



# *return* *to* HEALTH

## HEALTH & SAFETY PLAN DURING COVID-19

3/13/2021

**The COVID-19 pandemic has immensely changed our lives in so many ways. As our understanding of the virus evolves, we must work together to mitigate the risk in our community, while still educating and supporting the health and well-being of our students.**

We are establishing new norms within our schools and office spaces - understanding it will take time and constant positive reinforcement to teach and learn these new ways of being.

We urge our community to lean into this new normal and create a physically and emotionally safe space for everyone.

Physical distancing does not come naturally or easy. Maintaining physical distance violates so many of our social norms, especially for those we are closest with. As we adjust to this new normal, it is okay to politely correct one another when we breach public health measures.

The medical community teaches “gratitude - not attitude” when anyone corrects each other about safety precautions - no matter their role or title.

As we navigate our new normal, we must support each other in remaining humble and flexible. We continue to learn about COVID-19, and as the science changes our responses may need to change as well. We may find ourselves adopting new strategies or measures — and quickly having to revise our plans .

As the CDC advises, the most important actions for districts and school administrators to take while providing services and reopening schools for in-person learning is planning and preparing. The following Return to Health plan outlines all the procedures, policies and details for our community to follow to Return Together.



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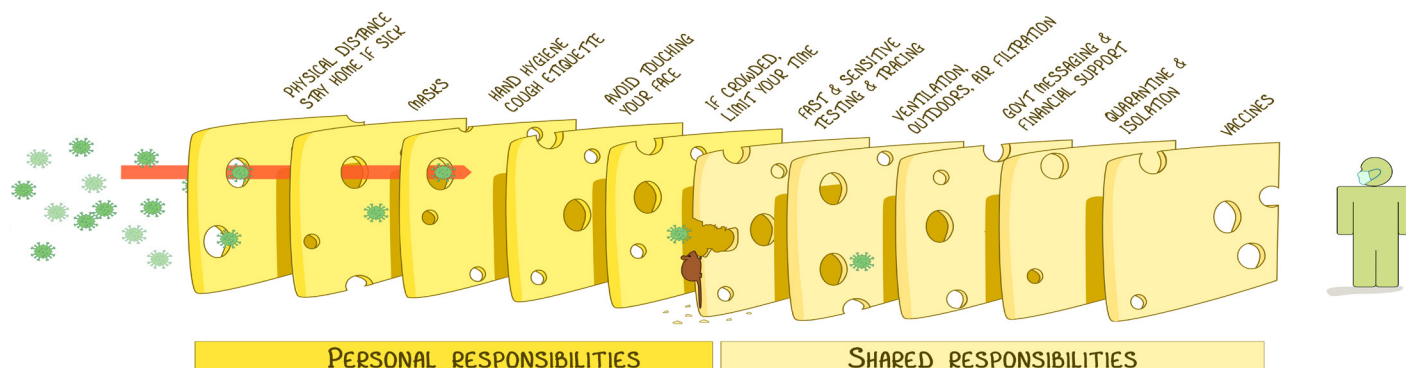
## PUBLIC HEALTH RECOMMENDATIONS

This plan was developed using recommendations from the Sacramento County Office of Education, Sacramento County Public Health, California School Nurses Organization, California Department of Public Health, California Department of Education and the Centers for Disease Control to meet the unique needs of our school community.

The California Department of Public Health Schools Guidance FAQs issued on August 3, 2020 states: *Under the operative executive orders (PDF) and 2020-21 Budget Act, schools must comply with orders and guidance issued by the California Department of Public Health (CDPH) and relevant local public health departments. Schools may comply with guidance from other federal, state, local, and non-governmental sources, to the extent those guidelines are consistent with state and local public health directives.*"

The Return to Health Plan serves as the SCUSD COVID-19 Safety Plan (CSP) for in-person instruction and meets the California Division of Occupational Safety and Health (Cal/OSHA) COVID-19 Prevention Program (CPP) and the COVID-19 School Guidance Checklist requirements. Recent evidence cited by the CDC suggests when K-12 schools consistently implement layers of mitigation strategies they are able to safely open for in-person services, supports, and instruction. The SCUSD Return to Health plan provides our operational strategy to support K-12 schools in opening for in-person services, supports, and instruction, and remaining open through an integrated package of mitigation measures.

**Multiple Layers Improve Success:** The Swiss Cheese Respiratory Pandemic Defense recognizes that no single intervention is perfect at preventing the spread of the coronavirus. Each intervention (layer) has holes, but multiple layers improve success.



Mackay, Ian M. (2020): The Swiss Cheese Respiratory Virus Defence. figshare. Figure. <https://doi.org/10.6084/m9.figshare.13082618.v21>



## PUBLIC HEALTH RECOMMENDATIONS

SCUSD will remain flexible in responding to changing public health conditions and will continue to revise our Return to Health plans in accordance with the most current orders or guidance provided by the CDPH. Resources:

- [Operational Strategy for K-12 Schools through Phased Mitigation. Center for Disease Control \(CDC\) 2-12-21](#)
- [Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, California Department of Public Health \(CDPH\) 1-14-2021](#)
- [2020-21 School Year Planning Guide, Sacramento County Office of Education. June 2, 2020](#)
- [COVID-19 Health Services Recovery Plan, California School Nurse Organization](#)
- [COVID 19 Industry Guidance: Schools and School-based Programs, California Department of Public Health](#)
- [Considerations for Schools, Centers for Disease Control \(CDC\) Resources](#)
- [CDE Opening Schools Guidance, California Department of Education \(CDE\)](#)
- [Cal/OSHA COVID-19 General Checklist for Schools and School-Based Programs. July 17, 2020](#)
- [Sacramento Health Alerts and Advisory](#)





## CRITERIA TO REOPEN FOR IN-PERSON INSTRUCTION

### **In-Person Instruction Grant requirements:**

*Purple tier (< 25 cases per 100K) - All students in grades TK-2*

*Red/orange/yellow tiers - All elementary grades, and one middle or high school grade*

Senate Bill 86 allocates additional funding for in-person instruction, however districts/schools must offer continuous in-person instruction by April 1 (or the first day after Spring Break). After April 1, or the next scheduled day of school, districts will lose 1% of funding for each instructional day that passes without offering in-person instruction. In-person instruction must start by May 15 or all funding is forfeited. Districts must also post their COVID-19 Safety Plan at least 5 days prior to offering in-person instruction. To learn more see the [Safe Schools for All Learning Hub website](#).

### **In-Person Reopening Criteria**

Red (Tier 2/Substantial), Orange (Tier 3/Moderate) and Yellow (Tier 4/Minimal) County Risk Tiers: Schools must reopen for all elementary grades and at least one middle or high school grade districtwide. Schools are encouraged to reopen at all grades levels under the [Blueprint for a Safer Economy](#). Schools that reopen must adhere to all updated guidance for schools.

### **Purple (Tier 1/Widespread) County Risk Tier:**

If a school was already open or was implementing a phased reopening while the county was in the Red Tier, the school site may continue to remain open if the county moves back to the Purple Tier. Under the preexisting CDPH Small Group/Cohort guidance, targeted in-person instruction must be offered for cohorts of prioritized students in all grades, including pupils with disabilities, pupils at risk for abuse or neglect, youth in foster care, youth experiencing homelessness, English language learners, pupils without access to online instruction and disengaged pupils.

District schools serving grades TK-6 not already open may reopen for in-person instruction in the Purple Tier when the following conditions are met:

- Case Rates <25: Schools serving students in grades TK-2 may only reopen for in-person instruction when the adjusted case rate is at 25 cases per 100,000 population per day or lower.
- COVID Safety Plan is approved and posted to their website homepage.

Teachers, school and support staff, and administrators may return to work physically while counties are not open for in-person instruction, provided that those on site follow all public health mitigation requirements outlined in this Return to Health plan.



