




**Overbrook Academy**

**COVID-19**

**Preparedness and Response Plan**

	<b>Overbrook Academy</b>		
	<b>Name of the document:</b>	COVID-19 Preparedness and Response Plan	
<b>Code:</b>	<b>Version:</b>	<b>Update:</b>	<b>Expiration Date:</b>
Plan-COVID-01	1		12/31/2021

## Introduction

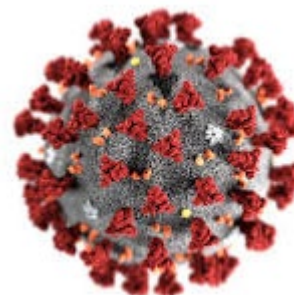
Coronavirus Disease 2019 (COVID-19) is a respiratory disease caused by the SARS-CoV-2 virus. It has spread from China to many other countries around the world, including the United States. Depending on the severity of COVID-19's international impacts, outbreak conditions—including those rising to the level of a pandemic—can affect all aspects of daily life, including travel, tourism, food supplies, etc.

To reduce the impact of COVID-19 outbreak conditions on our Academy is important to plan now for COVID-19.

### About COVID-19

#### *Symptoms of COVID-19*

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all.




According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

The virus is thought to spread mainly from person-to-person, including:

- 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. 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 SARS-CoV-2 on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the primary way the virus spreads.

People are thought to be most contagious when they are most symptomatic (i.e., experiencing fever, cough, and/or shortness of breath). Some spread might be possible before people show symptoms; there have been reports of this type of asymptomatic transmission with this new coronavirus, but this is also not thought to be the main way the virus spreads.

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Although the United States has implemented public health measures to limit the spread of the virus, it is likely that some person-to-person transmission will continue to occur.

This document based on federal, state and local recommendations regarding development of contingency plans for situations that may arise as a result of outbreaks; describes the measures that Overbrook Academy is taking to reduce the risk of exposure to SARS-CoV-2, the virus that causes COVID-19, in the Academy.

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## 1. Cleaning and disinfecting

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Cleanliness has always been top of mind for staff and students. But it's even more critical as we all aim to reduce the spread of infection. According to the CDC, it's possible for someone to contract COVID-19 by touching a contaminated surface—like a doorknob or light switch—and the virus may live on some surfaces for several hours or even days. That's why it's essential to clean and disinfect frequently touched surfaces often.



When it comes to preventing the spread of germs, it helps to understand the difference between cleaning, sanitizing and disinfecting. By cleaning first, then sanitizing or disinfecting, you can lower the risk of infection.

According to the CDC these are some important definitions to take into consideration, when talking about keeping facilities safe.

### Definitions:


**CLEANING:** The removal of soil particles from surfaces by mechanical, manual or chemical methods.

**SANITIZING:** Treatment of a cleaned surface with a chemical or physical agent to destroy disease/spoilage causing organisms. Reduces total vegetative cell population to a safe level.

**DISINFECTING:** Destruction of all vegetative state organisms.

**STERILIZING:** The complete destruction of all organisms, including spores.


**DIRTY:** A surface that is not clean

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Note: The U.S. CDC recommends that people wait 24 hours, or as long as possible, before entering a space occupied by a person who may have been exposed to the coronavirus. Our cleaning policy, states that 72 hours before students arrive all areas of the Academy will be deep cleaned and disinfected. After their arrival, the cleaning and disinfecting routine will need to be followed daily.


This are the mandatory guidelines that all staff should follow:

1. **Wear protective gear while you clean.**  
Personal protective items eye protection, disposable gloves, aprons or gowns, and facial coverings provide additional protection. Hands should be washed immediately after removing gloves.
2. **Ventilate rooms before cleaning.** The CDC recommends opening outside doors and windows to increase air circulation in the space before beginning to clean and disinfect.
3. **Wash hands thoroughly before and after each cleaning.** Use soap and water, and wash for at least 20 seconds and use the hand sanitizer provided.
4. **Clean, then disinfect.** Use detergent or soap and water to remove dirt, grease, dust, and germs. Once the surface is clean, spray with a disinfectant. Let it stand for a few minutes, then wipe—depending on the area, we are using paper towels or disposable wipes.
5. **Avoid touching your face while cleaning.** To prevent the spread of germs, the CDC recommends not touching your face, nose, and eyes with unwashed hands—so pay extra attention when cleaning. If it is required, face shields will be provided.
6. **Use the right disinfectant.** In order properly disinfect our facilities, only household disinfectants registered by the Environmental Protection Agency, that are believed to be effective against the coronavirus will be used.
7. **Pay special attention to frequently touched surfaces,** like light switches, doorknobs, remote controls, and faucet handles. (See our full list of surfaces to disinfect in Table1.)
8. **Don't forget about sofas, rugs, drapes, and other soft, porous surfaces.** Carefully remove any visible dirt or grime, then clean with the appropriate cleaners indicated for use on these surfaces. If possible, machine-wash items.
9. **Wash all linens at the highest heat setting recommended by the manufacturer.** That includes bed sheets, mattress covers, hand and bath towels, kitchen towels, and blankets. Remember to wear gloves when handling dirty laundry, and take care to avoid shaking laundry, which could increase the spread of germs.
10. **Clean and sanitize laundry baskets and carts.**
11. **Empty the vacuum cleaner after every cleaning.** You should wipe down the vacuum cleaner with disinfectant, along with the rest of appliances.
12. **Dispose of or wash your cleaning supplies.** If you're using paper towels, disinfectant wipes, and other disposable cleaning supplies, take the trash out after you're done. If you're using cleaning cloths and other reusable products, make sure to machine-wash them at the highest heat setting appropriate for the material.

