



# **ARMY & NAVY ACADEMY**

**BE BOLD. BE BRILLIANT. BE YOU.**

## **COVID-19 Prevention Program (CPP)**

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## Overview

The Army and Navy Academy Team has continued their dedication to the safety of the staff, students and surrounding community. That level of intense focus and planning has been foundational to our overall success thus far. The Army and Navy Academy has been operational for In-Person Learning since early September, during a period where San Diego County had been moved to a less restrictive tier. As such, there are sections of the updated guidance that does not pertain to the academy.

This COVID-19 Prevention Plan is in response to the CDPH document: *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year*. Procedurally and Operationally the new guidelines contained in this updated framework has limited impact on our current operations and procedures. However, there is very specific Cal/OSHA information that has been included in this document to satisfy those specific requirements going forward.

# 1. Communication

The overall goal of the communication regarding the Academies response to COVID-19 is to communicate the changes in policy and procedures that have been adjusted to ensure and create the safest environment possible.

Creating this safe and sanitary environment at ANA is a shared responsibility that requires everyone's assistance, both on and off the campus. It is imperative that everyone knows that if you are not feeling well, display symptoms or have been exposed to COVID-19 that you stay home. Further, the top-down understanding that everyone will be expected to follow all established policies and requirements set forth by both ANA as well as the California Department of Public Health and San Diego Health and Human Services.

As suggested by the CDC the Army and Navy Academy will **Communicate, Educate,** and **Reinforce** appropriate hygiene and social distancing practices in ways that are developmentally appropriate for students, teachers, and staff.

## 1.1. Communication with Parents

The Army and Navy Academy will issue guidance regarding the changes or modifications that will be present during the school year. This messaging is currently posted on the [Army and Navy Academy website](#).

Parents are provided with the list of [COVID-19 symptoms](#) and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild, and to get their ill child tested for SARS-CoV2.

## 1.2. Communication with Staff

Communication to the staff will be ongoing throughout the school year via email, meetings and direct communication from their prospective direct supervisors.

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by becoming familiar with this document and associated references to further understand the intent of the local, state, and federal guidelines and how they apply to the workplace and school. If an employee notices an area of concern that they are highly encouraged, free from reprisal, to raise those concerns to their immediate supervisor or to the Asst. Commandant of Operations.

## 1.3. Communication with Cadets

Cadets will receive training upon arrival to the campus that will lay out the expectations for their actions and compliance with all established guidelines. Further information will be provided via updates from their TAC Officers and Army and Navy Academy Staff. Signage will be prevalent around campus to reinforce the guidelines and expectations.

#### **1.4. Communication with Local Health Departments, EMS, and Hospitals**

The Army and Navy Academy has been in continued contact with the San Diego County Health and Human Services Agency. We will continue our partnership with HHSA to ensure the continued flow of information.

Communication with EMS and local hospitals will occur on a case by case basis and ANA will ensure that all relevant information is passed on to the EMS dispatcher or local hospital to allow them to take the proper necessary precautions.

#### **1.5. Communication of Confirmed Case(s) of COVID-19**

When the Army and Navy Academy receives notification that a student or staff member has received a positive result on a COVID-19 PCR test the following will occur:

1. Notification to parents/guardians and staff members informing them that a case of COVID-19 in a student or staff member has been reported.
2. Designated staff member(s) will contact San Diego Health and Human Services regarding the Positive Case. The following information will be relayed:
  - a. Full name, Address, Telephone Number, and Date of Birth of the individual who tested positive.
  - b. The date the individual tested positive and the date that the individual was last on-site.
  - c. Full name, Address and telephone number of the person making the report.

## **2. Local, State and Federal Guidelines**

As the COVID-19 situation is fluid and readily changing the Army and Navy Academy leadership team will evaluate all applicable Local, State and Federal Guidelines weekly. Due to the inherent nature of the rapid change of the guidance and guidelines this document links directly to the source of the information in order to allow the reader to access the most up-to-date information possible.

### **2.1. Updates and Communication from San Diego County Health and Human Services**

Numerous federal, state, and local statutes authorize public health actions to control the spread of an infectious disease such as COVID-19. Under California law, a local health officer who believes a contagious, infectious or communicable disease exists within the territory under his or her jurisdiction “shall take measures as may be necessary to prevent the spread of the disease or occurrence of additional cases” and to protect the public’s health (California Health and Safety Code Section 120175).

[The San Diego County Health and Human Services Agency \(HHSA\) Public Health Services](#) (Public Health Services) will be the lead agency and will activate its Department Operations Center (DOC) when necessary. Public Health Services will work to ensure that all reasonable measures are taken to limit the spread of an outbreak within the community’s borders. Activities will include the following:

- Emergency Command and Management
- Surveillance
- Emergency Medical Response
- Maintenance of Essential Health and Medical Services

### **2.2. Updates and Communication from CDC**

The most up-to-date guidance documents that are issued by the CDC can be found here: [Guidance Documents](#)

### **2.3. Updates and Communication from Cal/OSHA**

Updates from Cal/OSHA regarding the COVID-19 response can be found here:

[CAL/OSHA COVID-19 Resources](#)

### **2.3.1. Cal/OSHA COVID-19 Emergency Temporary Standards**

This document serves to Establish, implement, and maintain an effective written COVID-19 Prevention Program at the Army and Navy Academy that includes:

- Identifying and evaluating employee exposures to COVID-19 health hazards.
- Implementing effective policies and procedures to correct unsafe and unhealthy conditions (such as safe physical distancing, modifying the workplace and staggering work schedules).
- Providing and ensuring workers wear face coverings to prevent exposure in the workplace.

Further, the Academy will Provide effective training and instruction to employees on how COVID-19 is spread, infection prevention techniques, and information regarding COVID-19-related benefits that affected employees may be entitled to under applicable federal, state, or local laws.

This training can be accessed [HERE](#).

The entire Cal/OSHA COVID-19 Emergency Temporary Standards can be found [here](#).

## 3. Campus Operations

### 3.1. Operations Building

The Operations building is located on the South side of campus and serves as the Operations office as well as housing the Security Operations Center. This will be the primary point of entry onto campus for staff, students and visitors. The Operations gate is clearly marked and has a designated loading and unloading zone directly west of the gate.

Ground markings indicate the proper physical distancing intervals as well as the primary handwashing location is located directly adjacent to the Operations Building.

The main service window used in the Operations building will have a plexiglass shield installed to ensure a barrier between those being screened and the ANA staff.