## CRITERIA TO REOPEN FOR IN-PERSON INSTRUCTION

**Table 1. School Reopening Actions for In-Person, by Tier**

<b>Yellow</b> Case Rate less than 1* Test Positivity below 2%	<b>Orange</b> Case Rate 1-3.9* Test Positivity 2 - 4.9%	<b>Red</b> Case Rate 4-7* Test Positivity 5-8%	<b>Purple</b> Case Rate More than 7* Test Positivity More than 8%
<p>COVID-19 Safety Plan posted publicly for K-12th grades 5 days prior to in-person instruction.</p> <p>To be eligible for grant funding:</p> <ul style="list-style-type: none"> <li>All elementary grades must be reopened</li> <li>At least one middle or high school grade is reopened across the district</li> </ul>	<p>COVID Safety Plan posted publicly for K-12th grades 5 days prior to in-person instruction.</p> <p>To be eligible for grant funding:</p> <ul style="list-style-type: none"> <li>All elementary grades must be reopened</li> <li>At least one middle or high school grade is reopened across the district</li> </ul>	<p>COVID Safety Plan posted publicly for K-12th grades 5 days prior to in-person instruction.</p> <p>To be eligible for grant funding:</p> <ul style="list-style-type: none"> <li>All elementary grades must be reopened</li> <li>At least one middle or high school grade is reopened across the district</li> </ul>	<p>Already reopened: COVID Safety Plan posted publicly by 02/01/21.</p> <p>Not previously open: COVID Safety Plan posted publicly for K-6, and submitted concurrently to LHD and State Safe Schools for All Team.</p> <ul style="list-style-type: none"> <li>7 business days for review.</li> <li>7th-12th grade reopening not permitted if CR&gt;7*.</li> <li>K-6th grade reopening not permitted if CR&gt;25*, though COVID Safety Plan can be posted and submitted for review.</li> </ul> <p>To be eligible for grant funding:</p> <ul style="list-style-type: none"> <li>Grades TK-2 must be open by April 1</li> <li>Targeted in-person instruction must be offered to prioritized students pursuant to the Cohorting Guidance</li> </ul>

## COVID-19 TESTING

Used in combination with other mitigation strategies, COVID testing is an additional strategy to support safer in-person instruction. Testing may allow for early identification of cases and exclusion from school to prevent transmission. **A negative test provides information only for the moment in time when the sample is collected. Individuals may become infectious shortly after having a negative test, therefore we must maintain all other public health mitigation strategies already in practice.** Testing is being provided for free on a voluntary basis to all individuals. Parent/guardian notification and consent will be obtained for student testing.

### *Definitions*

#### **Symptomatic testing**

Testing used for individuals with symptoms of COVID-19, either at home or at school. Individuals are required to stay home and isolate.

#### **Response testing**

Testing used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic or asymptomatic individuals with known or suspected exposure to an individual infected with COVID.

#### **Asymptomatic/Surveillance testing**

Asymptomatic or surveillance testing may be used for screening to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission.

COVID testing is provided through the California Department of Public Health (CDPH) with testing kits processed through the Valencia Branch Laboratory. CDPH will provide test kits, test registration software, test processing, and technical assistance through this effort. SCUSD will cover all operational costs.

SCUSD is exploring all readily available COVID-19 testing options provided through the CDPH and SCPH to ensure we have the knowledge and capacity to provide COVID-19 testing.



## Two types of COVID-19 testing may be utilized:

### 1. Self-Administered PCR test

- Identifies individuals infected with the COVID-19 virus
- Typically used for asymptomatic and symptomatic testing
- PCR COVID-19 Testing will be available for employees and students.
- Results in 24-48 hours once received by the laboratory
- Contact school site office for testing schedule and registration link

### 2. Self-Administered BinaxNOW Rapid Antigen Test

- Identifies individuals who have an active infection
- Typically used for symptomatic or response testing
- SCUSD has successfully obtained a Clinical Laboratory Improvement Amendment (CLIA) Certificate of Waiver allowing the district to provide rapid antigen testing
- The rapid antigen test will be available to employees and students
- Results are provided within 15 minutes

The chart below outlines increased levels of testing in the higher tiers due to the increased spread of COVID in the community and the higher likelihood that someone in the school community will be infected with COVID.

### *Testing Frequency for Education Staff and K-12 Students*

<b>Yellow</b> Case Rate less than 1* Test Positivity below 2%	<b>Orange</b> Case Rate 1-3.9 Test Positivity 2 - 4.9%	<b>Red</b> Case Rate 4-7 Test Positivity 5-8%	<b>Purple</b> Case Rate More than 7 Test Positivity More than 8%	<b>Deep Purple/ Black</b> Case Rate greater than 14
Symptomatic and response testing	Symptomatic and response testing	Symptomatic and response testing AND Every 2 weeks asymptomatic testing	Symptomatic and response testing AND Every 2 weeks asymptomatic testing	Symptomatic and response testing and Weekly asymptomatic (PCR or twice weekly antigen testing)**

\* The case rates above are adjusted case rates posted on the [CA COVID website](#)

\*\* Weekly asymptomatic testing assumes the use of a PCR test. If antigen testing is used, testing should be completed twice weekly.

Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing.



## COVID-19 VACCINE

CDPH strongly recommends that all persons eligible for the COVID-19 vaccine receive them at the first opportunity. COVID-19 vaccines authorized by the FDA have been shown to be safe and effective. Current vaccines are approved for individuals 16 years and older. Three vaccines are currently available, Moderna, Pfizer/BioNTech and Johnson & Johnson, which have shown strong efficacy against getting sick with COVID-19, and 100% effectiveness for severe illness requiring hospitalization or death. Vaccine trials for children are currently underway.

Vaccines help our immune system fight infections in the future. COVID-19 vaccines will protect us from the virus that causes COVID-19 without having to get the illness. It typically takes a few weeks after the last dose in a series to become fully protected. On the days after taking the vaccine, you may have a sore arm, aches, fatigue or fever, but these are not harmful. These symptoms signal that your immune system is developing protection against the virus.

On January 5, Governor Newsom announced the next priority groups for vaccine distribution, which includes educators in the Group 1B Tier One group. School districts, such as SCUSD, that operate Immunization Clinics through the Vaccine for Children (VFC) program are able to provide COVID-19 vaccine. SCUSD is committed to working closely with SCPH to provide access to COVID-19 vaccine to all educators, education support staff and students. SCUSD hosted a series of vaccination clinics in partnership with Dignity Health and University of California Davis, prioritizing staff currently physically reporting to work and interacting with students or staff on a regular basis.

**The COVID-19 vaccines  
are VERY effective**

THE BEST VACCINES WE HAVE EVER HAD

**The COVID-19  
vaccines are SAFE.** | They cannot cause COVID-19 disease because they  
are not made with any part of a COVID-19 virus

The COVID vaccines will prevent deaths and can eliminate  
COVID-19 if enough of us get vaccinated

**Get your shot to protect yourself, your family and your community!**



For more information on COVID vaccines visit the [CDC](#) or [CDPH Vaccinate all 58 websites](#).

# COVID-19 Vaccination Information

As part of our efforts to curb the spread of COVID-19, we are working with community partners to host and promote COVID-19 vaccination clinics for those eligible to receive the COVID-19 vaccine, including community members and eligible SCUSD staff.

Education staff are currently eligible to receive the vaccine, as well as many other prioritized groups. As vaccine becomes more available all age-eligible individuals will be eligible for vaccination.

## Vaccination Providers

### Retail Pharmacies

- CVS - appointments can also be made via CVS pharmacy app and eligible individuals without internet access can call 800-746-7287  
[www.cvs.com/immunizations/covid-19-vaccine](http://www.cvs.com/immunizations/covid-19-vaccine)
- Rite Aid  
[www.riteaid.com](http://www.riteaid.com)
- Walgreens  
[www.walgreens.com/findcare/vaccination/covid-19](http://www.walgreens.com/findcare/vaccination/covid-19)

### Vaccination through Medical Providers

You may also be able to get vaccinated by your medical provider. In Sacramento County, the following providers are currently offering vaccinations to their patients.

