



## **Policies and Protocols for Mitigating Coronavirus (Main Campus)**

Updated: July 21<sup>st</sup>, 2020

### Admissions

Prior to enrollment:

- Admissions will follow up with wilderness staff and parents or transporters as early as 14 days prior to enrollment to assess student's symptoms, exposure and documented temperatures. A formal screening tool may need to be used as a piece of documentation that we are screening
- Families will be strongly encouraged to use whatever mode of transport most greatly reduces total travel time and travel to and through hot spots

For newly enrolling students, to mitigate the introduction of coronavirus in to our community:

- New students will sleep in separate rooms and use separate bathrooms from other students for the first seven days of their time on campus
- New students should be closely tied to staff for as much time as possible
  - Students may be withheld from school for the first three days to minimize unmonitored exposure to the student community
  - In the afternoon/evenings they should be closely connected to their Team Leaders who can monitor behaviors and decrease risk in the larger community
- New students will be asked to wear masks for the first seven days of their time on campus when in common areas
- New students and their mentors must go through hand washing training with Melissa N., and staff must monitor hand washing before meals
  - New students will watch educational video on preventing spread of coronavirus
  - If students wish to go back for more food, they must wash hands again and use new utensils, bowls, plates, etc.
  - Students should sit as separate from others as possible
- Temperature of new students will be taken 2x daily for 14 days
  - Symptoms will be recorded daily for fourteen days using Coronavirus Risk Screen assessment tool developed by Melissa N.
- At the end of seven days students can relax restrictions as long as no symptoms are presented, or earlier if a negative COVID test is received

### Student Policies

- Temperature of all students will be taken 2x daily for 14 days following return from pass, as well as additional symptom checks
- Starting Saturday, July 18<sup>th</sup> all students and staff must wear masks while indoors and where physical distancing is not possible
  - Students and staff may remove masks for meals, when outside and safely distanced from others, and when engaged in physically distanced sports or other physical activities
- For meals we will be adding some protocols to what we already have in place in minimize exposure in the lunch room (which include hand washing immediately upon



- entering lunchroom, using alcohol-based hand sanitizer immediately before entering the food line, distancing at the lunch table, etc.)
- Students will continue to wash hands immediately upon entering the lodge and then go to their team table (keeping masks on)
  - We will have stricter enforcement of teams only getting up to get food once the previous team has all finished getting their food to prevent close congregation at the food area
  - Students must remain masked while getting food
  - Students must use alcohol-based sanitizer before going through the line
  - Students and staff should all utilize one plastic glove on the hand which they will use to touch communal items (e.g. tongs)
  - There can be no congregating at the bar and students must get their food expeditiously so we will be removing toasters for some time to prevent excessive time making sandwiches, which will be reintroduced as we increase in food preparation efficiency
  - Once a team has their food we will be encouraging teams to spread out, eat outside, distance as much as they can while masks are off and we are eating
  - During sports students must remain in masks except when engaged in physically distanced sports or other physical activities. Weight lifters must also sanitize their machines with neutral disinfectant after they use machines

#### Staff Policies

- Individuals with exposure to others (i.e. family member, students) with symptoms of unknown origin can continue to work until they develop symptoms, and then must go home
- Individuals presenting symptoms of unknown origin must be symptom free for a minimum of 7 days and fever free without a reducer for 72 hours before returning to work, unless otherwise directed by Melissa N.
  - Staff with symptoms are encouraged to call the KRH 24 hour hotline at 890-7272 to report symptoms and receive guidance
  - Staff must check in with Melissa N. for clearance before returning to work
- Individuals with exposure to or testing positive for coronavirus must self-quarantine for 14 days
  - If a student tests positive for COVID-19 then the health department will intervene and assist with next steps
- Staff must temperature check every day before starting shift and record with Melissa N. or supervisor
  - Staff who have or develop a fever of 100.0° or greater must go home and receive clearance from Melissa N. before returning to work
- General guidelines for personal and professional health include:
  - Limiting group sizes to 10 or less where possible; this means doing our best to hold large group activities to a minimum, and we have received suggestions for alternate lunch plans that we are working through
  - Practice physical distancing—avoid unnecessary trips, travel, and exposure to others



- Make a practice of separating indoor and outdoor clothes to minimize cross-contamination
- Increase frequency of laundry and washing of sheets and towels
- At gas pumps use a paper towel to handle pump and/or sanitize after use
- Staff are strongly recommended to limit carpooling