The Operations building will be equipped with touchless thermometers as well as a thermal camera system to quickly assess the temperature of persons arriving on campus.

### 3.2. Access control procedures

All standard access control procedures will remain in effect with the following modifications:

1. Access for all staff, faculty, students and visitors shall be conducted at the Operations gate located on 222 Cypress Street.
2. After access all personnel will be directed to the handwashing station located adjacent to the Operations building.
3. Everyone that is on the Army and Navy Campus will undergo a wellness assessment that includes a short questionnaire as well as a temperature check, this will be completed at the Operations building.
4. Staff gate access will be restricted based on their assigned department and will be based on the employees assigned schedule. If there is a requirement for the employee to be on campus after their normal working hours they will have access to the campus via the Operations Gate.

During the academic day the gates will be on the normal schedule. Security and Operations staff will be monitoring CCTV and roving to ensure no visitors are gaining access onto campus without being screened.

A new [Visitor Registration Portal](#) has been created to allow for staff at the Army and Navy Academy register their visitors and appointments. This is a simple Google Form that will allow the Operations and Security staff to have the ability to identify visitors that are pre-authorized and have scheduled appointments, thus speeding up the screening process.

### **3.2.1. Visitors**

Our staff has been advised to minimize all non-essential meetings on campus.<sup>1</sup> Any Alumni that are wishing to tour the campus grounds will be directed to the Development Office to arrange a time to tour the facility. These tours will be reviewed on a case-by-case basis.

All visitors will be required to comply with the local, state and federal regulations and guidelines regarding personal protective equipment, physical distancing, and any other mandatory requirements. As staff members are arranging meetings they shall inform their visitors of the PPE requirements for the Academy and relaying the procedures that will need to be followed when they arrive at campus.

As the visitors arrive on campus and proceed through the queue, the visitors will be screened utilizing the approved [screening procedures](#). If the visitors are clear and allowed to proceed onto the campus, and entered into the Visitor Management system. There will be no exceptions to this rule.

In instances where we have a higher number of visitors, such as a closed weekend, we will process visitors onto campus using screening and daily colored wristbands to indicate they have been properly screened and entered into the system.

### **3.2.2. Admission Tours**

All admissions tours will be entered into the [Visitor Registration Portal](#). They will be directed to arrive at the Operations Gate and, if necessary, will be allowed to park in the loading zone for the duration of the tour. They will be screened, following the procedures outlined in the [Screening Section](#).

### **3.2.3. Campus Staff Appointments**

All appointments that staff and faculty arrange that will be held on campus shall be entered into the [Visitor Registration Portal](#). They will be directed to arrive at the Operations Gate for a wellness check and temperature check.

Following their wellness check, the visitor will be badged accordingly. If the visitor has been pre-registered via the visitor registration portal they will be checked in and badged while the Campus Point of Contact is being called. For visitors that are not entered into the system the POC will be contacted prior to the badging process beginning to ensure that the meeting is set to take place.

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<sup>1</sup>As Suggested by the California Department of Education Guidebook for the safe reopening of California Public Schools

### **3.3. Reporting of In-Person Instruction**

Following school closures that occurred in spring 2020 in response to the COVID-19 pandemic, the California Department of Public Health (CDPH) developed the “COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year” (July 17, 2020) to support school communities as they decided when and how to implement in-person instruction for the 2020- 2021 school year. Schools throughout the state are currently in various stages of instruction including distance learning, in-person learning, and hybrid instruction based on local conditions.

New evidence and data about COVID-19 transmission and experience nationally and internationally demonstrate that schools, particularly elementary schools, can operate safely for in-person instruction with the correct safety protocols in place. Concurrently with this directive, CDPH issued updated, consolidated guidance for public and private K-12 schools to support school reopenings and safe implementation of in-person instruction for students and staff.

Under the guidance, schools that have already reopened are permitted to continue offering in-person instruction, and additional schools will reopen through the early spring. To be equipped to prevent and mitigate ongoing community COVID-19 transmission, it is necessary for CDPH and local health jurisdictions to have accurate information about which school sites are serving students in-person and to which degree such in-person services are being provided, especially in light of evolving epidemiological conditions.

This information will assist public health authorities maintain awareness of possible locations where case transmission may occur and can rapidly respond to any confirmed positive cases of individuals who have been on-site at schools offering in-person instruction and services. It is also necessary to focus public health resources to support schools, including COVID-19 testing support, contact tracing, and technical assistance related to mitigation strategies and operational plans, to make the most efficient and effective use of those resources. Finally, this information will assist CDPH and local health jurisdictions to accurately assess the impact of school reopening on COVID-19 and update operative public health guidance and directives as necessary.

Accordingly:

- Beginning January 25, 2021, every local educational agency (school district, county office of education, and charter school) and private school in California shall notify the California Department of Public Health whether it is serving students in-person. Specifically, the local educational agency or private school shall report the following information:
  - In-person instruction is provided full-time, including whether provided for all grades served by the local educational agency or private school or only certain grade spans.
  - In-person instruction is provided only part-time (hybrid model), including whether provided for all grades served by the local educational agency or private school or only certain grade spans.
  - In-person instruction and services are provided only pursuant to the Guidance Related to Cohorts issued by the California Department of Public Health.
  - No in-person instruction and services are provided (distance learning only).

- This reporting shall continue every other Monday (or the Tuesday immediately following, if the Monday is a state holiday) until this directive is modified or rescinded.

### **3.4. Absence Monitoring**

Operations Staff will monitor daily absence levels of both staff and students to identify any anomalous increase in absenteeism. A greater number of absences that are not pre-planned shall be followed up with as soon as possible to ensure they are not displaying any COVID-like symptoms.<sup>2</sup>

### **3.5. COVID - 19 Monitoring**

The Operations Office will monitor the local epidemiological data via the following websites and dashboards:

[San Diego County COVID 19 Triggers Dashboard](#)

[San Diego County COVID-19 Demographics Dashboard](#)

[San Diego Epidemiology Daily Brief](#)

[California COVID-19 Cases](#)

[California COVID-19 Predictive Modeling](#)

[California County Data](#)

[Johns Hopkins University COVID-19 Dashboard](#)

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<sup>2</sup> Only applicable during times where day cadets are allowed to transition home nightly.

### **3.6. General Screening Procedures/Wellness Assessment**

The following procedures are derived from guidance from local, state, and federal health agencies and reflect current best practice to identify and/or detect potential COVID-19 infections. While these are the current best practices the procedures have limitations and shall not be intended nor expected to identify all potential COVID-19 cases.