MEDICAL PROVIDER
Dignity Health/Mercy Medical Group <a href="http://dignityhlth.org/3cjlQKb">http://dignityhlth.org/3cjlQKb</a>
Kaiser Permanente <a href="http://k-p.li/38uPV8l">http://k-p.li/38uPV8l</a>
Sutter Health <a href="http://bit.ly/2N6S6aP">http://bit.ly/2N6S6aP</a>
UC Davis Medical Center <a href="http://bit.ly/3erEjaZ">http://bit.ly/3erEjaZ</a>

### Vaccination Resources for SCUSD Employees and Contracted Providers

For the most current and up to date information about vaccine clinics in Sacramento, visit:

Sacramento County Public Health  
Vaccine Registration for Childcare  
Providers and Educators  
<http://bit.ly/30xhkIS>

McClellan Park Vaccine Clinic (Curative)  
<http://bit.ly/2N4KxkL>

Vaccine Finder  
<https://vaccinefinder.org/>



## HEALTH PRECAUTIONS FOR STUDENTS AND STAFF

### Layers of Safety

As we discuss mitigation measures, it is important for our community to know how COVID-19 is spread and controlled. COVID-19 is mostly spread by respiratory droplets released into the air when people talk, sing, laugh, cough, or sneeze. The interventions below are listed in order of effectiveness at reducing the spreading COVID. While research on the spread of COVID continues, the top three items are likely of similar importance:

1. Face coverings
2. Stable groups/Cohort
3. Physical distancing
4. Adequate ventilation
5. Hand Hygiene
6. Health Screening
7. Surveillance/screening testing

Each strategy (face coverings, stable groups, distancing, etc.) decreases the risk of in-school transmission, however no one layer is 100% effective. Rather, it is the combination of layers that are most effective and have been shown to decrease transmissions. Frequent disinfection which was originally included on this list has been found to have insignificant impact on COVID-19 transmission and is recommended only after there is potential exposure in a school site. Please see SCUSD Disinfecting Protection Procedures.

## MITIGATION REQUIREMENTS FOR STUDENTS AND STAFF

To help prevent additional spread and to keep our schools open, our students and staff will be required to practice the following personal prevention measures:



Face Coverings



Stable Groups/Cohort



Physical Distancing



Cough Etiquette



Wash Hands



Screening





## MITIGATION REQUIREMENTS FOR STUDENTS AND STAFF



### Health Screening

#### Passive (Self) Screening

Staff and students must self-screen for symptoms at home daily. This is called passive screening. (See subsequent pages for screening questions)

#### Symptoms of illness

If a person is sick or exhibits any symptoms of COVID-19, they may not come to school and will follow Stay at Home and Return to School Requirements (Appendix B). Signs of illness include fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea per CDC guidelines. **They must stay home until ONE OF the following are met:**

At least 24 hours without fever, and  
Symptoms have improved, and  
A COVID-19 test is negative

OR

At least 10 days  
has passed since  
symptoms first  
appeared

OR

A healthcare provider  
provides documentation that  
the symptoms are from an  
underlying chronic condition  
or other disease process

#### Chronic Conditions

Individuals with non-infectious chronic conditions should not be excluded from attending school or work. For instance, an individual with allergy symptoms may have congestion, but is not a reason to exclude them from attending work or school. **If a student or staff member has chronic allergic or asthmatic symptoms (e.g., cough or runny nose), then a change in their typical symptoms (new symptoms or worsening of symptoms) would be considered a new symptom.** A doctor may diagnose an illness other than COVID-19 and provide a note for return to school earlier than 10 days. If there are questions about individual cases, contact your school nurse or Health Services. Individuals may return to work/school if released by their physician.

#### Exposed to COVID-19

If a person has had close contact, defined as within 6 feet for at least 15 minutes within the last 10 days, with a person with confirmed COVID-19 they must stay home in quarantine for 14 days from the last date of contact. **If an individual in the home is suspected of having COVID and is awaiting test results, all other individuals should remain home until test results are confirmed.**



*Travel*

For travel outside the local area (i.e. more than 120 miles from one's residence), the [CDPH Travel Advisory](#) strongly advises individuals stay home in self-quarantine for 14 days from the date they returned home, monitor health, and practice physical distancing. CDC and CDPH recommends avoiding all nonessential travel. If you must travel, follow the recommendations in the [Global COVID-19 Pandemic Notice](#), in addition to any travel health recommendations provided on the [webpage for your destination](#).



## Screen at Home - 4 Questions and Instructions

**1** Do you have any of these symptoms today or within the last 10 days that are new and that are not related to any ongoing condition that you have previously or regularly experienced (i.e., seasonal allergies, migraines, sore throat, chronic mild chest congestion associated with common cold, etc.).

- Yes** — Stay home. For return instructions, see [Stay at Home and Return to School Requirements \(Appendix B\)](#).
- No** — Continue to next question

STAY HOME  
IF YOU HAVE  
ANY OF THESE  
SYMPTOMS

  
**Fever or Chills**

  
**Cough**

  
**Fatigue**

  
**Headache**

  
**Congestion or  
runny nose**

  
**Diarrhea**

  
**New loss of  
taste or smell**

  
**Shortness of breath or  
difficulty breathing**

  
**Muscle or body aches**

  
**Sore throat**

  
**Nausea or vomiting**

**2** Are you currently taking a medication (prescription or over-the-counter) that may mask or disguise the symptoms of COVID-19?

- Yes** — Stay home. For return instructions, see [Stay at Home and Return to School Requirements \(Appendix B\)](#).
- No** — Continue to next question

**3** In the past 14 days, have you had close contact with someone diagnosed with COVID-19?

- Yes** — Stay home. For return instructions, see [Stay at Home and Return to School Requirements \(Appendix B\)](#).
- No** — Continue to next question

**4** In the past 14 days, have you returned from travel outside of the local area?

- Yes** — Follow current state and federal guidelines on stay home and quarantine requirements.
- No** — Continue

If you answered “No” to all the questions you may come to school.  
If you are staying home call the school to advise them of the reason for your absence, please include your symptoms if you have any.





## Health Screening (continued)

### Active Screening - Temperature Checks and Identifying Sick or Exposed Persons on Site

Active screening requires all students and staff entering a site to be screened for illness and exposure including a temperature check and review of signs and symptoms of illness. Any student or staff with symptoms of COVID or who are required to quarantine per CDC guidelines may not enter the school site and will be advised to return home.

SCUSD will be implementing a daily reminder system for home screening through an online screening application for families, students and staff. For those who do not have access to the application, a list of screening questions will be provided for daily review at home and upon entry to the school or work site.

Students and staff must enter through required controlled entry and exit locations at each site. Sites shall set up controlled entry and exit screening locations and ensure staff and students understand and follow disease prevention precautions. Students and staff approaching the entry must be wearing a face covering. Face coverings will be available for those who do not have their own. If possible, parents/guardians should remain with their student(s) until they are admitted to site in case the student(s) needs to return home.

### Process for Daily Student Screening

- Students will wait in a line with appropriate physical distancing, and visual cues will be used to indicate spacing. Signage with reminders about distancing, masks, hygiene, and stay-at-home requirements and screening criteria will be posted.
- If possible, have the parent/guardian remain with the student while screening occurs, in case the student is not well enough to attend school.
- Staff instructions for student screening:
  - » Take temperature
  - » Look at the person for any visible signs of illness
  - » Ask if they meet any of the criteria on the screening signage - or have them show their clearance on the screening app
- *If the temperature is less than 100.4 degrees*, the student reports no sign or symptoms of illness, no exposure to COVID-19, no recent travel, and the student appears well, direct the student to wash hands and enter campus.
- Any student not meeting any of the screening criteria must be sent home or directed to the care room until they can go home.
- Any students or staff exhibiting one or more symptoms throughout the day will be required to wait in the identified care area until they can be taken home or to a healthcare facility, as soon as possible.





## *Physical Distancing*

**Everyone must practice physical distancing.** This means keeping at least 6 feet from other people at all times. Maintaining adequate space is one of the best tools available to avoid exposure to COVID-19 and slow its spread. Appropriate physical distancing can sometimes be difficult to maintain, such as when walking in a busy hallway or in large crowds, making required face coverings even more vital.

