

# Coronavirus – COVID-19

Operations and Communications Plan



# Timeline

- **Early January 2020** – Coronavirus named by the World Health Organization (WHO)
- **January 30th** – WHO declared the Coronavirus outbreak a public health emergency of international concern
- **January 31st** – Secretary Azar declared a public health emergency for the United States
- **Wk. February 23rd** – Center for Disease Control (CDC) reports virus in California, Oregon and Washington state.
- **February 27th** – PPS communicated to staff and families
- **March 4th** – All PPS international travel canceled and communicated to families
- **March 6th** – First confirmed cases in Pennsylvania (1 Wayne County/1 Delaware County).
- **March 9th** – 10 Presumptive cases in Pennsylvania. (Montgomery, Delaware and Wayne County)
- **Today** –
  - CDC USE Cases – 423 presumptive/confirmed cases, 19 deaths, across 35 states, including District of Columbia.
  - WHO Dashboard reports 110,029 confirmed cases, 3,817 deaths across 105 countries. Only 213 in the United States.



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# About the Coronavirus (COVID-19)

*There have been no children under 15 diagnosed with Coronavirus. All fatalities are with individuals with underlying health conditions.*



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## • What is the Coronavirus disease 2019 (COVID-19)?

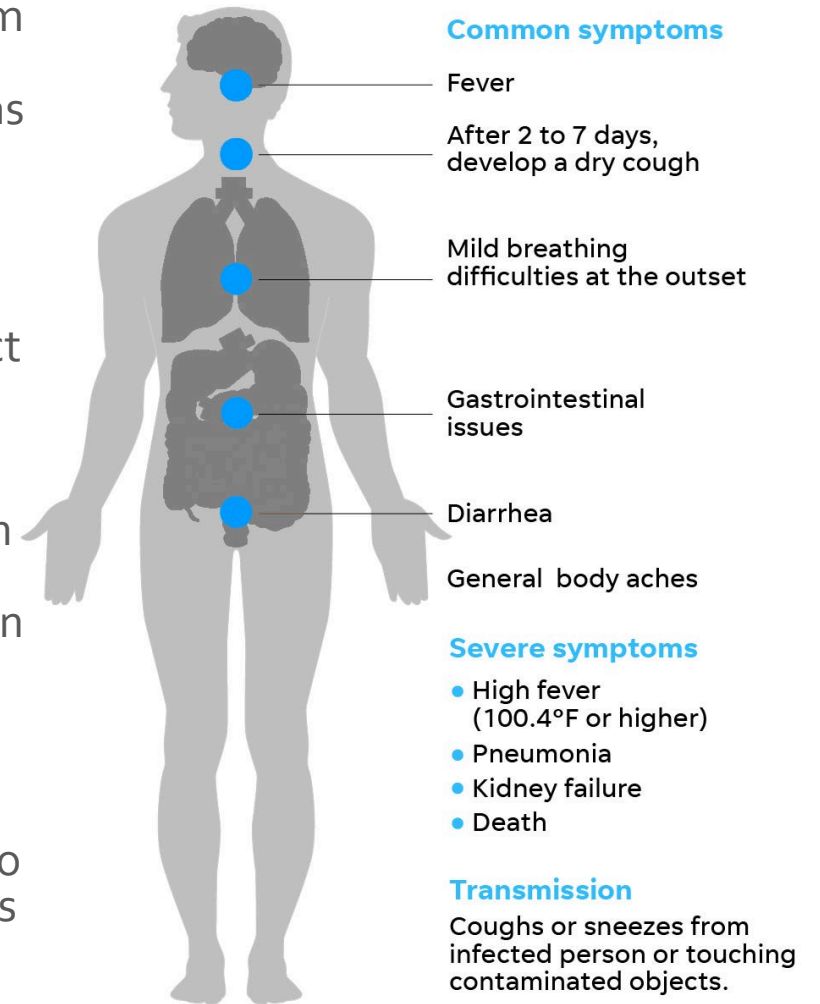
- A respiratory illness that can spread from person to person. The virus that causes COVID-19 is a novel coronavirus that was first identified during an investigation into an outbreak in Wuhan, China

## • How does it spread?

- Between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes.
- 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.

## • What are the symptoms?

- Patients with COVID-19 have had mild to severe respiratory illness with symptoms of:
  - fever
  - cough
  - shortness of breath
  - flu like symptoms



### Common symptoms

Fever

After 2 to 7 days, develop a dry cough

Mild breathing difficulties at the outset

Gastrointestinal issues

Diarrhea

General body aches

### Severe symptoms

- High fever (100.4°F or higher)

- Pneumonia

- Kidney failure

- Death

### Transmission

Coughs or sneezes from infected person or touching contaminated objects.