The screening, when first arriving on campus, will be conducted at the Operations building and will consist of a body temperature check and verbal confirmation that they are not experiencing any [symptoms identified by the CDC of COVID-19](#)<sup>3</sup>. All persons that are entering the campus will be required to wear a facial covering that covers the nose, mouth and chin. As well as understanding the requirement to maintain, when possible, 6 feet or greater of physical distance from another person.

Other screenings of the Cadets will be conducted at various times and locations throughout the day and/or as needed.

At any time anyone on campus can visit the Operations office or the Health Center (If during working hours) for a temperature check if they would like.

**If anyone that is trying to access the campus grounds displays any of the signs or symptoms as identified by the CDC, they will not be permitted to access the facility.**

### **3.7. Campus Deliveries**

#### **3.7.1. Bookstore**

Vendors that are servicing the bookstore will be required to have a facial covering in place. They should be encouraged to sanitize their hands when arriving.

#### **3.7.2. Vendors**

Any vendor that is not conducting a simple drop and go transaction will be required to undergo the standard screening process. The vendors that service the vending machines, pool, water dispensers, lawn service and pest control will be pre-registered in our system to facilitate a smooth process.

Any vendor that is not pre registered will be screened and badged under the same requirements as a visitor per our protocols.

#### **3.7.3. Food Deliveries (Uber Eats, Postmates, Etc.)**

All food deliveries will be conducted at the Operations Gate. A table will be set-up outside the gate to facilitate contactless deliveries.

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<sup>3</sup> Specific symptoms will not be listed in this document as the CDC makes frequent updates to the Symptom list.

#### **3.7.4. Amazon, FedEx, UPS, Etc.**

When the campus is getting daily shipments and packages via FedEx, UPS, or Courier they will be required to have a facial covering in place. They are to only drop off their packages and then immediately depart the campus. Signage will be in place at the points of entry that are used by the drivers.

### **3.8. Emergency Management**

While not readily apparent the Emergency Management Program will serve a large role during the entirety of the COVID-19 situation. The fundamentals of Emergency Management will allow for planning and mitigation steps to be implemented in order to pivot as needed to face an evolving disease such as COVID-19. .

The mission of the Emergency Management Program at the Army and Academy is:

**“To protect the Army and Navy Academy by facilitating the coordination and integration of all activities necessary to build, sustain, and improve the Academies ability to mitigate against, prepare for, respond to, continue operations during, and recover from natural disasters, acts of terrorism, or other human-caused crises or disasters.”**

The following principles guide the Academies Security Departments approach to Emergency Management:

**Comprehensive** – consider and take into account all hazards, all phases, all stakeholders and all impacts relevant to disasters.

**Progressive** – anticipate future disasters and take preventive and preparatory measures to build disaster-resilient campus.

**Risk-driven** – use sound risk management principles (hazard identification, risk analysis, and impact analysis) in assigning priorities and resources.

**Integrated** – ensure unity of effort among all levels of administration and all elements of the campus community.

**Collaborative** – create and sustain broad and sincere relationships among individuals and organizations to encourage trust, advocate a team atmosphere, build consensus, and facilitate communication.

**Coordinated** – synchronize the activities of all relevant stakeholders to achieve a common purpose.

**Flexible** – use creative and innovative approaches in solving disaster challenges.

Engaging in an integrated and coordinated emergency management program provides the campus with a number of benefits including:

- Reduced vulnerability and exposure to future crisis and disaster events
- Protection of life, property, the environment, essential services, and critical facilities
- Diminished post-disaster economic hardship for the campus and community
- Reduced short-term and long-term recovery and reconstruction costs
- Quicker resumption of Academies functions, including education and business systems
- Increased cooperation and communication within the community through the planning process, training, and exercising

To be successful, emergency management practices must be adequately staffed, coordinated, and integrated into current and future campus plans and policies, as well as the decision-making processes of campus. This integrated approach offers a model for increased communication, coordination, and collaboration between diverse partners – both campus and community based – that can be used to increase the capacity of the campus to prepare, respond, and ultimately reduce their risk to all types of crises and disasters. The fact is that an integrated emergency management approach provides a comprehensive, cost-effective method for a campus to bring together resources – both human and financial – to enhance campus safety and disaster resilience.

### **3.9. Document Control**

The Operations Department will retain the physical control, access and approved modifications to the policies and procedures regarding the COVID-19 Procedural and Operational Modifications. After approval, this document will have restricted editing access and all physical copies of this document will be controlled by the Operations office.

## 4. Response and Management of Case(s) or Probable Case(s)

### 4.1. Definitions

The following are the interim COVID-19 case definitions from the Council of State and Territorial Epidemiologists'.

#### **Confirmed case:**

Meets confirmatory laboratory evidence (detection of SARSCoV-2 RNA in a clinical or autopsy specimen using a molecular amplification test).

#### **Probable case:**

Meets clinical criteria AND epidemiologic linkage(±) with no confirmatory lab testing performed for SARS-CoV-2; OR meets presumptive laboratory evidence (detection of SARS-CoV-2 by antigen test in a respiratory specimen); OR meets vital records criteria with no confirmatory laboratory evidence for SARS-CoV-2. (±) Epidemiologically-linked cases include persons with close contact with a confirmed or probable case of COVID-19 disease; OR a member of a risk stable group as defined by public health authorities during an outbreak. This includes persons with identifiable connections to each other such as sharing a defined physical space e.g., in an office, facility section or gathering, indicating a higher likelihood of linked spread of disease than sporadic community incidence.

#### **School Outbreak:**

3 or more confirmed or probable cases of staff or students occurring within a 14-day period who are epidemiologically linked in the school, are from different households and are not contacts of each other in any other investigation cases (e.g., transmission likely occurred in the school setting).

#### **Case investigation:**

The process of working with a person (patient) who has been diagnosed with COVID-19 to discuss their test result or diagnosis, assess their symptom history and health status, and provide instructions and support for self-isolation and symptom monitoring. This interaction is the first step to review the activity history of the person diagnosed with COVID-19, while infectious, and identify people (contacts) who may have been exposed to COVID-19.

#### **Contact tracing:**

The process of notifying people (contacts) of their potential exposure to SARS-CoV-2, the virus that causes COVID-19, providing information about the virus, and discussing their symptom history and other relevant health information. In addition, instructions for self-quarantine and monitoring for symptoms, and support and referrals to testing, clinical services, and other essential support services are provided, as indicated.