Staff who work in a space together, such as an office or classroom, must ensure they maintain physical distance of at least 6 feet at all times, and must wear a face covering when in space with other individuals. Staff may not create their own bubble where these measures are breached. Individuals must eat and drink in designated spaces and maintain more than six feet of distance from other persons. The space must be well-ventilated — eating outdoors is best if weather permits.



## *Face Coverings*

### **Use Face Coverings**

Wearing a face covering prevents a person from spreading respiratory droplets while talking, singing, breathing, or coughing. They are meant to protect both the wearer and other people in case the wearer is unknowingly infected (many people who have COVID-19 do not have symptoms).

### **Face coverings protect our community from the spread of COVID-19**

- All SCUSD staff, students in all grades, parents/guardians and visitors are required to wear a face covering unless they are exempted by a physician or it is inappropriate for the age or developmental level of the individual.
- For staff who come into routine contact with others, CDPH recommends the use of disposable 3-ply surgical masks. SCUSD will provide surgical masks to staff in regular contact with others.
- Individuals may wear a face covering of their choosing that meets [CDPH requirements](#), however SCUSD will also provide face coverings to all individuals who need them. Face coverings should have 2 or more layers of breathable material, completely cover the nose and mouth and fit snugly against the sides of the wearer's face and nose. See the [CDC Guide to Masks](#) for further information.
- Face coverings must be worn at all times including while:
  - » Entering or exiting school grounds or district spaces
  - » On school grounds with few exceptions
  - » While on a school bus
  - » Engaged in work, whether at the workplace or performing work off-site, when:
    - ◇ Interacting in-person with another individual
    - ◇ Working in any space visited by multiple people such as the front office, staff room, or hallways





## *Face Coverings (continued)*

### **Face Shields**

- Face shields with a cloth drape may be used by teachers or other staff to enable students to see their faces and to avoid potential barriers to phonological instruction.
- Face shields with a cloth drape can be used for those who are unable to wear face coverings for medical reasons. Per CDE and Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into the shirt.
- Staff must maintain physical distance from others, to the extent practicable.
- Staff must return to wearing a face covering when a face shield is no longer needed, and outside of the classroom.

### **Guidance for daily use of face coverings**

- Use a freshly washed or clean face covering for each on-site visit.
- Clean your hands with soap and water or hand sanitizer before touching the face covering.
- If you are not already wearing it, apply your face covering before coming onto the worksite.
- Avoid touching the face covering.
- Avoid eating or drinking while wearing the face covering.
- Face coverings should not have valves, as these permit droplet release from the covering, putting others nearby at risk. SCUSD will not permit face coverings with valves.

### **How to remove a face covering**

- Wash your hands with soap and water or use hand sanitizer before touching the face covering. Avoid touching the front of the covering, which is contaminated.
- Only handle the face covering by the ties, bands or loops.
- Throw any disposable face covering in a waste container.
- Wash your cloth face covering by hand with warm water and soap or in the washing machine.
- Wash your hands with soap and water or use hand sanitizer.

### **California state guidance allows for times when a face covering can be temporarily removed in the following situations:**

- When people are eating or drinking. Individuals must eat and drink in designated spaces and maintain more than six feet of distance from other persons who are not members of the same household. The space must be well-ventilated - eating outdoors is best if weather permits.
- For individuals who are deaf or hard of hearing, when the ability to see the mouth is essential for communication. Face shields with a cloth drape are recommended in this situation
- When a person is not sharing a common area, room or enclosed space with others
  - Persons who are engaged in outdoor work or recreation when alone or able to maintain more than six feet from others





## *Face Coverings (continued)*

When a face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again. Replace the mask as soon as you can after these activities to reduce risk of infection.

### **A face covering should not be worn in the following situations**

- Young children, especially those under age 2.
- For individuals who are deaf or hard of hearing, where the ability to see the mouth is essential for communication. Face shields would be recommended in this situation
- Persons with a developmental delay, medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons who are unable to remove a face covering without assistance. CDPH notes such medical conditions are rare
- Persons exempted from wearing a face covering due to a medical condition must be confirmed by the school district health team, therapist or medical provider.
- Spaces that are used by a person who cannot tolerate face coverings are less safe for others who share that environment. Schools will notify others who share those spaces. Additional mitigation strategies will be added to optimize safety such as longer social distances, clear plastic barriers, reducing duration of time in a shared environment, using outdoor or other highly ventilated spaces as possible.

### **What if a person refuses to wear a face covering?**

Continual efforts will be made using positive reinforcement teaching strategies to ensure face coverings are worn properly. If a concern about wearing masks arises, notify the assigned School Nurse and/or Health Services or assigned supervisor immediately for additional support. Each unique situation will be assessed and support strategies will be employed for the well-being and safety of all.





## *Hand Hygiene*

### **All students and staff must wash hands frequently**

Soap products marketed as “antimicrobial” are not necessary or recommended. Soap products marketed as “antimicrobial” are not necessary or recommended. If soap and water are not available use district-approved greater than 60% ethyl alcohol-based hand sanitizer. Training on effective hand washing and use of sanitizer must be provided to all students and staff. Children under age 9 should only use hand sanitizer under adult supervision. Call Poison Control if consumed: 1-800-222-1222.

The following guidelines are recommended for school settings. At minimum, students and staff must wash their hands or use hand sanitizer

- Upon arrival to the school site
- Before lunch
- Before leaving the site
- Upon entry to any new classroom
- When using the restroom
- When visibly dirty
- After using a tissue, coughing into hands
- Upon arriving home



## *Promote Respiratory Hygiene*

### **Use respiratory hygiene at all times on site.**

Once a tissue is used, throw it away in a waste container and then wash hands with soap and water or use hand sanitizer. Do not touch the face. Reinforce respiratory hygiene or cough/sneeze etiquette, including use of tissues and elbows by using signage, training, and lessons. See Appendix K for signage.



## *Stable Groups/Cohorting*

Assigning stable groups or cohorting is a strategy to prevent the spread of COVID-19 by limiting cross-over contact between groups and reducing the number of exposed individuals if one person is infected with COVID-19. These strategies work by keeping groups of individuals together, such as students and staff. Individuals within a cohort will limit physical proximity with other cohorts as much as practically possible.

Staff working in offices or departments should work in separate areas or cohorts as much as possible to ensure that essential functions may continue in the event staff is impacted by COVID. For example, if two staff typically work in a front office space they should work in separate spaces, trading off staffing the front office desk for breaks. These practices limit close contact and ensure if someone is quarantined or isolated to due to COVID, other staff members will not be impacted.





## *Stable Groups/Cohorting (continued)*

When developing cohorts, it is important to consider services for students, including but not limited to students with disabilities and English language learners, so that they may receive necessary services within the cohort while ensuring equity, integration, and all legal mandates. If itinerant staff (e.g., speech language pathologists, teachers providing targeted supports, school psychologists, etc.) are required to provide services within existing cohorts, all mitigation measures will be followed. Itinerant staff members must follow all sign-in and out procedures at schools/work sites and keep detailed contact logs in the event of a positive case or exposure to COVID.

### **Benefits of cohorting**

- Decreases opportunities for exposure or transmission of COVID-19
- Breaks the chain of potential transmission
- Reduces contact with shared surfaces
- Facilitates efficient communicable disease follow-up in the event of a positive case, and
- Allows for targeted COVID-19 testing, quarantine, and/or isolation of a single cohort (i.e. classroom) in the event of a positive case within a cohort

Elementary students can be kept with the same teacher and aides. Any instruction that is provided by other teachers such as electives may be done virtually. Students eat lunch and recess with their group at different times than other groups. Accommodating separate use of facilities by stable groups may require creative changes to schedules.

In secondary school cohorting may be more difficult. To ensure secondary students have access to the courses and content they need, students and staff may be part of several classrooms with different groups of students. Middle school and High School classes are often larger than elementary and students typically have many different teachers. There are various approaches to maintaining stable groups and minimizing crossover of students. Students can be assigned groups with teachers rotating between groups with the teacher maintaining more than 6 feet distancing from students. Teachers can work in teams assigned to stable groups of students. For more ideas about cohorting in secondary schools, see the [COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, pages 18-21.](#)



## STAFF WORKING IN THE COMMUNITY

When going into the community for essential contact such as home visits, always use personal hygiene and distancing precautions. This includes hand washing/sanitizing, wearing a face covering, distancing at least 6 feet, and respiratory hygiene. Consult with Health Services for specific questions, or for recommendations about situations that may put you at higher risk of exposure or may expose others to communicable disease such as COVID-19.