# Preventative Measures

- Coronavirus disease is not **NEW**. This strand is new. Some **STATS** to consider are:
  - 80% of people will be fine showing no symptoms.
  - 17% may get sick, but will get better
  - 3.2% will be gravely impacted by the illness



- **Everyday preventive actions everyone can take:**
  - Avoid close contact with people who are sick.
  - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Wash your hands often with soap and water for at least 20 seconds. At least 2-5 times a day.
  - Use hand sanitizer if soap and water are not available.
- **When YOU are sick:**
  - Children and adults should stay home when they are sick.
  - Anyone with symptoms of acute respiratory illness should stay home and not come to school/work until they are free of fever (100.4° F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. fever reducing).
  - Cover cough or sneeze with a tissue, then throw the tissue in the trash. Or, cough into the elbow of sleeve.
  - Clean and disinfect frequently touched objects and surfaces.

**HOW CAN I PROTECT MYSELF FROM COVID-19?**  
**PRACTICE GOOD HEALTH HABITS**

- WASH YOUR HANDS OFTEN**
- COVER COUGHS + SNEEZES**
- DON'T TOUCH EYES/NOSE/MOUTH**
- CLEAN SURFACES FREQUENTLY**
- STAY HOME WHEN SICK**
- AVOID SICK PEOPLE**

**pennsylvania**  
DEPARTMENT OF HEALTH

# Preventative Measures

Steps PACS is taking

- **Providing Protective Gear for Prevention and Disinfecting of Facilities**  
Nurses (Prevention):
  - Facemasks for symptomatic students or staff
  - Gloves
  - Gowns
  - Eye Protections.
- **Travel Restrictions**
  - Canceled all out-of-state travel.
  - Monitoring all local and regional field trips.



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# Custodial & Maintenance Core Operations

- **Maintenance Staff will ensure:**
  - All restroom soap and paper towel holders are in good working condition.
  - All hand sanitizer units are full.
  - Standard everyday cleaning procedures continue:
    - Main offices
    - Door knobs
    - Classroom table tops
    - Floors
    - Door glass
    - Water fountains
    - Restrooms
    - Locker rooms
    - Cafeteria floors
- *\*Tables, desks, counters must be cleared to be cleaned.*

# Infection Control Procedures

When a case is confirmed in Allegheny County by ACHD, the District will assess, monitor and may act on the following:

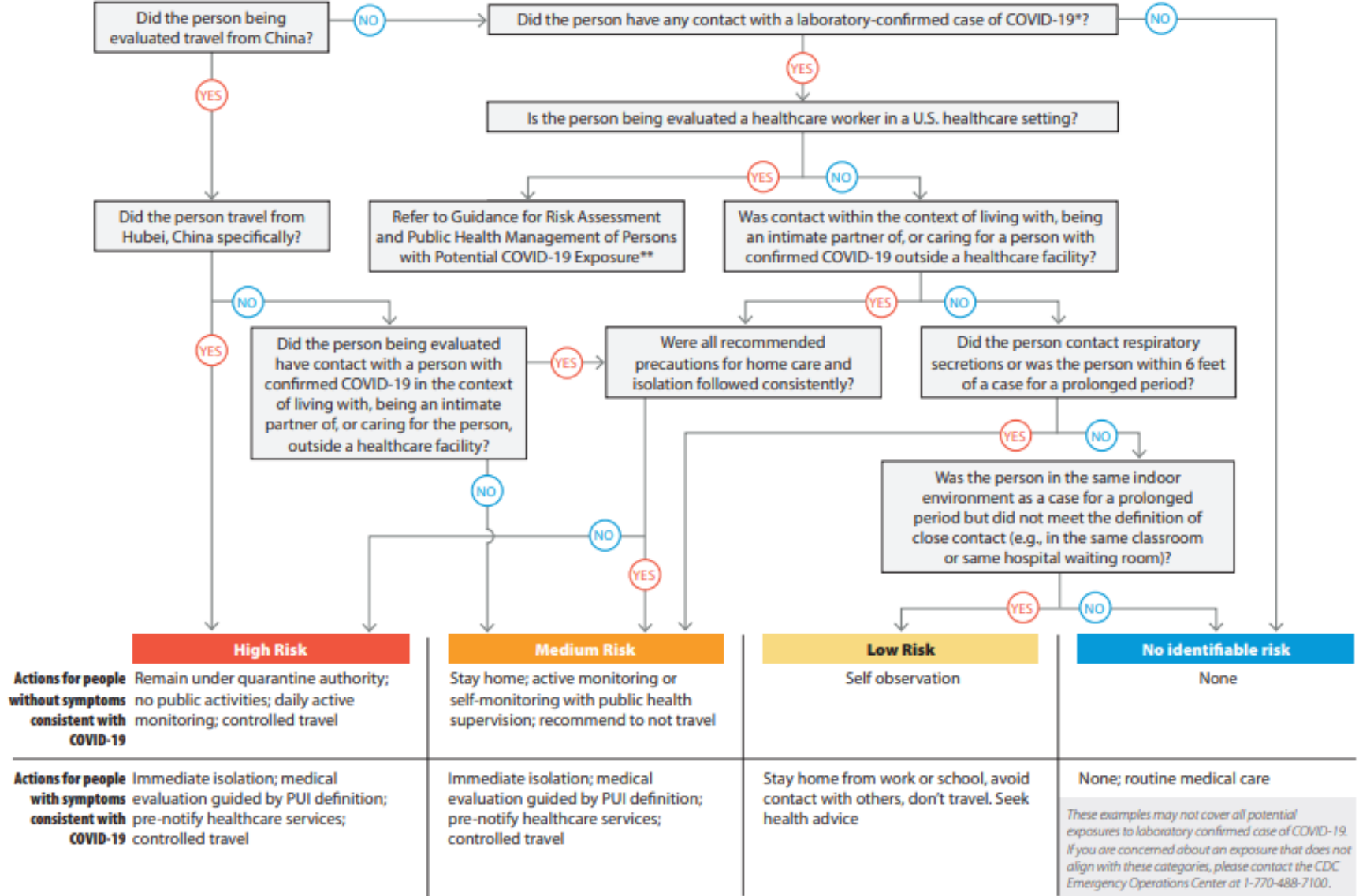
- Local and regional trips.
- Large group activities such as athletics, dances, parent meetings, etc.
- Risk assessment will be used by school nurse.