#### **4.2. Army and Navy Academy's Actions**

The Army and Navy Academy will follow the protocol outlined in Table 1 below. Further, other tasks that will be handled concurrently are:

- The Army and Navy Academy will complete required reporting requirements and notify, as indicated, San Diego HHSA of any newly reported case of COVID-19 in a student or staff member if HHSA has not yet contacted them about the case.
- A notice, developed in collaboration with the San Diego HHSA, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the San Diego HHSA to notify exposed people.
- Arrange for cleaning and disinfection of the classroom and primary spaces where cases spent significant time.
- Implement online/distance learning for student cases if they are well enough to participate.

#### **4.3. County Health and Human Services Actions**

The County Health Department as indicated from the CDPH guidelines shall be expected to complete the following actions:

- Interview the case to identify the infectious period and whether the case was infections while at school; identify household and community close contacts, particularly any close contacts at school.
- It may be necessary to consider the entire class or members of the case's stable group exposed, as it can be challenging to determine who may have had contact with the case within 6 feet for at least 15 cumulative minutes in a 24-hour period. In some situations, case investigations may be able to determine individual members of a stable group are close contacts, and allow those who are not identified as close contacts to continue in-person instruction.
- Notify the school COVID-19 coordinator or point person at the school that a case of COVID-19 in a student or staff member has been reported and provide guidance to identify and generate a line list of close contacts at the school.
- Notify all close contacts at the school and instruct them to follow CDPH COVID-19 Quarantine Guidance.
- Recommend that all close contacts be tested; symptomatic contacts should be prioritized for immediate testing, and asymptomatic contacts should be recommended to be tested 5-7 days from last exposure.
- Contacts who test negative must still complete the required quarantine as defined in the CDPH guidance.
- Contacts who test positive are required to isolate until at least 10 days have passed since symptom onset; and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and other symptoms have improved. If asymptomatic, cases should be isolated for 10 days after the specimen collection date of their positive test.
- Investigate COVID-19 cases in school students and staff to determine if inschool transmission likely occurred and whether any school-related factors could have contributed to risk of infection. Assist schools to update protocols as needed to prevent additional cases.

School closure determinations should be made in consultation with the San Diego HHSa according to the section "School Closure Determinations." A school with confirmed cases and even a small cluster of COVID-19 cases can remain open for in-person education as long as contact tracing identifies all school contacts for exclusion and testing in a timely manner, any small cluster is investigated and controlled rapidly, and the HHSa agrees that the school can remain open.

#### **4.4. Response and Management of Case(s) or Probable Case(s)**

The Army and Navy Academy has developed a robust response plan to address suspected or confirmed cases of COVID-19. This plan addresses the unique circumstances that the boarding environment presents for ANA. Understanding the fact that for many students the campus is their home and the ability for us to send a Cadet with their parents or guardians is a difficult and timely process.

The dorm rooms that are above the health center have been identified as our isolation rooms and will not house any students during the school year. These dorm rooms have access to bathrooms that are separated from others and allow for single occupancy of rooms to prevent co-habitation of Cadets that are being isolated. All reasonable precautions have been taken when choosing this location to ensure that unauthorized access can be controlled, the HVAC system for the isolation rooms are not connected with spaces outside of the isolation zone, staff that are required to access these areas will receive specialized training on donning and doffing PPE, as well as proximity to trained healthcare personnel. Furthermore, the Army and Navy Team has reviewed the CDC guidance on self-isolation and self-quarantine requirements as well as completed the [Self-Isolation and Self-Quarantine Home Assessment Checklist for Coronavirus Disease 2019 \(COVID-19\)](#) to ensure that we have taken all appropriate steps preparing for a potential positive case on campus.

The Army and Navy Academy will start the on-campus contact tracing of anyone that has been in close and sustained contact with the Cadet or staff member that is displaying symptoms and/or tests positive for COVID-19. The CDC recommends that contact tracing shall start as early as possible to help with the containment phase and assist the case investigator with preventing widespread community transmission. The recommended guidelines for those that will be subjected to contact tracing are anyone who had close contact (any individual within 6 feet of an infected person for at least 15 minutes over a cumulative 24-hour period) of a laboratory-confirmed or suspected/probable case of COVID-19.

In situations where the suspected case is identified in an office space or classroom, that room will be taken out of service and closed off. To reduce risk of exposure, and where feasible, 24 hours will be allowed to pass prior to [clean and disinfect](#) the space. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct](#) application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.

## **4.5. Contact Tracing**

### **4.5.1. Background**

The case investigation and contact tracing processes help to prevent further transmission of disease by separating people who have (or may have) an infectious disease from people who do not. Prompt identification, voluntary self-quarantine, and monitoring of those contacts exposed to SARS-CoV-2 can effectively break the chain of transmission and prevent further spread of the virus in a community.

Classification of an individual as a close contact is based on many factors and should be assessed on a case-by-case basis. In the context of COVID-19, the definition of a close contact is someone who was within 6 feet of a person diagnosed with COVID-19 for a total of 15 minutes or more. More information to inform the determination of exposure risk can be found, on CDC's Public Health Guidance for Community-Related Exposure.

This information further notes that:

- Data to inform the definition of close contact are limited. Factors to consider when defining close contact include proximity, the duration of exposure (e.g., longer exposure time likely increases exposure risk), and whether the exposure was from a person with symptoms (e.g., coughing likely increases exposure risk). Masks provide protection to those around infected persons by reducing the transmission of potentially infectious respiratory droplets into the environment. They also provide some protection to the wearer. Since this protection is not absolute, the determination of close contact should be made irrespective of whether the person with COVID-19 or the contact was wearing a mask.
- Data is insufficient to precisely define the duration of time that constitutes a prolonged exposure.

Recommendations vary on the length of time of exposure, but a total of 15 minutes or more close exposure can be used as an operational definition. Brief interactions are less likely to result in transmission; however, symptoms and the type of interaction (e.g., whether the infected person coughed directly into the face of the exposed individual) remain important. Assessment of exposure beyond close contact is a recommended strategy in some K-12 schools and IHE settings to control transmission of SARS-CoV-2.

### **4.5.2. Documentation**

The Army and Navy Academy will notify the state and county health departments immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, employees and visitors.

To assist the county health department with tracing the transmission of COVID-19, the following protocol has developed to trace all contacts of exposed individuals in accordance with protocols, training and tools provided from CDHP, Cal/OSHA, CDC, REMS, and other resources.