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**13. Safely remove any cleaning gear.** When you're done cleaning, immediately remove any protective outerwear like gowns, gloves, or masks, and dispose of them or wash accordingly. Remember to wash your hands for at least 20 seconds afterwards.

Table 1. Frequently touched surfaces	
<b>General</b>	Doorknobs Surfaces Light switches Remote controls Tables Lamp chains Windowsills Thermostats Keys Garbage bins
<b>Kitchen</b>	Sinks Cabinet handles and pulls Appliances Condiments Chairs Tables Salad Bar
<b>Bathroom</b>	Sinks Toilets Faucet handles Showers Shower curtains Soap dispensers Paper towels dispensers Toilet paper dispensers
<b>Bedroom</b>	Doors Closets Night stands

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## 2. Health and Safety Controls

Occupational safety and health professionals use a framework called the “hierarchy of controls” to select ways of controlling workplace hazards. During a COVID-19 outbreak, when it may not be possible to eliminate the hazard, the most effective protection measures are engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE.



**Face masks  
required**



**Physical  
distancing  
required**

In Overbrook Academy we are implementing combination of control measures to protect workers and students from exposure to SARS-CoV-2.

### Engineering Controls


*Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying on worker behavior.*

- Installing high-efficiency air filters.
- Increasing ventilation rates in all the building, by opening the windows at least 3 hours daily.

### Administrative Controls

*Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.*

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, suppliers, and visitors by replacing face-to-face meetings with virtual communications and implementing telework whenever is feasible.
- Asking vendors to wear face mask and gloves and reduce their delivery days.
- Designating doors for entrance, exit, staff and delivery.
- Health monitoring and screening daily of staff and students, based on the Symptoms of COVID-19 posted by the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)
- Establishing alternating days and extra shifts that reduce the total number of employees in the facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.

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- Discontinuing nonessential travel to locations with ongoing COVID-19 outbreaks. Before any trip CDC travel warning levels will need to be checked at: [www.cdc.gov/coronavirus/2019-ncov/travelers](http://www.cdc.gov/coronavirus/2019-ncov/travelers).
- Developing emergency communications plans, for parents, students and employees.
- Providing employees and students with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g., cough etiquette and care of PPE).
- Training employees who need to use protecting clothing and equipment how to put it on, use/wear it, and take it off correctly, including in the context of their current and potential duties.

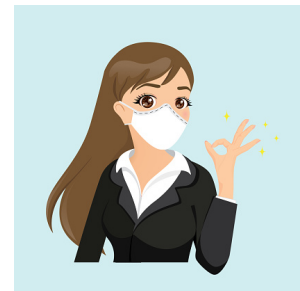
### Safe Work Practices


*Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard.*

- Providing resources and a work environment that promotes personal hygiene. We will provide tissues, paper towels, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Posting handwashing signs in restrooms.
- Posting CDC posters of symptoms and requirements around the facilities.

### Personal Protective Equipment (PPE)

- Providing gloves, face shields and face masks for all students and employees.
- PPE needs to be consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.



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### 3. Facilities and services

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Our facilities provide recreational and living spaces for students and staff. It is important for us to implement controls associated with sleeping arrangements that may help reduce the risk of transmission of COVID-19.

The policies established are going to be the following:

#### Housing:


- Staff directly interacting with the groups of students will be stable for the duration of the camp and will stay at the Academy. (Deans, Co-workers and Instructors)
- Limit the room access to only the ones that reside in that room.
- All house residents should use hand sanitizer upon their entry to their cabin.
- Houses should be cleaned daily, following the cleaning procedures.
- Personal belongings at each room should be limited to essential. All non-essential belongings should be stored in the outside closets.
- All personal belongings should be in order and in the assigned cubby, night stand or closet at all times.
- Posters and signage from CDC will be posted in houses in trafficked areas to encourage behaviors which mitigate the spread of disease.
  - COVID-19 INFORMATION
  - HANDWASHING
  - COUGH ETIQUETTE
  - SYMPTOMS ASSOCIATED WITH COVID-19
  - STOP SPREAD OF GERMS
  - PHYSICAL DISTANCING



#### Food Service:

- Only licensed staff will be allowed to enter the kitchen area. They will be trained on proper personal sanitation and kitchen disinfectant procedures.
- All kitchen staff needs to use: disposable gloves, apron and face mask.
- Seating will be assigned and reduced to maximum five persons per table.
- Dining area will be closed and disinfected in between meal times.
- Outdoor eating will be used whenever possible.



