- Kitchen is off limits to non-food service staff or students until further notice.
- Face mask and face shield, apron and gloves will be worn by food service providers.
- Food service staff should work with space to appropriately social distance during meal prep.
- Guides or assistance guides will sanitize tables prior to serving meals.
- Children must sanitize hands prior to sitting down. Children must sit at designated seating that incorporates as much social distancing as possible.
- Lunch time should be a quiet serene time to promote gentle breathing since the children will be unmasked.
- Once lunch has been served the Guide or Assistant Guide will promptly return the cart to the outside of the kitchen.
- Guides/assistant guides will serve the children while wearing gloves.
- When children are finished eating, masks should be put back on and then children may dispose of plates and sanitize hands.
- Table should be sanitized after breakfast/lunch/snack service is finished.
- At the end of the day the Guide or Assistant Guide will grab breakfasts required for their students and bring to the classroom for the next morning. (Mini fridges will be acquired for classrooms as needed.)

Procedure for Students using a Remote or Blended Model of Learning:

- Face mask and face shield, apron and gloves will be worn by food service providers.
- Food service staff should work with space to appropriately social distance during meal prep.
- Food service staff will distribute grab bags to students who may be distance learning or using a blended model.

Classroom Operations

Purpose: To catalog the physical changes and procedures adopted by City Garden Montessori School to decrease the potential spread of COVID-19 in the classroom.

Background: In order to best serve our students and Employees, City Garden has initiated the following changes to the daily classroom operations at 1618 Tower Grove to insure a safer and less disease transmittable working environment. These include:

- Guides that will be working on-site will be offered the following PPE: scrubs, washable face masks (that have a clear mouthpiece so students are better able to understand), face shields and gloves.
- Any on-site employees shall agree to adhere to community agreements regarding COVID safety guidelines which include:
 - I will practice good hand hygiene
 - I will socially distance when in public
 - I will wear a mask when in public
 - I will not plan out of state travel to high risk areas if I am unable to quarantine for 14 days following travel.
- Students will be given 3 washable masks that will remain on campus. Children will arrive at school with a mask from home, before entering the building they will exchange masks for a school mask and place home mask in backpack. When preparing for dismissal students will exchange masks and place school masks in the laundry basket. Staff will launder masks during their designated days. Campus will now have two washers.
- All on-site classrooms will be provided with supplies such as cleaning materials (disinfecting wipes and solutions), gloves, laundry bags for used masks, and disposable masks. Extra supplies will be located in the supply closet.
- Classrooms will be marked with arrow decals on the floors to encourage one-way movement.
- Throughout the day there will be designated times for wiping down high touch areas with disinfectant wipes that will be provided and in the classroom. These times include but are not limited to: after classroom meetings, before lunch, after lunch, after returning from recess. (High touch areas: door handles, classroom phones, shared keyboards, mice, table tops, faucets, toilets and Guide face shields). Guides will be responsible for their classrooms ONLY. Other on-site workers will be designated Zones for wiping down. The Zones include:
 - Zone 1- front door and reception area up until the hallway opens for P3 and public restrooms,
 - Zone 2- public restrooms on first floor and water fountain area
 - Zone 3- Living room on LE side of building. Stage is the ending point.
 - Zone 4- Living room on UE side of building. Stage is the ending point.
 - Zone 5- copier room
 - Zone 6- hallways leading to P1 and leading to CEO office
 - Zone 7- upstairs public bathrooms
 - Zone 8- galley kitchen area and small staff bathroom
- Guide(s) should design their classroom environment to create a 6' distance between students as much as possible. Desk areas should be 6" apart. When 6 feet cannot be achieved, desks should be placed at least 3 feet apart. Desks should be facing in the same direction when feasible. Based on the square footage of each room, each classroom can accommodate a maximum of 15 students. As guides design classrooms they can mark any items that need to be removed from their rooms with painters' tape and those items will be removed and put in a storage POD. Every effort should be made to physically distance and cohort children to minimize COVID-19 exposure and assist with

contact tracing should a child or staff become ill. Outdoor classroom space for learning, eating and playing should be used as much as possible weather permitting. Large spaces, such as the living room and gymnasiums, will be used by special education, reading and specialist guides. Children will remain in their classroom “pods” to learn together, eat together and play together, to minimize germ exposure and to allow for the rapid identification of those who have been exposed should a positive COVID-19 case occur in the cohort. Guides who serve students in more than one classroom will rotate between classrooms instead of having children move from class to class, and will refrain from working with students in small offices.