The Army and Navy will assist with contact tracing by:

1. Keeping accurate attendance records of students and staff members.
2. Ensuring student schedules are up to date.
3. Keeping a log of any visitor that includes date and time, and where in the school they visited.
4. Assisting the county health department in tracing all contacts of the individual. The information will be collected and relayed to the San Diego Health Department within 24 hours of notification of a positive case. [Contact Tracing Document can be found here.](#)

If COVID-19 cases are discovered in a school or district building, the district will take the following steps in consultation with the county health department:

- Evacuate and close off affected areas of the building
- Disinfect affected areas of the building in accordance with state and local guidelines

In all cases, confidentiality must be maintained as required by federal and state laws and regulations. The county health department will conduct contact tracing and advise the district's medical director of the notification process to the impacted school or building community. School staff are not to determine exclusionary practices without guidance and direction from the county health department and the district's medical director.

#### **4.6. Information Dissemination**

The Army and Navy Academy is authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases. (20 USC § 1232g(b)(1)(I).) In response to the COVID-19 pandemic, California has been under a State of Emergency since March 4, 2020. California continues to see the dire effects of this pandemic through limited ICU capacities and new cases and deaths each day.

The COVID-19 pandemic poses an extreme threat to the health and safety of all Californians. Even with protocols in place to mitigate the transmission of COVID-19, the presence of an individual who has tested positive of COVID-19 on a K-12 public or private school campus is an emergency that poses a risk to health or safety of students and employees present on the campus. Reporting to the local health officer the presence of a positive case of COVID-19 in an individual who is or has been present on a K-12 public or private school campus is necessary to protect the health and safety of students and employees present on the campus. California law (17 C.C.R. section 2508) also requires anyone in charge of a K-12 public or private school kindergarten to report at once to the local health officer the presence or suspected presence of any of the communicable disease, which includes COVID-19.

Accordingly if the Army and Navy Academy identifies a COVID-19 Positive case:

- Effective immediately, the Army and Navy Academy shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on campus within the 10 days preceding a positive test for COVID-19.

Specifically, the report will contain the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;

- The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.

Information reported to the local health officer pursuant to this directive shall not be disclosed except to:

- The California Department of Public Health;
- To the extent deemed necessary by the local health officer for an investigation to determine the source of infection and to prevent the spread of COVID-19, including with health officers in other jurisdictions as necessary to monitor, investigate, prevent, and/or control the spread of COVID-19;
- If required by state or federal law; or
- With the written consent of the individual to whom the information pertains or the legal representative of the individual. This reporting does not replace or supersede any other statutory or regulatory requirements that require reporting of COVID-19 cases and/or outbreaks to other entities or institutions, such as Cal/OSHA.

#### **4.7. School Closure Determinations**

Closure should be done in consultation with San Diego HHSA. Situations that may indicate the need for school closure:

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- Health and Human Services may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

#### **Length of closure:**

14 days, or according to a decision made in consultation with the San Diego Health and Human Services. [The State Safe Schools for All Technical Assistance teams \(TA teams\)](#), composed of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks.

The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

Schools may typically reopen after 14 days and if the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with HHSA

#### 4.8. Actions FlowChart

<b>Table 1. Actions to take if there is a suspected or confirmed case of COVID-19</b>			
	<b>Student or staff with:</b>	<b>Action</b>	<b>Communication with school community</b>
<b>1.</b>	<b>COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom screening: per <u>CDC Symptom of COVID-19.</u></b>	<ul style="list-style-type: none"> <li>Staff Members will refer to their medical provider for evaluation and testing.</li> <li>Students will be placed in an available isolation room.</li> <li>Student will undergo a Rapid Antigen test (If positive, see #3, if negative, see #4).</li> <li>School/classroom remain open.<sup>4</sup></li> </ul>	No Action Needed
<b>2.</b>	<b>Close Contact<sup>5</sup> with a confirmed COVID-19 case.</b>	<ul style="list-style-type: none"> <li>Staff members will be notified as soon as possible and excluded from campus.</li> <li>Students will be placed in an available isolation room.</li> <li>Excluded from school for 10 days from last exposure, per <u>CDPH quarantine guidance.</u></li> <li>Recommended testing 5-7 days from the date of last exposure (Will not shorten 10 day Exclusion)</li> <li>School/Classroom remain open.<sup>6</sup></li> </ul>	Consider school community notification of a known exposure. No action needed if exposure did not happen in the school setting.
<b>3.</b>	<b>Confirmed COVID19 case infection.</b>	<ul style="list-style-type: none"> <li><u>Notify San Diego HHSA.</u></li> <li>Exclude from school for 10 days from symptom onset date or, if asymptomatic, for 10 days from specimen collection date.</li> <li><u>Identify and collect</u></li> </ul>	<ul style="list-style-type: none"> <li>School community notification of a known case.</li> <li>Notification of persons with potential</li> </ul>

<sup>4</sup> If possible, the classroom will be removed from service during the school day and disinfected prior to reuse.

<sup>5</sup> A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

<sup>6</sup> see footnote 4

		<p><u>information of all close contacts required by San Diego HHSA.</u></p> <ul style="list-style-type: none"> <li>• Exclude all close contacts from school for 10 days after the last date the case was present at the school while infectious.</li> <li>• Recommend testing asymptomatic contacts 5-7 days from last exposure and immediate testing of symptomatic contacts (negative test results will not shorten 10-day exclusion).</li> <li>• Disinfection and cleaning of classroom and primary spaces where the case spent significant time.</li> <li>• School remains open.</li> </ul>	<p>exposure if case was present in school while infectious</p>
4.	<p><b>Symptomatic person tests negative or a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition.</b></p>	<ul style="list-style-type: none"> <li>• May return to school after 24 hours have passed without fever and symptoms have started improving.</li> <li>• School/classroom remain open.</li> </ul>	<ul style="list-style-type: none"> <li>• Consider school community notification if prior awareness of testing.</li> </ul>

## 5. Testing

After reviewing the [CDC's interim guidance](#) regarding K-12 schools utilizing SARS-CoV-2 Testing. The Army and Navy Academy has determined that testing to identify and diagnose cases of COVID-19 early is a key component of the comprehensive risk mitigation strategy that will be employed.

Used in conjunction with other mitigation strategies, testing for SARS-CoV-2 provides an additional tool to support safe and successful K-12 in-person instruction. Testing can allow for early identification of cases and exclusion from school to prevent transmission. However, it should not be used as a stand-alone approach to prevent in-school transmission. A negative test provides information only for the moment in time when the sample is collected. Individuals can become infectious shortly after having a negative test, so it is important to maintain all other mitigation strategies even if a recent negative test has been documented.