## MITIGATION STANDARDS FOR SCUSD SITES

To break the chain of potential transmission and to limit the risk of exposure to all our community members, we must follow the guidance below. When staff and students return to campus, they will return to a physical space that enables all individuals to follow recommended health precautions. To protect students, staff and visitors to school sites, SCUSD staff will evaluate all spaces and make modifications in order to maximize ventilation and meet physical distancing requirements of at least 6 feet, and to minimize mixing between groups. This includes signage in every space with occupancy limits and health hygiene reminders. Below is a list of standards to be followed at each SCUSD site.

### *All District Locations*

#### **Air Flow and Ventilation**

SCUSD is ensuring there is sufficient ventilation in all school classrooms and shared workspaces per the Centers for Disease Control (CDC) and the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE).

- HVAC filters will be replaced 3 times per year rather than once per year as is currently the practice. MERV-13 filters will be installed wherever possible.
- HVAC units are programmed to turn-on and run continuously for a minimum of 2 hours before and for a minimum of 2 hours after classrooms are occupied.
- HVAC systems are reprogrammed to run continuously when windows and doors are open
- In order to maximize outside airflow, windows and doors will be opened so long as it is deemed safe to do so.
- Portable HEPA filtration units will be provided in classrooms where MERV-13 filtration is not available.
- Specific practices to avoid:
  - » Classrooms or buses with no ventilation or additional airflow
  - » Classrooms or buses with increased airflow across occupants (e.g., oscillating or box fans blowing into the classroom)



#### Entrances & Exits (Pick-Up & Drop-Off)

SCUSD will take every measure to minimize crowding at drop-off and pick-up times:

- Consider staggering start and end times.
- Student pick-up and drop-off should occur outside the school gates/entrance. Encourage parents to stay in cars when picking students up.
- Add visual cues or barriers to direct traffic flow and ensure distancing if there is queuing.
- Develop signage and processes to minimize interactions between families.
- If possible, divide student entry points rather than funneling all students through the same entry space. These approaches can limit the amount of close contact between students in high-traffic situations and times.
- Schools may need to lock entrances that are not set up with screening staff.
- Provide access to hand washing or hand sanitizer and face coverings at entrances.

#### Essential Visitors

- District locations and school campuses must remain closed to non-essential visitors.
- Essential visitors include but are not limited to government agency staff conducting health and safety assessments, a parent/guardian attending an essential meeting, such as an Individual Education Plan (IEP) meeting, or participating in an essential service for their student related to their educational plan. Essential visitors may also include contracted services staff performing their work at a district facility. Staff will not bring other individuals with them to the work site who are not employees, do not have valid business at the worksite, or do not have prior permission to be present. See below Accessing School Sites.

#### Volunteers

- Volunteers may be permitted on a limited basis to support the implementation of health and safety protocols. Volunteers must follow all district clearance requirements and all health and safety requirements. To limit exposure to COVID-19, volunteers may not join the classroom or any other established cohort, and should remain outdoors. Volunteers must wear face coverings and maintain 6 feet or more distance from others to limit close contact or exposing other individuals. Volunteers must pass all health screening requirements before entering the campus, and must follow all sign-in and sign-out procedures for contact tracing purposes. Volunteers must report any exposure to COVID-19 or a positive COVID-19 test immediately to the school site administration.

#### Shared Objects/Supplies

- Shared objects or supplies include devices, paper packets, books, photocopiers, etc.
- Provide individualized supplies for each individual to the extent possible
- Limit the number of individuals using shared objects
- Provide additional access to hand washing or hand sanitizer near shared objects, such as photocopiers, etc.
- Sort and pre-fill packets of paper 24 hours prior to distribution
- Books do not need to be sanitized, however guidelines by the American Library Association state books should be quarantined for 3 days prior to re-distribution.
- When distributing or collecting equipment and supplies, ensure hands are frequently washed and/or disinfected.
- Staff will clean and disinfect non-paper items with the district-approved disinfectant.



## Meetings

- In order to promote cohorting and limit the spread of COVID-19 among individuals and cohorts, conduct all staff meetings, professional development training and education, and other activities involving staff in a virtual space.
- If strict physical distancing measures are in place and all other public health measures are employed, a meeting may take place physically if participants are not able to access the virtual space. See below [Accessing School Sites](#).
- To limit spread among school campuses and further promote the cohorting of schools, meetings with staff from multiple schools or district locations will be solely held in a virtual format.
- Staff who visit multiple school sites should strongly consider if their work may be completed remotely. If a site visit must occur, strict adherence to all public health measures must be observed.

## Break Rooms/Break Times and Eating/Drinking

- Minimize the use and prevent the congregation of adults in staff rooms, break rooms, and other settings — ensure room limits and distancing requirements are visibly posted and enforced.
- Provide various spaces for individuals to take their breaks away from others, such as protected outdoor spaces or alternate rooms.
- Provide alternate break times so that staff do not congregate in spaces together.
- Individuals must eat and drink in designated spaces and maintain more than six feet of distance from other persons. The space must be well-ventilated - eating outdoors is best if weather permits. Individuals may not eat or drink while walking around or working within six feet of others.
- Provide hand sanitizer and/or soap and disinfectant easily accessible at all times and near any shared objects such as equipment used by many people and doors.
- Staff should not drive together in a vehicle to socialize during break times or meals, unless they reside in the same household.

## Common areas

- Modify areas such as waiting rooms, staff break rooms, work rooms, yards, quads, library, cafeteria and playgrounds to enforce physical distancing, for example: dots 6 feet apart, squares, lines, arrows, and taped off barriers.
- Provide additional access to hand washing, hand sanitizer and/or disinfectant — especially near shared objects.
- Close drinking fountains — encourage the use of reusable water bottles for students to use throughout the day.

## Office Spaces

- Provide plexiglass barriers when close contact is likely such as at the front desk that do not allow for physical distancing of at least six feet.
- Arrange staff desks at least six feet apart.
- Arrange desks and equipment away from flow of other staff members using the office.



## Bathrooms

- Ensure all bathrooms have soap and paper towels, refuse containers.
  - » Paper towels will be provided and are recommended for use over air dryers.
- Evaluate stalls and urinals to ensure at least six foot distancing between users. Tape off or install barriers.
- Post clear signage for occupancy, hygiene, distancing.
- Avoid taking large groups to the bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess) or maintain distancing in a line.

## Hallways

- Evaluate traffic flow and post arrows, signs and floor decals to guide flow in one direction. Provide delineator cones, stanchions or guide-ropes that create lanes in larger hallways.
- Post signage that encourages safe greetings, the use of face coverings, and reminders to stop talking, yelling, singing, etc. while moving along hallways.

## School Sites

### Designated Care Rooms

Sites must designate an area for sick individuals where they can be isolated while waiting to go home. See Appendix E. This room must be separate from the first aid room used for routine health procedures, first aid and medications.

- Ensure good ventilation.
- Ensure the following supplies are available: hand sanitizer, disposable face masks, face shields, gloves, disinfectant, thermometer, trash can with liner.
- Room must be disinfected after each use. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable.
- Room must be close to staff and supervised.
- If more than one individual is sick, maintain at least 6 feet of distance between persons in the room and as much ventilation as possible.

### Mealtimes/Cafeterias

When possible, meals will be served outdoors or in classrooms. Where cafeterias or group dining spaces must be used, students will remain in their stable groups with designated seating, physical distancing, and hand hygiene before and after eating. If indoor meal times are paired with recess or outdoor time, consider having half of a stable group of students eat while the other half is outdoors and then switch. Meals will be individually plated or bagged to avoid the sharing of utensils. Sharing of foods with members outside the household is not allowed.



