



## **NORTHBAY ACADEMY OPERATING PROCEDURES**

### **2020 NorthBay Covid Operating Plan for Residential Education Program**

At NorthBay, the health and safety of students and staff is our top priority. To ensure the health and safety of students and staff we have made significant changes to our operating procedures and facility to adhere to Federal, State and Local health official's best practices.

#### **Forms and Medications**

- All students are required to complete a health and medication form.
- Medications are checked in and collected at the NorthBay Wellness Center by a qualified healthcare professional.
- All medications are stored in the Wellness Center and administered a qualified health professional.
- All medication administration and health care interventions are recorded in NorthBay's electronic medical record system.

#### **Health Screenings**

- Prior to being transported to NorthBay on Monday mornings, school nurses will conduct a health screening and temperature checks
- Students with a temperature, exhibiting COVID-19 symptoms or who are living with someone who has COVID-19 or who is exhibiting symptoms of COVID-19 will remain home and on the spot contract tracing protocols will be applied to determine if other members of the cohort must quarantine.
- All NorthBay staff and any persons entering the NorthBay facility undergo a health screening and temperature check immediately upon arrival
- All students receive a daily health screening and temperature check
- All parents receive a planning checklist specifically helping them prepare their child for in-person classes

#### **Infection Control Strategies**

- Social distancing
- Hand hygiene
- Cough and sneeze hygiene
- Practice proper use, removal and washing of cloth face coverings See additional information below  
NorthBay will provide additional coverings for students and staff as needed
- Maximizing use of outdoor activities
- Providing policies, education and training on COVID-19 symptoms and responses
- Ensure adequate supplies of tissues, hand soap, alcohol based hand sanitizer, EPA approved cleaning products for COVID-19 disinfection suited for the facility
- Effective cleaning and disinfection of surfaces
- Clear signage and communications throughout the campus

## **Accommodations**

- Class groups (cohorts) will be assigned dormitory accommodations complete with their own bathrooms. Accommodations, including bathrooms will be sanitized between use (see Building Cleaning and Sanitization).
- At check in, all student personal items will be tagged with student names and sanitized in a heat sanitization unit. Students will receive guidance on items not compatible with heat sanitization.
- Accommodations are utilized at no more than 50% of normal student capacity.
- Students will sleep head to toe with a minimum 6ft distance between beds.
- Each dorm includes independent HVAC (not shared).
- Each dorm includes multiple large, operable windows to provide fresh air ventilation.

## **Cohorts**

- Each cohort is composed of no more than 12 students.
- Cohorts are organized by student identified gender.
- Each cohort is one complete and independent class/cabin group.
- Cohorts will each have a dedicated NorthBay staff daytime educator and overnight educator that will accompany them at all times.
- Cohorts will not mix amount each other. Cohorts will remain intact and independent of other students throughout their time at NorthBay.
- NorthBay will utilize outdoor venues for most activities.
- NorthBay educators will remind cohorts daily of sanitization, personal care and mitigation practices.
- Literature regarding sanitation, social distancing, mask requirements and personal care will be posted throughout the campus.

## **Transportation**

- School nurses will complete a wellness check and record student temperatures prior to pick up each Monday.
- Students with a temperature, exhibiting COVID-19 symptoms or who are living with someone who has COVID-19 or who is exhibiting symptoms of COVID-19 will remain home and on the spot contract tracing protocols will be applied to determine if other members of the cohort must quarantine.
- Buses will operate following the CDC guidelines for operation.
- Bus cleaning will address expectations for protocols as defined by the CDC.
- Seats will be taped off to provide social distancing while students are on the bus.
- NorthBay staff will accompany students on busses at all times in order to ensure student compliance with safety protocols.
- Hand sanitizer will be provided and students required to sanitize hands prior to boarding busses.
- Additional masks/face coverings will be provided for students who will be required to wear a mask/face covering at all times while on a bus.
- Student arrival at NorthBay will be staggered so that one bus disembarks and disperses (led by NorthBay staff) at a time.

## **Face Coverings**

- A face covering must be worn at all times indoors and when unable to socially distance outdoors.

- Include cloth face coverings on supply lists and provide cloth face coverings as needed for students, teachers, staff, or visitors who do not have them available.
- Ensure that students and staff are aware of the [correct use of cloth face coverings](#), including wearing cloth face coverings over the nose and mouth and securely around the face.
- Ensure that students and staff are aware that they should [wash](#) or [sanitize their hands \(using a hand sanitizer that contains at least 60% alcohol\)](#) before putting on a cloth face covering.
- Ensure that students, educators and staff are aware that they should not touch their cloth face coverings while wearing them and, if they do, they should [wash their hands](#) before and after with soap and water or [sanitize hands \(using a hand sanitizer that contains at least 60% alcohol\)](#).
- Ensure educators and staff are aware that they should [wash](#) or [sanitize hands \(using a hand sanitizer that contains at least 60% alcohol\)](#) before and after helping a student put on or adjust a cloth face covering.
- Ensure that all students and staff are aware that cloth face coverings should not be worn if they are wet. A wet cloth face covering may make it difficult to breathe.
- Ensure that all students and staff are aware that they should never share or swap cloth face coverings.
- Students' cloth face coverings will be clearly identified with their names or initials, to avoid confusion or swapping. Students' face coverings may also be labeled to indicate top/bottom and front/back.
- Cloth face coverings will be stored in a space designated for each student that is separate from others when not being worn (e.g., in individually labeled containers or bags, personal lockers, or cubbies).
- Cloth face coverings will be [washed](#) after every day of use and/or before being used again, or if visibly soiled.
- Additional cloth face coverings available for students and staff in case a back-up cloth face covering is needed during the day and to facilitate every day washing of cloth face coverings.