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## Coronavirus Disease 2019 (COVID-19) Risk Assessment and Public Health Management Decision Making

*Each question refers to within the past 14 days*



\*Or a case diagnosed clinically with COVID-19 infection outside of the United States who did not have laboratory testing  
 \*\*Healthcare provider (HCP) guidance outlines risk categories to determine work exclusion and monitoring procedures. After identifying risk category in the HCP guidance, use the categories outlined here to determine quarantine requirements.

*These examples may not cover all potential exposures to laboratory confirmed case of COVID-19. If you are concerned about an exposure that does not align with these categories, please contact the CDC Emergency Operations Center at 1-770-488-7100.*

# Infection Control Procedures

- **When a Case is Suspected at Passport Academy Charter School or Pittsburgh Public Schools:**
- The CDC advises against screening students and staff to identify cases.



- **When a parent/staff member communicates a “confirmed” case:**
  - Immediately contact by phone Rae-Ann Green, Director of Nursing Services so the case can be confirmed with ACHD. (412-529-3956 or 412-529-3942)
  - Provide the name of the student/employee and their date of birth.
  - ACHD will confirm or dispute.
- **When a student/employee has symptoms of the Coronavirus:**
  - Student should be seen immediately by the school nurse.
  - Employee can refer the school nurse.
  - Student/Employee with fever, coughing, respiratory challenges should be masked and sent home.
  - Anyone with difficulty breathing should be sent to the ER via ambulance. Nurse must notify paramedic and ER prior.
- **Remember FERPA/HIPPA Protections.**
  - Medical information on students or employees can not be shared with unnecessary personnel.
  - Information regarding specific individuals will only be available on a very limited, need to know basis.



# Infection Control Procedures

- **When a Case is Confirmed at Passport Academy Charter School or Pittsburgh Public Schools:**
- **The CDC advises against screening students and staff to identify cases.**



- **When a case is confirmed in PPS by the ACHD:**
  - Confirmed case will be communicated to CEO/Principal.
  - PACS and ACHD will determine potential impact to school community and other school communities.
  - Crisis team will be convened.\*
  - **All decisions on closures will be based on ACHD recommendations.** The length (duration) and public health objective of school dismissals may be reassessed and changed as the local outbreak situation evolves.
  - Preliminary Action based on time of notification.
    - If learned before school, school may be canceled.
    - If learned during school-day, parents will be notified and will have option to pick up children. School will implement reunification procedures requiring parent/guardian ID for students under 18.
    - If learned after school, school may be canceled the next day.
    - Building Maintenance will operate the building HVAC system as designed, keep the exhaust fans running, and follow protocols set by the ACHD.
    - Partners, providers, etc. will be notified.
    - Transportation vendors will be contacted.

# When School is Closed due to a Confirmed Case of Coronavirus in the Building



- All school closings will be share with news media, social media, and website.
- Students and non-essential personnel should NOT report to school when closed.
- Building will be cleaned thoroughly.
- School will be closed until a recommendation is received by ACHD. According to the CDC, the length (duration), geographic scope, and public health objective of school dismissals may be reassessed and changed as the local outbreak situation evolves. At this time, the recommendation is for at least 14 days. This recommendation may be updated as the situation evolves.

# Preparation for Student Learning When Closed

- Educational materials at Passport Academy Charter School are disseminated through the K12, Inc. platform and as a blended school, we are already set up to work as an online school as necessary. Instruction would change over from direct instruction in the classroom to online instruction.
  - Each student at Passport Academy is also issued a laptop when enrolled.
- As a back-up, Passport Academy Charter School will provide paper copies/packets to take home for any student that asks.



# Communications and Alerts



- **Communications Protocols**

- Communication responsibilities will be shared by teachers and administration.
- PACS will utilize multiple channels to communicate information to families and staff:
  - Phone Calls
  - News Media
  - Social Media
  - Website
  - Email
  - Remind.com

- **We need your help.**

- Check accuracy of parent phone numbers and emergency contacts.