## Classrooms

- Sanitizer will be mounted to the wall at the doorway in every classroom.
- Classrooms should open windows and doors if possible to maximize ventilation.
- Classroom layout should include:
  - » Six feet of distance between all student desks/seating.
  - » Continuous spacing of 6 feet must be provided for teaching staff at the front of the classroom.
  - » Enough room near walls for students to move out of their desks.
  - » Limited use of large tables where students may slide around and breach the 6 ft of spacing between individuals. If using tables, mark off areas and alternate seating at each end of the table to ensure distancing.
- Develop activities that model and reinforce good hygiene and physical distancing practices.
- Limit sharing of materials/supplies; consider individual supply bags versus communal bins.
- Clear off surfaces and cover bookshelves, shared spaces, and toy storage areas to limit touching or use of items.
- For younger students:
  - » Modify activities that bring students close together.
  - » Use classroom materials to help students visualize the required 6-foot distance between people.
- Activities that involve singing should be minimized and must only take place outdoors with face masks.
- If necessary, utilize other campus spaces for instructional activities, such as lecture halls, gyms, auditoriums, cafeterias, and/or outdoors.
  - » Consider holding class outdoors as much as possible. Resources about setting up outdoors classrooms can be found at [www.greenschoolyards.org](http://www.greenschoolyards.org). School staff may take their class outside to complete an assignment in the fresh air; classes can rotate classes through an existing school garden space to use hands-on learning resources; or spread out across their playing field. Trees or other existing structures may be used to provide shade on warm days.
- Provide supplies and protocol for disinfecting surfaces between classes or when student groups change
- Staff will stack chairs and move trash at the end of the day in order to allow custodians to focus on more sanitizing duties
- During times of distance learning staff may utilize the classroom for instruction provided that they follow all individual and environmental public health measures.

## Band/Music

Activities where there is increased likelihood for aerosols, such as band practice, choir practice and performances, are permitted outdoors only, provided that at least six feet of physical distance is adhered to and the use of face coverings are implemented to the maximum extent possible. Playing wind instruments (any instrument played by the mouth, such as a trumpet or clarinet) is discouraged. School officials, staff, parents, and students should be aware of the increased likelihood for transmission from exhaled aerosols during singing and band practice.



### Physical Education Classes/Athletics

Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials. Ensure Personal Hygiene Precautions (Appendix D) in locker rooms, including physical distancing of 6 feet and use of face masks. This will result in fewer students in the locker room at a time.

- For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and only where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- Sports equipment must be designated and marked for each cohort youth sports group. This equipment will not be used by any other cohort youth sports group until it is disinfected.
- Participants will wash their hands/ or use hand sanitizer prior to and immediately following activities where equipment and/or balls are handled by multiple individuals.
- All athletic equipment must be disinfected after use by each cohort group. Coaches, trainers and other staff are responsible for ensuring all equipment used by students/athletes and coaches is sanitized after each use.
- Avoid equipment sharing, and if unavoidable, disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- Activities that require heavy exertion should be conducted outside in a physically distanced manner with face coverings. Activities conducted inside should be those that do not require heavy exertion with a face covering.
  - » Consistent with guidance for gyms and fitness facilities, face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering).
- There should be no shared athletic supplies, such as towels, clothing, shoes, or sports specific supplies, between students.
- Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise
- Youth sports programs and schools will provide information to parents or guardians regarding these guidelines, along with the safety measures that will be in place in these settings with which parents or guardians must comply
- See the SCUSD Return to Play plan for more details about youth athletics.



### Large Gatherings - i.e., meetings, field trips & assemblies

- Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. Transitioning field trips to virtual opportunities.
- Change events to a virtual format where appropriate.
- (See Meeting section above) In order to promote cohorting and limit the spread of COVID-19 among individuals and cohorts of classes, conduct meetings, professional development training and education, and other activities involving staff in a virtual space.

### Large Gathering Spaces - i.e. libraries, cafeterias & quads

- Libraries: Develop standardized check-out and check-in procedures for distributing materials. Library spaces should remain closed due to the number of items and spaces that may be touched, however items may be distributed following the “Shared Objects/Supplies” guidelines.
- Other large spaces: ensure occupancy, physical distancing measures, face coverings and all other public health measures are employed.

### Support Areas

Consider providing a safe place for students who need additional supports, study areas, after school tutoring, or internet access during distance learning.

- Set up these areas to comply with distancing guidelines using tape, signage etc.
- Provide access to hand washing or hand sanitizer and face coverings at entrances.
- Post clear signage for occupancy, hygiene, distancing.
- Provide supplies for disinfecting surfaces between students.

### Recess/Yards and Playspaces

- Maintain cohorts or stable groups; discourage mixing of large groups of students.
- Stagger playground use rather than allowing multiple classes to play together.
- Limit activities where multiple classes interact.
- Wash hands or use hand sanitizer before and after recess.
- Maintain at least six feet of space from other children as much as possible.
  - » When possible, build in visual cues that demonstrate physical spacing.
  - » Face coverings may be removed when students are outside in the yard playing, moving and maintaining physical distancing of at least six feet
- If used, outdoor playgrounds/natural play areas only need routine maintenance. Students must wash or sanitize their hands before and after using these spaces
- Allow flexibility in recess policies and the use of teacher time to allow for supervision of classroom recess.
- If picnic benches or seating is available outside — provide visual cues to reinforce six feet of spacing.





### School Bus/Transportation

All **Personal Hygiene Guidance** must be followed on the school bus. In order to practice physical distancing on a school bus, the seating capacity must be reduced. This may necessitate the use of a seating chart to designate which seats are available.

- Educate parents and students on the steps they must take to keep others safe during loading and unloading.
- If a student appears visibly sick, parents will be asked to take the student home and follow Stay at Home Requirements (Appendix B).
- Ensure 6-foot distancing at bus stops and while loading and unloading.
- All riders must wear a face covering while waiting for the bus and while riding the bus, unless exempted.
- Each rider must use hand sanitizer before entering the bus.
- CDPH guidance acknowledges that a full 6 feet of physical distancing may not be practicable on buses, therefore face coverings are essential. Physical distancing should be maximized to the extent practicable.
- Ensure good ventilation with open/partially open windows.
- Prevent students from walking past each other by taking the following measures:
  - » Seat students from the rear of the bus forward.
  - » Board students for the after school route based on the order in which students will be dropped off. Students who get off first should board last and sit in the front.
- Buses should be thoroughly disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.
- Bus drivers should be provided disinfectant and disposable gloves to support disinfection of frequently touched surfaces during the day.
- Students living in the same household may sit together on the bus.

### Classroom Pets:

At this time, more research is needed about the transmission of COVID between people and pets. The CDC advises that animals that are at higher risk for infection with COVID-19 in the classroom are not allowed at this time. This includes animals such as cats, dogs, and small mammals like ferrets, hamsters, and rabbits. For service dogs, however, the benefits of having the dog in the classroom for a particular individual can outweigh the risks for infection. A team decision, including but not limited to parent, student, student's healthcare provider, administrator, teacher and school nurse will make decisions to allow service animals in the classroom on a case-by-case basis. The team will refer to CDC guidance for Handlers of Service or Therapy Animals when making these decisions.



## SCHOOL/WORK SITES WHEN SCHOOLS ARE CLOSED

Use the following guidelines for situations in which staff must visit worksites to perform their work duties, interact with other staff, students or families, or for tasks that cannot be postponed or done over the phone or video conference. **All standard health precautions outlined in the Return to Health plan must be adhered to.**

### Scenario 1: Essential Presence of Staff on Work Sites When Schools are Closed

1. Check with supervisor, principal and plant manager at least 24 hours before going to the site for approval of the plan and to ensure post sanitizing - or establish and follow a regular schedule for staff presence on the work site.
2. All staff must follow the established process at each site for signing in and signing out. Indicate the spaces staff members utilized.
3. Staff will self-screen for any health concerns, COVID-19 exposure, and/or travel.
4. Staff will follow all the individual and physical environmental public health mitigation measures during work time and at all district locations.
5. Staff will not bring other individuals with them to the work site who are not employees or who do not have valid business at the worksite.

