

**\*\*EXTERNAL MEMO\*\***

## **Addressing COVID-19 In Our Community**

Below are the steps Real School will take if and when issues related to COVID-19 arise in our facility or community. Please take a few moments to familiarize yourself with this process.

### **What If a Real School Employee Reports *Direct Exposure* To a Confirmed COVID-19 Case?**

The employee will not return to Real School for at least 14 days. The 14-day isolation period cannot be cut short by a negative test for those with direct exposure. It takes up to 14 days to develop the virus if exposed, so a negative test prior to the expiration of the 14-day period does not release an employee to return to work. During this time, if the employee is able to work, they may do so remotely via video instruction. Real School will communicate this information in conjunction with your Instructor (if they are able to do so) to coordinate scheduling changes.

### **When And If a Real School Employee Reports COVID-19 *Symptoms*:**

1. If an employee of Real School begins experiencing COVID-19 symptoms while at work, we will require the employee to notify their location's manager immediately. If an employee begins experiencing symptoms while not at work, the employee will contact their location's manager by telephone and/or email and will not report to work.
2. Employees will **NOT** report any personal information to their students or student family members when/if symptoms arise, or if a COVID-19 test is scheduled or administered. This sensitive and confidential information will be carefully shared by Real School in compliance by the Americans with Disabilities Act.
3. Employees must provide a negative COVID-19 test to return to work, AND may not return on campus until at least 3 days (72 hours) have passed since recovery of symptoms. Recovery is when fever resolves without the use of fever-reducing medications and respiratory symptoms (like cough or shortness of breath) have improved.

### **4 Steps to Handle a *Confirmed* COVID-19 Case in Real School Employees**

#### **1. Isolate/Quarantine Confirmed Employees**

The infected employee will not return to Real School for at least 14 days. During this time, if the employee is able to work, they may do so remotely via video instruction. In order to return to the school, employees must be symptom free, have quarantined for a total of 14 days and are required to provide a negative COVID-19 test.

## **2. Address And Isolate Students/Families and Employees With Direct Contact**

We will ask infected employees to identify all individuals who were in close proximity (within six feet) for a prolonged period of time (15+ minutes) with them during the 48-hour period before the onset of symptoms or the positive COVID-19 test. Under CDC guidance to ensure the infection does not spread within our community, we will:

- Send home all employees who were in close proximity as described above for 14 days. Our employees will then follow protocol to return only when symptom free.
- Personally notify via phone or email all students/family members who were in close proximity as described above, to which we will ask them to self-quarantine from Real School for 14 days before returning (and ONLY when symptom free).

## **3. Clean And Disinfect Our School**

After a confirmed COVID-19 case, we will follow the CDC guidelines for cleaning and disinfecting the school. Our staff and/or a third-party sanitation contractor will clean and disinfect all areas (e.g., lesson/ensemble rooms, bathrooms, and common areas) used by the ill person, focusing especially on frequently touched surfaces.

## **4. Notify Other Employees and Students/Families (who did not have direct contact)**

Following a confirmed COVID-19 case, and as recommended by the CDC, we will notify all community members who were in the location or area where the employee works of the situation without revealing any confidential medical information such as the name of the employee. We will keep our community members informed of the actions we have taken, including our sanitizing and cleaning efforts.

### **What If A Student Reports a *Confirmed* COVID-19 Case to Real School?**

If Real School (front desk staff or Instructors) receive information from a parent/guardian or student with a confirmed COVID-19 case, we will work with you to identify all individuals who were in close proximity (within six feet) for a prolonged period of time (15+ minutes) with the student/community member during the 48-hour period before the onset of symptoms and/or positive lab test results. Under CDC guidance to ensure the infection does not spread within our community, we will:

- Send home all employees who worked closely with the infected student for 14 days under CDC guidance to ensure the infection does not spread within our community.
- Notify all other students who were in the location or area without revealing any confidential medical information such as the name of the student/community member. We will keep all community members informed of the actions we have taken, including our sanitizing and cleaning efforts.