#### Quarantine on Campus Procedures

- Newly arriving students will spend their first three days in greater separation from the community, and sleep in their own rooms with their own bathrooms and wear masks in communal areas for their first seven days
  - Staff working directly with these students should also wear protective masks
- Students who test positive will be isolated in the Ranch House for fourteen days until symptom free
  - Staff will remain with students and meals will be delivered to students quarantining and a night staff will be assigned to Ranch House
  - Staff who work with students will have protective mask, face shield/ ski goggles, gloves, and gown when in room with COVID students
  - Showers and bathrooms are available for use in the Ranch House
  - All other offices on main and upstairs of ranch house will not be used by other staff.
  - If student develops significant symptoms of breathing restriction or high fever (>102 ) They will be transported to hospital via ambulance after notification of parent
  - Staff will regularly disinfect building
- Parents will be encouraged, if possible, to come to Montana to quarantine with student in a private residence

#### **Policies and Protocols for Mitigating Coronavirus (Transition Homes)**

##### Facilities

- Boys houses have been consolidated to the 205 5<sup>th</sup> Ave East location, Girls reside at 305 5<sup>th</sup> Ave East
- 520 1<sup>st</sup> Ave East is now being utilized for staff/student quarantine home if needed.
- Little Sky is currently being utilized for out of state staff hires in quarantine
- Homes are disinfected daily with a mild bleach solution during chore times.

##### Monitoring symptoms

- Students temperatures are taken and recorded 2x daily, am and pm
- Staff temperatures are taken and recorded when shift begins
- Any Staff/student symptoms are reported to Program/Assistant Director promptly and the individual is removed from the milieu
- Staff showing symptoms will be referred to school nurse to determine when they can return to work



- Students will be quarantined to their rooms cold symptoms or to the 520 house for COVID like symptoms (cough, fever, respiratory)

#### Daily Operations

- Proper hand washing occurs frequently throughout the day but is required each time staff/student enters the house and before meals
- The governor announced a directive for everyone to wear face coverings inside of businesses and schools; we are discouraging frequent visiting to public businesses but if entrance is necessary then protective face covering must be worn
- Recreation allowed outside with staff supervision small groups less than 10
- Staff are shopping for all meals and house food and supplies for students
- Student laundry is being done at the houses
- Classes at the community college have resumed in-person instruction with mask and distancing policies in place, so students will resume attending classes
- Kalispell District 5 announced the resuming of in-person classes for the Fall semester of 2020 under Phase II guidelines of their own reopening plan (see attached document)



### Parent Visitation Protocols (Updated 5/27/2020)

While the state of Montana has begun to relax some of its restrictions on travel and recreation we remain committed to preserving the health and safety of our school community. Therefore, prior to any in-state passes for students we will be adhering to the following protocols:

1. Parents must monitor and record symptoms for one week prior to visitation. Please use the attached form to record daily temperatures and indicate any other symptoms. This form must be returned either to your therapist or nurse prior to arrival
2. Student pickup will occur in the parking lot at the Ranch House/Business Office in the front of the campus. Unfortunately, we will not be able to accommodate campus tours or otherwise having visitors moving throughout the campus in order to reduce exposure
3. Parent temperatures will be taken prior to departure
4. Upon return, student symptom checks will be conducted, and daily temperature checks will be made for one week after their return
5. Parents should monitor symptoms and immediately inform MA staff if any symptoms develop for one week after the visit

While on pass we would also please ask for parents, students, and families to be prudent and responsible in your activities

- Wear face coverings when in public
- Avoid gatherings or public spaces where crowds may congregate
- Physically distance wherever possible
- Carry hand sanitizer and use it frequently
- Opt for carry out rather than dine-in options when visiting restaurants
- Etc.

Many of these protocols have become a regular part of our daily lives, but please remember that even a single individual can have tremendous impact on the spread of this disease. We must all do our part to not only be good stewards of the community but also avoid behaviors and risks that can jeopardize the health and safety of those around us, as well as the operational capabilities of Montana Academy.



**Coronavirus Risk Screen (update 4/29/20)**

To be filled out by visitors beginning one week prior to visit

Name: \_\_\_\_\_ Date: \_\_\_\_\_

1. Do you have a fever ( $\geq 100.0$  F/  $37.8$  C)? Y or N
  
2. Do you have a cough or shortness of breath? Y or N
  
3. Do you have any 2 of the following symptoms: fever, sore throat, headache, muscle aches, chills, repeated shaking from chills, and new loss of taste or smell? (Please circle and explain)
  
4. Have you traveled anywhere in the past 14 days outside of Flathead County? Where?
  
5. Have you developed any symptoms since your travel? (Please explain)
  
6. Have been in close contact for an extended period of time (within 6 feet) with a confirmed or suspected case of 2019 novel coronavirus? Y or N

If “yes” to question #1 or #2 and #4: (those filling out this form please notify clinic below). If you answer yes to # 3 please contact MA medical team prior to coming in contact with staff and students

Chart daily temperature check for one week prior to visit below, turn completed form into your therapist prior to pass

Day 1: \_\_\_\_\_

Day 5: \_\_\_\_\_

Day 2: \_\_\_\_\_

Day 6: \_\_\_\_\_

Day 3: \_\_\_\_\_

Day 7: \_\_\_\_\_

Day 4: \_\_\_\_\_