### Scenario 2: Delivery of Materials

1. Staff will follow all measures outlined in **Scenario 1: Essential presence of staff on work sites.**
2. Staff will remind participants about following all public health measures & will place visible signage reinforcing these practices. All participants must wear face coverings.
3. Before the transfer, set up the plan and location to ensure safe interaction and distribution:
  - Encourage a drive-up scenario with the recipient staying in their car.
  - Ask the parent/guardian to place a sign with the student's name in the car window or text staff once they have arrived onsite.
  - Stagger pick up or meeting times to avoid extended waiting and maintain six or more feet of distance apart at all times.
  - Establish physical barriers between staff and recipients, such as, a table or gate.
  - Ensure that gloves, disinfectant, tissues and waste bins are available.
  - If a walk-up line is expected, place signage in the area to establish distancing of six or more feet apart.
  - If indoors, allow a maximum of three people in the line at a time with the remainder forming a line outside with distancing of six or more feet apart.
  - Keep doors and windows open if possible to increase air ventilation.

### Scenario 2: Delivery of Materials, ctd.

4. Sort and pre-fill envelopes of loose paper 24 hours prior to distribution. Books do not need to be sanitized, but allowed to quarantine for three days prior to distribution.
5. Staff will handle equipment/medications/supplies with clean washed or gloved hands.
6. Staff will clean and disinfect non-paper items with the district-approved disinfectant.
7. Staff will leave the item on a clean surface at a safe distance for the recipient to pick up. Avoid touching the recipient or recipient's vehicle.
8. Wash hands, sanitize or re-glove after any contact or risk of contamination.
9. Staff to document the distribution — avoid having the recipient touch anything.

### Scenario 3: Essential Meetings at Work Sites (only if virtual meeting is not possible)

Certain essential services necessitate in person meetings with students. These may include, but are not limited to: educational services or assessments, vision and hearing screening, school based health services (i.e. dental services), speech therapy services and/or mental health services.

1. Staff will follow all measures outlined in **Scenario 1: Essential presence of staff on work sites.**
2. Before the meeting determine a specific list of assessments or therapy that needs to be done in-person (to facilitate efficiency during appointment).
3. Gather and share as much information as possible on the phone or virtually.
4. Scheduling considerations:
  - Notify supervisor, principal and/or plant manager prior to the meeting to ensure post-sanitizing is done. Keep in-person meeting time as brief as possible.
  - Schedule appointment with parent/guardian avoiding class times whenever possible.
  - If assessing multiple students allow time between appointments to avoid overlap and inadvertent contacts between families.
5. Pre-screening and pre-meeting call
  - Advise that attendees must always wear a face covering and maintain six feet distance when on site.
  - Call the parent/guardian the day before the appointment to conduct a health screening of individuals planning to come to the site per district screening policy.
  - Reschedule the appointment if anyone planning to come does not pass the health screening.
  - Notify parent/guardian that they will be screened again when arriving on site and provide district screening policy reminder. Inform them that for older students the parent may leave once the student has passed the health screening.
  - Remind families not to bring other people with them to the appointment if possible. Parents with multiple children may be asked to wait outside. Playgrounds are not available.
  - Advise them to enter through the main school door, to sign-in, obtain visitor's pass
  - Complete as much of the business as possible over the phone or virtually such taking history, filling out forms etc.



### Scenario 3: Essential Meetings at Work Sites, ctd.

#### 6. Day of meeting guidelines:

- Prepare the meeting area:
  - » Identify a large room or area with good ventilation/fresh air from outside or conduct meeting outside
  - » Ensure health precaution signage is posted
  - » Set up the space to maintain 6 or more feet distance between people, such as, physical barriers, table, counter, chairs placed apart
  - » Wipe down any tables before the meeting using gloves and district-approved disinfectant
  - » Provide tissues, a lined, no-touch waste basket and hand sanitizer
  - » Provide face coverings for those that do not have them.
- All individuals must enter through the main office, sign in upon arriving at any site and conduct or confirm health screening.
- If not done in the front office, staff with whom the appointment is with will conduct the health screening per district screening policy. All individuals must wash hands or use hand sanitizer.
- If any individual does not pass the health screening they may not attend and the meeting may have to be rescheduled.
- Remind participants to follow public health measures per signage — maintain physical distancing of at least six feet and wear a face covering
- Refrain from physical contact, such shaking hands or hugging — establish a contact-free greeting signal.
- Keep meetings as short as possible. Minimize talking to only essential conversation.
- If document signing is necessary, wash hands or use hand sanitizer before and after touching paper or pens. Advise each person use their own pen, if possible.
- Disinfect tables and other surfaces between meetings with gloves and district-approved disinfectant.
- Wash hands or use hand sanitizer before leaving the site.
- Wash hands upon arrival to your home.

#### Scenario 4: Outdoor Home Check-in or Delivery

The following guidelines were developed to keep staff and families safe should providing a home delivery or check-in be essential. A home delivery or check-in may be completed when all other forms of establishing contact have been exhausted (calling and texting all phone numbers, emergency contact numbers, email addresses, etc.). Staff may not enter homes — all visits and interactions must be conducted outside.

Scenarios in which staff may need to go out into the community for an essential visit may include, but are not limited to:

- Establish contact with a family
- Check on the well-being of a student
- Communicate information
- Deliver or pick up items

Staff will follow these recommendations to reduce the risk of exposure to COVID-19 for themselves and families in the community. For additional information consult your school nurse or the SCUSD Health Services Department:

1. Staff will follow all measures outlined in **Scenario 1: Essential presence of staff on work sites** and **Scenario 2: Delivery of Materials.**
2. If a phone number is valid, leave a voicemail or text announcing when a home visit is planned (day/time frame), including the purpose of the visit.
3. In the interest of safety, notify your supervisor of your plan. It is recommended that home visits are conducted with another staff member. Staff should drive to the location in separate cars, unless they are members of the same household.
4. When arriving at the home, attempt phone contact again. If no answer, proceed with the home visit.
5. Put on your face covering.
6. Knock on the door, then move back 6 ft. per physical distancing guidelines.
7. While at the door with face covering on, announce who the visitor is and which school they are affiliated with. Ensure that your district identification is visible.
  - For example: "Hello, this is *Name of Visitor(s)*, *Title*, from *school name*, I was hoping to speak with the parent/guardian of student name, the topic, (drop off materials, etc).
8. Do not enter the home. Stay outside for the safety of all involved in the visit.
9. Keep your conversations short. Arrange for follow up via phone, text, zoom, etc.
10. Materials left should be placed on a clean, elevated surface, if possible, (ie. porch bench, hood of a car, over the handle of the door, etc) AND under the observation of the parent/guardian, while maintaining six feet of distancing.
11. Place anything received into an envelope or bag.
12. If no one answers, leave a business card at the door with return call, text or email information.
13. Upon returning to the car, use hand sanitizer, if available. Sanitize any items received and personal items, as necessary. Remove the face covering appropriately by placing the covering into a paper bag, if available. Sanitize your hands once again.



## SCUSD DISINFECTING PROCEDURES DURING COVID-19

### *Disinfecting Materials*

Due to the unprecedented nature of COVID-19, and the awareness surrounding it, the Sacramento City Unified School District understands the desire to protect students and staff from possible infection.

Some items an individual may normally use at home are not allowed for use in schools due to State and Federal policies in place for student health and safety, unless properly trained by the California Department of Pesticide Regulations.

Aerosol spray containers are not allowed on school property for safety reasons.

While the district is making every effort to ensure that supplies are replenished at our school sites, the following is a list of items recommended for individual procurement and use:

#### **Hand Sanitizer**

It is recommended that hand sanitizer be at least 60% ethyl alcohol based in order to kill the virus and any other bacteria.

#### **Disinfecting Wipes**

Disinfecting wipes are effective and allowable, but it is important to read and follow all instructions. If the product is not allowed to dwell on the surface long enough (typically five minutes) it will not kill all virus or bacteria. Also the wipe is only effective for use in a small area. For example, a large table or multiple desks would require more than one wipe.