- Physical activities should avoid prolonged, close contact, and focus on individual skills and drills. Equipment used during recess and physical education activities will be cleaned and disinfected between use, or will not be made available, if cleaning is not possible. Games such as shadow tag should be played and encouraged.
- Doors to individual classrooms should remain closed as much as possible.
- Recess equipment should be divided among classrooms and stored in each classroom.
- Children should fill water bottles in classrooms as much as possible.
- A six-foot distance between people should be maintained as much as possible. Distancing is particularly important when people will be in proximity of one another for a period of more than 15 minutes, when moving to other areas of the building and when they are participating in activities that may result in respiratory droplets traveling further than normal (e.g., singing, exercising).
- Montessori works that may be higher risk (food cutting/flower cutting, materials that are not easily wiped down etc.) will be removed from the work cycle for the foreseeable future.
- Materials will be wiped down and disinfected between student use when feasible.
- As much as possible, students will have assigned seating to insure a less virus transmittable environment.
- Volunteers/parents will not be permitted in the classroom until further notice.
- All three sinks in classrooms must be available for hand washing.
- Each evening each classroom will be disinfected with an electrostatic machine.
- All classroom pets and plants should be removed due to cleaning procedures being put in place.
- Works on rugs and floors should be discouraged as much as possible, or students should have designated areas on the floor to work (some works demand larger space, this is understood).
- Students may only use their classroom restroom. Public restrooms are only for staff and approved visitors.
- A sick room staff member will be hired to handle any suspected COVID cases during the day. This person will also be in charge of handling some of the other high touch cleaning areas that are not in the classroom as well as health emergencies.

Cleaning Protocol in Response to COVID-19

Purpose: To communicate the new cleaning procedures being incorporated into the regular cleaning schedule that will help create a safer working environment for students, staff and other community members. It is the hope that these procedures will help deter the spread of infection for both Covid-19 as well as other infectious diseases.

Background: The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with the virus and then touch your eyes, nose or mouth. Routine cleaning and disinfecting are essential to maintaining a safe environment for our students, staff and other community members.

In order to best serve our students, community, staff, volunteers, contractors, and visitors City Garden is putting in place a new cleaning protocol that will help to maintain a safer school environment.

Protocol

- Sanitizing wipes will be available to all classrooms. At regular intervals throughout the day--after class meeting, before lunch, after lunch, after recess--high touch areas are wiped down (door handles, classroom phones, shared keyboards, mice, table tops, faucets, toilets and face shields.) An announcement will be made over the intercom to remind everyone in the building to pause their work to wipe down the areas in their zone.
- An electrostatic disinfectant sprayer has been purchased and will be used daily. This machine will be used to fog all school areas and will rapidly disinfect (not sanitize but actually disinfect) surfaces with a 3 minutes kill time. It is a highly effective and incredibly efficient way to safely disinfect in a very short amount of time.
- Although the risk of getting Covid-19 from cleaning is low, the cleaning crew will adhere to the following protocol:
 - Cleaning crew will be wearing PPE that will include but is not limited to face masks and gloves.
 - Cleaning crew will be using hospital grade disinfectants approved by the [CDC](#).
 - Cleaning crew will sign-off on COVID prescreening nightly.
- In the event of a Probable or Confirmed case of Covid-19: Staff will cordon off any areas where an employee/student worked, touched surfaces, etc. until the area and equipment is disinfected. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as possible.