Per CDC guidance, If a school is implementing a testing strategy, testing should be offered on a voluntary basis. It is unethical and illegal to test someone who does not want to be tested, including students whose parents or guardians do not want them to be tested. It is not recommended to retest individuals who have tested positive and do not have symptoms for COVID-19 for up to 3 months from their last positive test. Data currently suggest that some individuals test persistently positive due to residual virus material but are unlikely to be infectious. Parents or guardians may request documentation from their health care provider to indicate the date and type of the student's most recent COVID-19 test.

There are several circumstances under which a student or staff member might undergo testing. Below, we outline these circumstances and considerations for testing implementation in K-12 schools.

### 5.1. Definitions

**Symptomatic testing:** This testing is used for individuals with symptoms of COVID-19, either at home or at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of returning to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

**Response testing:** This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

**Asymptomatic testing:** This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID-19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform San Diego HHSA about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students).

## **5.2. Staff Testing**

### **5.2.1. Symptomatic Testing**

We will provide information and access to COVID-19 testing to all employees that become symptomatic while at work. All employees who become symptomatic or are identified as symptomatic during screening procedures will be referred to the medical provider and will be required to undergo a COVID-19 PCR test.

### **5.2.2. Asymptomatic Testing**

All staff members who have face-to-face contact with students will undergo COVID-19 testing at a minimum every 2 weeks, department heads may impose weekly testing as needed to meet business requirements. Staff members who have limited contact with students will be required to be tested at least monthly and at other times that are determined by the senior administration of the Army and Navy Academy. There may be time periods, as determined by senior administration, that an increase in the frequency of testing is warranted due to local epidemiological circumstances.

### **5.2.3. Response Testing**

We will provide information and access to COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.

COVID-19 testing consists of the following:

- All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- We will provide additional testing when deemed necessary by Cal/OSHA.

### **5.3. Student Testing**

#### **5.3.1. Symptomatic Testing**

Any student who presents with symptoms consistent with COVID-19 or fails any of the health screenings will be referred to the on Campus Health Center for evaluation. If it is determined that COVID-19 needs to be ruled out, the Health Center staff will administer a Rapid Antigen test on-site. If our on-site test indicates that the student is positive, arrangements will be made to get the student transported to a testing facility to undergo a PCR test.

#### **5.3.2. Asymptomatic Testing**

During the onboarding process, all students are required to present evidence of a negative PCR test dated no more than 96 hours prior to arrival when they enter campus. Further, the students will receive a Rapid Antigen test at the point of arrival. A second Rapid Antigen Test will be administered 5 days after arrival to identify any potential infections that were acquired during travel.

#### **5.3.3. Response Testing**

The Army and Navy Academy will provide both Rapid Antigen testing and PCR testing as needed during the response to a COVID-19 case on campus.

### **5.4. Testing Locations**

Most primary care clinics and all hospital emergency departments have the ability to test for COVID-19. The Army and Navy Academy will work with each individual Cadet to ensure that the facility that is chosen will accept the Cadet's medical insurance. If it is a life threatening emergency, 911 will be utilized and the emergency medical providers will transport to the closest, most-appropriate facility.

The County of San Diego has established a network of testing sites as well. This network is constantly evolving and prior to sending a staff member or cadet to one of these locations, the Operations office will review the [HHSA Testing website](#).

## **6. Campus Facilities, Buildings and Resources**

### **6.1. Campus Overview**

The Campus grounds for the purpose of these protocols and procedures is the entirety of the main campus to also include the Recreation Hall, Chapel, Science Classrooms, Library, 800 Building, Duffield sports facilities, JROTC building, Shooting range and the Tennis Courts.

The campus layout is such that all of the main campus classrooms are accessed from the outside. Because of this, our students during passing periods will be transiting campus outdoors and will not have internal hallways to navigate where they will be in close proximity to other students or staff. The exception to this is the Aviation Classroom and the JROTC building. However because of the distance from the main campus and the extension of the passing time to allow for greater physical distance.

The Army and Navy Academy has implemented a litany of control measures to mitigate occupational hazards associated with COVID-19. We have a series of Administrative controls that are in place to ensure that the staff and students understand the changes to the way we are operating.

### **6.2. Campus Preparation**

In compliance with CDPH guidelines, signage is posted at every campus entry point, restrooms, dining areas and in other highly visible and trafficked areas. These signs reinforce the Army and Navy Academies COVID-19 policies (Facial Coverings, Social Distancing, Hand washing/sanitizing) as well as common signs and symptoms of COVID-19, handwashing steps, and how to stop the spread.

### **6.3. Designated Isolation Areas**

West Fegan Hall is designated as our Isolation area. This isolation area has specific administrative and engineering controls in place to ensure as much mitigation methods are in place as possible. These rooms and bathrooms are off-limits to all Cadets and Staff without prior authorization from Operations or the Health Center.

### **6.4. Building Ventilation**

Facilities have identified several engineering controls that have been Identified as best practices to ensure proper airflow and clean air exchange. Based on our geographic location we are fortunate to have a fairly steady breeze. Where possible, doors and windows will be left open to ensure a constant flow of fresh air exchange in all academy spaces. Ventilation and air handling systems have been serviced and cleaned to ensure the best airflow possible.

## 7. Cleaning and Disinfection

### 7.1. Campus Cleaning and Disinfection Overview

The Army and Navy have adopted the all-hands approach to keeping a clean and sanitary campus. While the bulk of the overall disinfection will remain with the Facilities Department, each individual department will be responsible for the upkeep of the cleanliness of their respective workspaces.

“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infectious risks.

“Disinfection” kills germs on surfaces using specific agents (see below for those approved for use). If a case has been identified, the spaces where the case spent a large proportion of their time (e.g., classroom, or administrator’s office if an administrator) should be disinfected.

The Facilities Director has been in close collaboration with industry experts to identify and implement best practices. All spaces at set daily intervals will be sprayed using a disinfectant listed on the EPA List N and an electrostatic spray backpack. In consultation with health department and education officials we have specifically chosen disinfectants that are not based with quarantary ammonia or other disinfectant products known to cause or exacerbate asthma.

### 7.2. Cleaning Products

The primary agents that will be used for disinfecting the campus are listed below. These products are listed on the [EPA List N](#) and the Army and Navy Facilities department has enough products on hand to cover any supply chain shortage that may occur.