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- Food will be served in a buffet style with the adult staff serving all the students so as to maintain physical distance while serving and only one person close to the food. (including salad bar)
- All drinks will be served in individual pre-served cups. No pitchers.
- Menu will try to avoid foods eaten with hands
- All condiment dispensers will be removed. Only condiment packets will be served in the tables.
- All people should use hand sanitizer before entering into the dining room.
- FDA and CDC best practices for food preparation and storage should be followed. (see Kitchen Operations Manual for details)
- The four key steps for food safety should be followed at all times: Clean, Separate, Cook and Chill.
- Deep cleaning in food areas should be done before and after each meal. (See cleaning manual for details)



## Laundry

- As with all cleaning activities, gloves, aprons and face masks are required.
- Laundry staff should avoid shaking laundry items to minimize potential spreading of virus-laden particles into the air.
- Use of laundry disinfectant will be required including a 15 min presoak.
- Wash items as appropriate in accordance to the manufacturer's instruction, opting for the warmest appropriate water setting for the items.
- Cloth face coverings used by staff and students should be laundered regularly. Used face coverings should be collected in sealable container until laundered.
- Staff (other than laundry staff) should avoid handling students belongings. If needed, gloves should be worn. Staff should perform hand hygiene immediately before and after handling students belongings.




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## 4. Activities

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The following provides procedures to reduce COVID-19 exposure risk to students and staff while participating in everyday activities.

TO REDUCE COVID-19 risk to students and staff, all activities, whether indoor or outdoor, should be limited to those in which physical distancing of groups and activity cohorts and proper hygiene can be practiced.



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- Students and staff members should wear face mask when interacting with external people and physical distance is not possible.
- Hand sanitizer will be provided before and after each activity.
- All shared items, equipment and facilities need to be properly cleaned after each use.
- Students and staff members should practice hand hygiene prior and after any wilderness activity.

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## 5. Outings and trips


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A goal of a pandemic response is to reduce interpersonal contacts to limit potential exposure to coronavirus. All outings will be at places where we can be sure that are following the guidelines of CDC, social distancing is possible and are low risk of exposure to COVID-19.

- Prior to the outing or trips, parents will be able to determine if their daughters are allowed to go to the outing or need to stay at the academy. Students that stay at the academy, will have an alternative activity.
- During the outing or trip students and staff will need to wear face mask at all times, use hand sanitizer constantly and respect social distance.
- Students will be screened and temperatures checked prior and after each outing or trip.
- If external drivers need to be hired, they will be screened and the bus will be sanitized before and after students use it.
- Bus driver must wear mask at all times while operating the bus with the students.



As COVID-19 outbreak conditions change, travel into or out of a country may not be possible, safe, or medically advisable. It is also likely that governments will respond to a COVID-19 outbreak by imposing public health measures that restrict domestic and international movement. Before each trip [www.cdc.gov/travel](http://www.cdc.gov/travel) will need to be monitor up to the day of the trip, to take any last minute decision that can have any impact on the students health and safety.

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## 6. Academics

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Overbrook Academy will reopen for school year 2020- 2021 on September 10, 2020. In keeping with all of the recommendations and mandates from the Centers for Disease Control, The Rhode Island Department of Health and Rhode Island Department of Education, Overbrook’s administration and staff are planning for a safe opening of the academy.

According to the Rhode Island Department of Education it can be expected that there may be interruptions to learning in the upcoming school year due to COVID-19. We are preparing for two different scenarios:



### 1. Full in-person Model

Students will attend school with our traditional model, with students and teachers in the classrooms, following the ordinary schedule of classes, clubs and clinics.


Social distancing with teachers, transportation and cleaning protocols will need to be followed.

### 2. Distance Learning Model

If due to the COVID-19, a new Stay at Home order comes from the RIDOH, we won’t be able to have teachers on campus. Because we are a boarding school, your daughters would remain on campus with the Consecrated and live-in staff and learn from their teachers remotely.

All students will be expected to attend daily virtual classes utilizing Google Classroom, Zoom and other platforms. They will be offered the same high quality program that they would receive in the classroom.

All our faculty staff have always been accessible to our students and parents, and they will continue to be available whether in-person or through virtual office hours.

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## 7. In case of Contagion

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In Overbrook we are preparing our facilities in case the unexpected happen.

We design a Quarantine Zone. A separate wing will be prepared with all the necessary to house a sick student: dorm area, dining area, living room area, separate bedroom for an adult to take care of the sick student.

The student will have all the commodities needed to stay there.

- Meals will be brought to the wing
- Doctor/nurse will be check in daily to monitor symptoms.



According to our communication policy, the director of the academy will need to:

- Inform parents immediately
- Inform Health Department
- Inform doctor/nurse
- Inform staff
- Inform students in an appropriate manner

After the communication is done, the instructor in charge of the student will need to implement and give follow up to all the protocols required by the Health Department and the doctor.