Procedure for COVID-19 Exposure

Purpose: To articulate the procedure and the expectations of all community members if a person in our community comes to school and is at an increased risk of having an active COVID-19 infection.

Background: In order to best serve our students and community, staff, students, volunteers, contractors, and visitors may need to be in our School or Admin buildings. City Garden expects all people who enter our building to follow standard preventative measures to decrease the spread of COVID-19. These include:

- Wearing of face masks.
- Maintaining social distancing of at least 6 feet.
- Frequent washing and sanitizing hands.
- Avoiding prolonged contact (more than 15 minutes) in confined spaces (small offices).
- Do not enter the building if you are experiencing COVID-19 symptoms. These symptoms include: temperature of 100.4 or above, nausea/vomiting, diarrhea, headache and chills, cough, difficulty breathing or shortness of breath, loss of taste or smell.

In addition, City Garden must be prepared to perform contact tracing should a community member test positive for COVID-19. An administrative staff member will be trained in the [Johns Hopkins contact tracing course](#). All staff, students, volunteers, contractors, and visitors must sign into and out of the building. All Community Members should avoid entering classrooms, offices or other areas unless it is necessary.

City Garden's procedures are based on guidance from the Centers for Disease Control (CDC) and the St. Louis Department of Health (STLDH). City Garden will continue to change and adapt its procedures to be *at least as* protective/restrictive as CDC and STLDH guidance.

HIPAA and employment laws require City Garden to maintain confidentiality regarding Community Members' private health information. City Garden will make its best efforts to maintain this confidentiality while providing enough information for community members to protect themselves.

Harassment or retaliation of any Community Member who reports an active or potential COVID-19 infection is prohibited. City Garden Employees who are determined to have harassed or retaliated against any Community Member will be disciplined up to and including termination.

Situation: The following is our procedure for what to do after City Garden has been notified of the suspicion of potential COVID-19 exposure both before and after a COVID-19 test result is available.

Definitions

PUI- Person under Investigation. This would be for someone who is exhibiting symptoms of COVID-19 but no test has confirmed an infection. If they test positive, then they are referred to as a Confirmed Case.

Close Contacts- All people who were in the general vicinity of the PUI for more than 3 minutes in the 3 work days preceding City Garden's notification of the PUI's potential infection.

Community Member- Staff, Students, Parents, Guardians, Volunteers, Contractors, Visitors, and any person who has entered City Garden School or Administrative building.

Exposed At-risk Community Member- Any person who is at reasonable risk of being infected with COVID-19 by the PUI. This includes:

- Close Contact with the PUI if the Close Contact or the PUI was not following standard preventative measures and was within 6 ft of PUI for longer than 30 seconds or in the PUI’s work area for more than 3 minutes.
- Anyone determined to be exposed and at-risk by the St. Louis Department of Health.

Close Contact – someone who has been within 6 feet of an infected individual for greater than 15 minutes

Additional activities that would constitute **Close Contact**:

- Living with an infected individual
- Sharing a meal with an infected individual when sitting closer than 6 feet apart
- Being coughed or sneezed on by an infected individual when you are not wearing a mask
- Touching a contaminated object that has an infected person’s respiratory secretions on it (ex – facial tissue), and then not performing hand hygiene before touching your eyes, nose, or mouth

COVID-19 Test- This is a test for active COVID-19 infection, not antibodies.

Symptoms of COVID-19-

Fever of 100.4 or higher	Fatigue	Sore Throat
Cough	Muscle or body ache	Congestion
Shortness of breath	Headache	Runny Nose
Difficulty breathing	New loss of taste or smell	Nausea
Vomiting	Diarrhea	Chills

Procedure- From Notification until test results:

1. Community Member discovers they may have been exposed to or suspect they are actively infected with COVID-19
2. Community Member contacts City Garden.
 - a. Staff should contact their supervisor.
 - b. Parent and Guardians should contact the Principal.
 - c. Other Community Members should contact their City Garden contact.
 - d. All of the above can contact David Blank at david@citygardenschool.org.
3. City Garden is contacted by a Community Member indicating they suspect they may have a COVID-19 infection (PUI), but have not received the results from a COVID-19 test.
4. PUI gets tested for COVID-19
5. Areas where the PUI worked will be sanitized.