### **Building Cleaning and Disinfecting**

- Scheduled cleaning of public areas will be performed twice a day. Once at the beginning of the day and then early afternoon. Sanitization will be done following each cleaning, after a cohort of students depart from an area and on an as-needed basis. Records of sanitization will be posted and rooms clearly marked ready for use.
- Electrostatic foggers will be used to disinfect rooms, hallways, furniture and any "hand-touched" surfaces.
- Spray disinfectant will be used where the appropriate time will allow for it to sanitize the surface and be wiped as intended.

### **Facility Enhancements and Modifications**

- The NorthBay campus includes over 100,000 square feet of indoor space allowing cohorts to maintain safe distances from one another.
- Building access and pedestrian flow will be indicated through proper signage that is highly visible. Whenever possible, separate hallways within each building as entrance and exit hallways. When not possible instruct occupants to travel

back and forth while attempting to maintain a 6-foot separation and also wearing a mask.

- Student movement will be scheduled and carefully monitored to eliminate multiple cohorts in the same place at the same time.
- Separation of student cohorts shall be monitored and maintained throughout.
- Physical guides, such as stanchions or tape will be used to indicate direction and encourage distancing.
- Physical barriers will be placed in required locations.
- Modifications shall be incorporated into each room in the form of furniture placement.
- All classroom desks shall face the same direction.
- All desks and tables will be a minimum of 6ft apart.
- Student cohorts are assigned a classroom for the duration of the semester that will only be used by that cohort

### **Ventilation**

- Heating, cooling, and ventilation throughout the buildings will be monitored and scheduled with an emphasis on adding additional fresh air into the building.
- Dormitory HVAC units are specific to that individual space. No cohorts share a HVAC unit.
- When outside temperatures allow, operable windows may be used to increase outside air flow into classrooms and the interior buildings. Humidity will be monitored to ensure that indoor temperatures do not increase the probability of mold.
- HVAC filters will be regularly replaced.
- Activities will be planned to maximize use of outdoor space.

### **Hand Sanitizer**

- Shall be provided at key locations throughout the buildings. Supplies will be monitored by custodians and health staff.
- All staff members shall report when the supply has reached the end at a key location so that it can be replenished.

### **Signage**

- Appropriate signage shall include:
  - Travel direction
  - Wash your hands
  - Masks required
  - Respect social distancing
  - Don't share phones, laptops, or other personal devices or supplies
  - We can beat this together (and other signs featuring a positive message)

### **Visitors**

- All visitors are to report to the main office.
- All visitors should have an appointment.
- Visitors must wear a mask and remain more than 6 feet away from any occupant.
- All visitors must complete screening information and have their temperature taken prior to entering the facility.

## **Staff**

- NorthBay Staff will be required to go through a wellness check and have their temperature taken prior to beginning their shift. Any staff who exhibit any Covid related symptoms, will not be allowed to work and will be asked to get tested before returning.
- Staff will enter campus from a designated entry point to avoid contact with campers until after their temperature has been taken and symptoms screened.
- Time clocks will not be used to minimize touch points.
- Non-essential staff will continue to work remotely.
- NorthBay staff will be required to wear a mask/face covering at all times.
- Utilizing guidance from industry experts, adventure elements will be sanitized between each use. Staff members will oversee that social distances will be maintained at all elements. Social distancing notifications will be posted.
- NorthBay staff will disinfect high contact surfaces - door knobs, countertops, etc. - at least twice daily. Sanitizing will be performed by either disinfectant wipes or electrostatic fogger; depending on the application.

## **Wellness Center Protocols**

- Health Room isolation space for sick students with overflow space in designated Roost dormitories.
- Cleaning of all surfaces must be done several times daily by custodial staff and trained nursing staff.
- CDC recommends post nebulizer that the entire room is sanitized and that during nebulizer there is one person present in the room who needs to be.
- Continue to promote handwashing techniques.
- Clean all surfaces regularly.
- Practice social distancing to the extent possible and use appropriate PPE (mask, gloves, face shield, gowns) at all times.
- Execute health screening protocols with staff and students.
- Maintain individual student records of screening responses and temperatures.
- Response to COVID-19 infections to include isolation and contact tracing.

## **Food Service Operations**

- In order to socially distance meal times, a variety of locations will be provided for students to eat their grab and go meals.
- One entry door will be utilized to enter the dining hall and a separate one will be an exit door. This will promote a “no touch” procedure to entering/exiting the dining hall.
- When waiting to be served, face masks must be worn and social distancing shall be respected by every student and staff. .
- Enforce strict handwashing with soap and water before after food contact.
- Any surface where food is consumed will be disinfected immediately after use with an electrostatic fogger.
- A “do not share” policy will be enforced among students and will be applied to food and utensils.
- All food allergies and dietary requirements are catered for and trained wellness center staff are available 24 hours a day to respond to any allergic reactions..
- Use disposable food service items (e.g., utensils, dishes, condiments).

## **Illness Logistics**

- Staff and students who are exhibiting any COVID-19 symptoms should remain home.
- Staff or students who are living with someone who has COVID-19 or who is exhibiting symptoms of COVID-19 should remain home.
- Staff or students who become ill during the school day will be isolated by NorthBay staff in the NorthBay Wellness Center isolation facility and returned home as soon as possible by NorthBay staff.
- A complete list of CDC COVID-19 symptoms may be accessed at: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- Contact tracing protocols will be enacted with each incident of a sick employee or student.
- Based upon extent of exposure, additional steps may be taken to ensure safety of students and staff.
- Immediate contact with the NorthBay Leadership Team will occur anytime the above occurs.
- Direct information from the CDC on the operation of schools may be accessed at: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>