

Saturday Academy

Communicable Disease Plan

Policy Reviewed and Approved by All Staff August 1st, 2020

Policy Updated with OHA Guidelines October 1st, 2020

Policy Updated with Building Procedures November 15th, 2020

COVID-19 PROCEDURES

At Saturday Academy we believe the health and well-being of our students, instructors, staff, and the communities we serve are vital to a successful learning environment. We are taking the current COVID-19 health emergency very seriously. The following document outlines our communicable disease plan while we are working remotely and offering online classes, camps, and internships. When in-person activities resume, the COVID-19 Procedures will be updated accordingly.

COVID-19 Standard Operating Procedures

As of August 1st, 2020, Saturday Academy staff are working remotely until further notice. The Saturday Academy offices remain closed to the public. Essential staff may work in the building with approval from the Executive Director. Exceptional cases where an instructor may need to come to the office must be approved by the Executive Director. While in the building, all people must follow the practices outlined below:

1. Saturday Academy will provide soap, tissues, hand sanitizer, and garbage receptacles for use in the building.
2. Staff and instructors will wash their hands upon arrival at the Saturday Academy.
3. Staff and instructors will frequently wash their hands while in the building, especially after using the restroom, before and after meals, after sneezing, blowing their nose, or coughing while they are in the building.
4. Staff and instructors will wipe down their workspace after completing their work and before they leave the building.
5. If another staff or instructor is in the building, social distancing must be maintained (6 feet of space between individuals, masks required).

COVID-19 Exposure Procedures

1. Saturday Academy staff, instructor, or other community members who have been in the Saturday Academy offices at the University of Portland will notify the Executive Director immediately regarding their exposure to confirmed COVID-19 cases.
2. Individuals who have been exposed will remain in self-quarantine from home for 14 days before they can physically return to the Saturday Academy office.
3. During this time if the staff or instructor is able to work from home they may.
4. If a staff member is unable to work from home (either due to personal illness or family caregiving responsibilities), they may use Families First Coronavirus Response Act (FFRC) Emergency Leave and/or sick time.
5. In the case of an instructor being unable to teach, the class will be cancelled, and families will be notified immediately. Refunds will be processed according to our COVID-19 refund policy.

6. In the case of a staff member being unable to work, their immediate supervisor will work with the Executive Director to adjust programming and workloads accordingly.

Protocol for COVID-19 Symptoms and/or Diagnosis

If a staff or instructor is diagnosed with COVID-19, the following steps will be taken:

1. The staff or instructor will immediately contact the Executive Director via phone (503.201.3543)
2. The staff or instructor will go over the dates/times they were physically in the office.
3. If the staff or instructor had symptoms, they must stay home until:
 - a. No fever for at least 72 hours (without the use of medicine that reduces fevers) **AND**
 - b. Respiratory symptoms have improved (for example, cough or shortness of breath) **AND**
 - c. At least 10 days have passed since symptoms first appeared
4. If the staff or instructor tests negative for COVID-19, they may return 24 hours after symptoms have ceased.
5. If the staff or instructor tested positive for COVID-19 but never had any symptoms:
 - a. They must stay home for 10 days after the test was taken, **but**
 - b. If they develop symptoms, they need to follow the instructions above
6. The Executive Director will notify staff who may have been exposed. Following discussion and analysis of the current OHA exposure guidelines, staff will follow the exposure protocol above if required.
7. During this time if the staff or instructor can work from home they may.
6. If a staff member is unable to work from home, they may use FFCRA Emergency Leave or sick time.
7. In the case of an instructor being unable to teach, the class will be cancelled, and families will be notified immediately. Refunds will be processed according to our COVID-19 refund policy.
7. In the case of a staff member being unable to work, their immediate supervisor will work with the Executive Director to adjust programming and workloads accordingly.
8. Access to Saturday Academy offices will be restricted to emergency use only and all access must be authorized by the Executive Director for 14 days after the diagnosed individual was in the building.
9. The Executive Director will work with the Director of Operations to have the building cleaned according to OHA guidelines.

Should the Executive Director be unavailable, the responsibilities outlined above will then fall to the Director of Operations.