7.2.1. **Bioesque Botanical Disinfectant Solution** - EPA Registration Number:  
87742-1-92595

7.2.2. **Ph7Q Dual - EPA Registration Number** - EPA Registration Number:  
47371-131-4170

### 7.3. Custodial Staff PPE Requirements

Custodial staff and any other workers who clean and disinfect the school site are equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.

#### **7.4. Increased Frequency of Cleaning**

The Army and Navy Facilities Department is the primary point of contact for cleaning and disinfecting procedures. They have implemented a schedule that will allow sufficient time for the staff to disinfect the cadet living quarters while they attend classes. Staff will be provided necessary cleaning supplies to sanitize between classes and spray in-class frequently touched surfaces during passing periods. Office spaces will also be provided the necessary cleaning supplies in order to ensure proper sanitization between facilities disinfection regiment.

Staff will receive training on proper use, storage and PPE requirements for all associated cleaning supplies that will be provided to them.

#### **7.5. Frequently touched surfaces**

Frequently touched surfaces in the school include, but are not limited to:

- Shared tables, desks, or chairs
  - If a school has morning and afternoon stable groups, the desks and tables are considered shared and should be cleaned before the next group arrives.
  - Desks or chairs do not need daily cleaning if only used by one individual during the day.
- Sink handles
- Door handles
- Shared technology and supplies

#### **7.6. Daily Cleaning**

The Facilities department has an established schedule for cleaning that takes into account the student and faculty schedule and ensures that the space will be vacant for the manufacturer recommended time post electrostatic spraying. While the entire space will be “fogged”, emphasis is placed on frequently touched surfaces.

#### **7.7. Response Cleaning**

In response to a confirmed or suspected case of COVID-19, the facilities department will work in conjunction with the Operations Office to identify all areas that will need to be cleaned and disinfected. These areas will, as quickly as feasible, be removed from service and secured. If time permitting a period of 24 hours or greater should be allowed prior to the facilities staff entering the space to disinfect. When conducting response cleaning the facilities staff and any other staff that enter the identified areas will be dressed accordingly, to include:

- N95 or greater respiratory protection
- Disposable Gloves
- Eye protection or face shield
- Disposable gown or suit
- Shoe coverings (If not covered in Disposable suit)

## **7.8. Isolation Room Cleaning**

When a student is placed in isolation for any reason the Operations office and the Health center will be the primary points of contact regarding the status of the student. Once the student has met the [criteria to discontinue isolation](#), as per the CDC, the Operations office will remove the room from service for a period of time no less than 24 hours.

Once the Facilities staff is given the opportunity to enter the space, they will be informed of the Students COVID status and based upon that information the facilities staff will follow the established procedures.

## 8. Infection Mitigation Strategies

### 8.1. Hand Hygiene

Everyone is required to wash their hands with soap and water upon entering the school premises. The primary handwashing station will be located immediately adjacent to the Operations office. The facilities department will ensure that all handwashing stations are regularly cleaned and maintained.

Wash your hands often:

- [Wash your hands](#) often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% Ethyl alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Schedule hand-washing protocols and a hardline schedule for when to wash will be built into the Cadets day.

Hand washing stations will be located in the following locations:

- All Restrooms
- Directly adjacent to the Operations window
- Near the Health Center and Dining Facility

Students and staff shall wash their hands or use hand sanitizer frequently and in the following situations:

- When entering the Campus
- After using the restroom
- Before eating or drinking
- When entering the classroom
- After taking off or putting on their facial covering
- If hands are visibly soiled

### 8.2. Physical Distancing

In reference to the [CDC's guidelines for physical distancing](#) the Army and Navy Academy have implemented multiple policies and procedures for ensuring compliance with physical distancing. They are addressed in areas throughout this document.

COVID-19 spreads mainly among people who are in close contact (within about 6 feet) for a prolonged period. Spread happens when an infected person coughs, sneezes, or talks, and droplets from their mouth or nose are launched into the air and land in the mouths or noses of people nearby. The droplets can also be inhaled into the lungs. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Since people can spread the virus before they know they are sick, it is important to stay at least 6 feet away from others when possible, even if you—or they—do not have any

symptoms. Social distancing is especially important for [people who are at higher risk](#) for severe illness from COVID-19.

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.

Although the risk of severe illness may be different for everyone, anyone can get and spread COVID-19. Everyone has a role to play in slowing the spread and protecting themselves, their family, and their community. In addition to practicing [everyday steps to prevent COVID-19](#), keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread in communities.

### **8.3. Face Coverings**

ANA will issue facial coverings to the cadets as part of the uniform issue. They will receive a supply great enough to ensure that a clean facial covering is worn each day.

All Staff must use face coverings in accordance with current [CDPH guidelines](#) unless Cal/OSHA standards require respiratory protection. Staff will have access to facial coverings from their departments. Operations, Facilities and the Health Center will also maintain a supply of facial coverings for staff members.

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

Training will be provided to all staff and students regarding the proper use, removal and washing of cloth face coverings in accordance with [current CDC Guidance](#).

Face coverings are available in the Operations Office for all staff members.

### **8.4. Stable Group(s)**

The Army and Navy Academy has several control measures in place to ensure that all students are maintaining stabilized groups. Further, we have restricted access to campus to all non-essential personnel as well as eliminated all day students transitioning to campus. We have effectively established a unified, tested cohort of students.

Based on our overall enrollment, our class sizes are engineered intentionally to reduce the number of students per teacher in the classroom and as such our largest class is less than 16 students.

## **8.5. PPE**

We evaluated the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and will provide such PPE as needed.

When it comes to respiratory protection, we evaluated the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

### **Disposable Gloves**

Disposable gloves are provided as needed to those who frequently touch items that may be contaminated and require the use of gloves. Employees should request gloves as needed from the Operations office.

Gloved hands must be cleaned following cleaning procedures described in detail below at intervals where gloves would normally be changed (e.g., when moving from a 'dirty' to 'clean' task, between patients) or hand hygiene normally performed.

Disposable medical gloves should always be discarded after:

- Visible soiling or contamination with blood, respiratory or nasal secretions, or other body fluids occurs
- Any signs of damage (e.g., holes, rips, tearing) or degradation are observed
- Maximum of four hours of continuous use
- Doffing. Previously removed gloves should not be re-donned as the risk of tearing and contamination increases. Therefore, disposable glove "re-use" should not be performed.

After removing gloves for any reason, hand hygiene should be performed with alcohol-based hand sanitizer or soap and water.