6. City Garden will gather information from the PUI including:
 - a. Reasons the PUI believe they may have COVID-19
 - b. The people and places they were in the building the previous 2 days.
 - c. The extent to which the PUI followed building procedures
 - d. Gather Building records for all people in the building for the previous 2 days.
7. City Garden will notify close contacts and instruct them to stay out of the building while additional information is collected and to contact their primary care provider for additional guidance
8. City Garden will notify all Community Members who were in the building for informational purposes. These Community Members may decide on their own to stay out of the building until more information is collected.
9. PUI receives Test results.

Procedure after Test Result:

Negative Test Result but were a Close Contact of an infected individual – follow quarantine guidance; CDC does not recommend that schools require a note of clearance from a healthcare provider, but you can always have stricter guidance and require this. There are people out there who may shed the virus for multiple weeks after they have recovered. Those long-term shedders don't pose an infection risk but continue to shed enough virus to test positive. The CDC states there has been no replication-competent virus found in mild cases >10 days and no replication-competent virus >20 days in severe cases. This is why the CDC moved away from a test-based strategy to determine when to allow health care providers to return to work and is recommending a symptom-based strategy.

1. The PUI will remain in **quarantine*** and not return to the building until cleared by a medical provider. Most likely a 14-day period after initial exposure and a negative COVID-19 test after day 7.
2. All Community members previously asked to stay out of the building will be allowed to return.

Negative COVID-19 test result: If the reason the PUI reported themselves was because of symptoms.

1. The PUI can come back to school once symptoms have resolved and has been fever free without fever reducing medication for at least 24 hours.
2. All Community members asked to stay out of the building will be allowed back.

Positive COVID-19 test result: – cases are isolated for a minimum of 10 days after onset and can be released after afebrile (no fever) and feeling well (without fever-reducing medication) for at least 24 hours, whichever is longer.

1. Health Care provider and City Garden will contact St. Louis City Department of Health.
2. St. Louis City Department of Health will perform contact tracing investigation.
3. St. Louis City Department of Health will determine who must be quarantined.
4. St. Louis City Department of Health will provide guidance on how else to proceed.

City Garden Expects those recommendations to include:

- The Community Member with COVID-19 will remain at home until symptoms subside, are cleared by a medical provider, and have received a Negative COVID-19 test.
- Isolated Community Member will remain home for 14 days after most recent exposure and must receive a Negative COVID-19 test before they are able to return to the building.
- Depending on the number of exposed people, others testing positive, and other community factors, City Garden may close the school building.

Quarantine guidance:

Household contacts - must be quarantined for 14 days after the case has been afebrile and feeling well for 24 hours without the use of fever-reducing medications (because exposure is considered ongoing within the house). This means that a household contact may need to remain at home longer than the initial case. If a household contact develops symptoms, they should be tested.

Examples: A case is well 3 days after the onset, case released from isolation on day 10, household contact must remain quarantined until day 24.

A case is well 14 days after onset, case released from isolation on day 15, household contact must be quarantined until day 29.

Non-household contacts - must be quarantined for 14 days from the date of the last contact with the case.

Triggers that will make us consider closing campus

We will closely watch the St. Louis transmission rate, hospital stressor scores and follow the guidance of local and state health officials as well as the [CDC](#) guidelines regarding when and if we would take actions that would move to school closure. If any positive cases should occur in the building, all in-person community members will be notified as soon as we are informed. Our decision to close school will be based on the level of exposure and possible members of the community who could have been exposed.

We will continue to update our decision-making process and the factors that would contribute to school closure, as well as factors that will enable us to bring more students onto campus.