### **Disposable Facial Coverings**

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

### **N95 Face masks**

The Army and Navy Academy has a supply of new N95 masks in reserve to use in case of an outbreak of COVID-19 on Campus. These masks are held in the Operations Office and will be issued as needed to staff and students.

### **Face Shields**

The Army and Navy Academy has a supply of new Face Shields in reserve to use in case of an outbreak of COVID-19 on Campus. These masks are held in the Operations Office and will be issued as needed to staff and students.

## **8.6. Physical Barriers, Screens and Sneeze Guards**

In areas that physical distancing is more difficult to maintain, acrylic barriers are installed. These barriers are installed in the locations where direct contact with staff and students occurs and the ability to maintain 6 feet of physical distancing becomes difficult.

## **8.7. Classroom Layout**

Each classroom has been evaluated to determine the most appropriate layout to preserve the educational environment while simultaneously addressing the physical distancing guidelines. During this evaluation the spaces were assessed for square footage, removable ancillary equipment, desk spacing, traffic flow and functionality. In most classrooms, the ability to maintain 6 feet or greater between students is established. In no space will students be closer than 4 feet from another student nor will a students desk be closer than 6 feet from the faculty members desk.

## 9. Identification and Evaluation of COVID-19 Hazards

We have implemented the following in our workplace:

- Conducted workplace-specific evaluations to identify COVID-19 Hazards.
- Evaluated employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Reviewed applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluated existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Established a two (2) month cadence to periodic inspections to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

During these periodic inspections and evaluations Employees and their authorized employees' representatives are encouraged to participate in the process by attending the periodic evaluation of the campus. The dates of these inspections and evaluations will be communicated with the staff via email at least one (1) week prior to the inspection. All employees that would like to attend will be required to respond back to that email with their stated interest and, depending on participation, be assigned to a smaller group to ensure physical distancing guidelines are met.

The inspection and evaluations will be documented on the following documents:

[Army and Navy Academy COVID-19 Inspection Form](#)  
[Army and Navy Academy Identification of COVID-19 Hazards](#)

## 10. Transportation

### 10.1. Buses

All buses will be equipped with extra facemasks (1- Box), hand sanitizer, disinfectant wipes, and disinfectant spray.

After every trip, the interior of the bus will be disinfected with the cleaning product(s) approved by the Army and Navy Academy.

**This includes the following:**

1. ALL passenger seats
2. ALL passenger seat belt buckles
3. ALL overhead bars on the isle
4. ALL handrails
5. Steering wheel
6. All dashboard switches
7. Parking brake knob
8. Gear shifter
9. Any other hard surface

### 10.2. Cars, Vans, and Trucks

All buses will be equipped with extra facemasks (1- Box), hand sanitizer, disinfectant wipes, and disinfectant spray.

1. The passenger compartment including all door handles, seatbelt, and other hard surfaces shall be disinfected after every trip. Cadets and drivers need to wash/sanitize hands before entering the vehicle.
2. To avoid contamination, drivers should avoid touching any cadet equipment (sports equipment, coolers, etc.). If for some reason the driver is required to, they should wash or sanitize their hands before entering the vehicle.
3. For cadet transportation to the Doctor due to illness – Cadet should not sit in the front seat. Driver AND cadet will wear a mask AT ALL TIMES. This includes the ride to and from the doctor as well as at the Doctor's office. Cadet and driver should wash/sanitize their hands each time they enter and exit the van.
4. After every trip, the driver will need to sanitize the van including the steering wheel, gear shifter, brake release, door handles, seat belt buckles, and any other hard surfaces that the passenger or driver came in contact with.

[Cleaning and Disinfection for Non-emergency Transport Vehicles](#)

## 11. Resources

### Army and Navy Academy Internal Resources

- ❑ [Visitor Request Portal](#)
- ❑ [Contact Tracing Form](#)
- ❑ [Identification of COVID-19 Hazards Form](#)
- ❑ [COVID-19 Inspection Form](#)

### COVID-19 Guidance

- ❑ [CA Covid-19 School Readiness Hub](#)
- ❑ [California Technical Assistance Team Request Hub](#)
- ❑ [School Settings | COVID-19](#)
- ❑ [When You Can be Around Others After You Had or Likely Had COVID-19](#)
- ❑ [Cal/OSHA COVID-19 Guidance and Resources](#)
- ❑ [Use Masks to Help Slow Spread](#)
- ❑ [Guidance for the Use of Face Coverings](#)
- ❑ [Coronavirus Disease 2019 \(COVID-19\) - Interim Guidance for Administrators of US Childcare Programs and K-12 Schools](#)
- ❑ [Community Mitigation Framework](#)
- ❑ [COVID-19 \("Coronavirus"\) Information and Resources for Schools and School Personnel](#)
- ❑ [Coronavirus \(COVID-19\) - Health Services & School Nursing \(CA Dept of Education\)](#)
- ❑ [Stronger Together - Coronavirus \(COVID-19\) \(CA Dept of Education\)](#)
- ❑ [CDC](#)
- ❑ [COVID-19 Industry Guidance: Schools and School-Based Programs](#)
- ❑ [Metrics & monitoring Contact Tracing Playbook](#)
- ❑ [COVID-19 Training for California Workers](#)

### Cleaning and Disinfecting Guidance

- ❑ [Cleaning and Disinfecting Your Facility](#)
- ❑ [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#)
- ❑ [Interim Recommendations for US Community Facilities with Suspected/Confirmed Coronavirus Disease 2019](#)
- ❑ [Guidance on Preparing Workplaces for COVID-19](#)
- ❑ [List N: Disinfectants for Use Against SARS-CoV-2 | US EPA](#)
- ❑ [Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools and Homes | US EPA](#)
- ❑ [Infographic: Guidance for Cleaning & Disinfecting Public Spaces, Workplaces, Businesses, Schools and Home](#)
- ❑ [Coronavirus \(COVID-19\) Resources](#)
- ❑ [Six Steps for Safe & Effective Disinfectant Use \(PDF\)](#)
- ❑ [Asthma Safe Cleaning Products](#)

### Transportation Guidelines

- ❑ [School Districts Ramp Up Bus Disinfectant Efforts in Response to Coronavirus - STN Media](#)
- ❑ [What Transit Maintenance Workers Need to Know About COVID-19](#)

## **General Resource Websites**

- ❑ [Campus Resilience Program Resource Library](#)
- ❑ [Ready Campus](#)
- ❑ [Coronavirus-CISA](#)
- ❑ [Readiness and Emergency Management for Schools \(REMS\)](#)