**It is critical that individuals read and follow the directions for any cleaning product every time before use.**



## *Disinfecting Procedures*

Regularly disinfect high-touch areas throughout the day. Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

If an individual who is positive for COVID has been physically present, the spaces where the individual spent a large proportion of their time (e.g., classroom or office) should be disinfected. Frequent disinfection can pose a health risk to children and students due to the strong chemicals often used and so is not recommended in the school setting unless a positive case of COVID has been identified.

Consistent with recommendations by the U.S. Environmental Protection Agency (EPA), the district strives to select disinfectant products with ingredients that reduce the impact on those with asthma.

### **Inventory Controls**

- Order supplies for start and plan for inventory management:
  - » Face coverings for students and staff, individuals may use their own face covering that meets all current requirements
  - » Disposable face coverings for care room
  - » Face shields or goggles for sick room and for teachers
  - » Hand sanitizer — in every room, used by every individual entering
  - » Spray bottles and disinfectant and paper towels — every room to clean surfaces
  - » Gloves - for use in case of vomiting or helping sick or injured student
  - » Thermometers - thermometer needed at each site for sick room
  - » Handwashing stations if insufficient sink access at sites
- Backstock of Personal Protective Equipment (PPE)
- Proper ordering procedures from central location/system
- Use of district-approved products only



## COVID-19 RESPONSE TEAMS

The district and school site COVID-19 response teams ensure implementation of public health measures.

### School Site Response Teams

The school site safety plan will incorporate plans for ensuring all public health measures are implemented and for responding to COVID-19 concerns. School sites will designate staff to serve on the COVID-19 Response Team and these members will regularly communicate the importance of following these safety measures.

In the event of a COVID-19 concern, staff should know who to contact. School staff will follow all the steps outlined in **Procedures for Managing Illness and Preventing Spread of COVID-19 in the SCUSD Community**. The assigned school nurse is trained to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner. Each incident of COVID-19 illness will be reviewed and procedures will be revised or updated as needed to prevent further cases.

### District Response Team

The district shall routinely revise and update plans and procedures for ensuring all public health measures are implemented and for responding to COVID-19 concerns. Designated department leads are identified for ensuring public health mitigation measures are implemented and followed. Procedures are outlined for responding to any concerns about a COVID-19 concern - see **Procedures for Managing Illness and Preventing Spread of COVID-19 in the SCUSD Community**.





## PROCEDURES FOR MANAGING AND PREVENTING THE SPREAD OF COVID-19 IN THE SCUSD COMMUNITY

**ALL REPORTS OF COVID-19 ILLNESS AND/OR EXPOSURES MUST BE IMMEDIATELY REPORTED TO HEALTH SERVICES**

The following protocols help the district quickly identify communicable diseases, prevent the spread within the SCUSD community, and reduce potential harm. The district response depends on the type and amount of disease and upon direction from Sacramento County Public Health (SCPH).

The district is following enhanced preventative measures and heightened surveillance directed by state and county health departments. Protocols and procedures may change depending on the public health situation.

International and domestic experiences and research have demonstrated that even when a school carefully coordinates, plans, and prepares for delivering in-person services, supports and instruction, cases of COVID-19 may still occur. Expecting and planning for the occurrence of one or more cases of COVID-19 helps us respond immediately to mitigate the impact, minimize spread of COVID within school/work site, and allows the school/work site to remain open. To help prevent the spread of COVID-19 in the community, Sac City Unified Health Services will be supporting SCPH and meeting employer mandates by conducting COVID-19 contact tracing within the district. Below are the action guidelines followed when a person within the district becomes ill with suspected or confirmed COVID-19 or is exposed to COVID-19. These guidelines were developed based on CDPH and SCPH guidelines. Prompt and coordinated actions, including case investigation and contact tracing, may inform decision-making about strengthening and focusing mitigation strategies.

### Responsibilities of School Site Staff

1. When a student or staff member has one or more COVID-19 symptoms they must follow the Screening and Stay at Home Requirements (Appendix B). If an individual has symptoms when present at a work or school site, follow the guidance in Taking Care of a Sick Person at School (Appendix F).
2. When a student or staff member is diagnosed with or tests positive for COVID-19 or is a close contact of someone with COVID-19 they must report to the Site COVID Response Team Lead or site administrator.



The Site COVID Response Team Lead must immediately contact Student Support and Health Services via email and/or cell phone:

- Lisa Musser, RN, Health Services Coordinator II (916) 826-4863 (district cell)  
email: Lisa-Musser@scusd.edu
- Paula Kuhlman, RN Lead School Nurse — (916) 320-1538 (district cell)  
email: paula-kuhlman@scusd.edu
- Victoria Flores, Director III, Student Support and Health Services (916) 752-3643 (district cell)  
email: victoria-flores@scusd.edu
- Rebecca Wall, Health Services Technician — (916) 643-7963; cell (916) 826-3513  
email: rebecca-wall@scusd.edu
- Health Services Main Line — (916) 643-9412

Additional activities may be required as advised by Student Support and Health Services following county health department orders.

3. Alert COVID Response Team Lead or site administrator in the additional high risk situations which must also be immediately reported to Health Services per above:
  - 10% absence of school population with similar symptoms.
  - 25% of a classroom are absent with similar symptoms.
4. Follow HIPAA confidentiality laws noting that communicable disease concerns are confidential, and all staff are expected to protect health information except to report to SSHS per below
5. Sites must prepare for when someone gets sick. Individuals who have symptoms of illness must be immediately separated in an identified care room to prevent possible transmission of disease to others. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms. (See Appendix E for more information and ideas for setting up a sick room vs first aid room on your campus, and Appendix F for How to Take Care of Sick Students during COVID-19 Pandemic).

Sick students and sick staff must

- Be quickly separated from other students/staff in the care room until picked by parent/guardian or able to go home
- Wear a disposable face covering
- Staff must be identified to care for sick students and be provided and advised to use PPE including disposable face mask, face shield/eye covering and gloves.
- Attending staff must use standard precautions when assisting a sick individual. For suspected COVID-19 this includes, disposable face coverings, eye covering/face shield and gloves.



- Attending staff should maintain at 6 ft distance as much as practicable.
  - Call parent/guardian for immediate pick up
    - » If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home
    - » Provide parent/guardian or staff member with Stay at Home/When to Return to School instructions
  - Disinfect all surfaces after the student/staff leaves and before use by others
  - Advise the individual with COVID-19 symptoms not to return to the school site until they have met the Return to School requirements. See Appendix B.
  - If COVID-19 is suspected, contact your school nurse or Health Services. Follow Procedures for COVID-19 Procedures in the SCUSD Community, Appendix Z.
  - There is no need to exclude contacts of the sick individual from school until test results are known.
6. Collect and track illness-related absence information at the time of student or staff absence
- Train attendance staff to support communicable disease follow-up as directed by the Sacramento County Health Department
  - School site staff responsible for entering attendance data into Infinite Campus may be advised to list reasons for illness, symptoms, and date of onset in the "Comments" section
7. Require students and staff to remain home per Stay at Home Requirements (Appendix B)
- Stay home if experiencing the following symptoms of illness: fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea
    - \* Subject to change as revised by [CDC](#)
  - Stay home if advised to isolate or quarantine by your doctor or the health department due to COVID-19 precautions. Reasons include
    - » Recent contact with a person with COVID-19
    - » Recent diagnosis with COVID-19
    - » Recent travel outside the local area
  - Individuals may return to school when one of the following criteria is met ([see Appendix B](#)):
    - » at least 24 hours with no fever and symptoms have improved  
AND
    - » a COVID-19 test is negative  
OR
    - » at least 10 days since symptoms first appeared  
OR
    - » Their healthcare provider provides documentation that the symptoms are from an underlying chronic condition or other disease process



**Responsibilities of Student Support and Health Services (SSHS)**

Communicable disease monitoring and response is an ongoing responsibility of Health Services staff. SSHS will follow the guidelines and procedure outlined in Procedures for COVID-19 Cases in the SCUSD Community to respond to positive cases and close contacts in order to reduce the spread of COVID-19 in the community.

- SSHS will keep up to date with current information and update district and school site administrators regarding the guidance received from SCPH, CDPH and CDC.
- SSHS staff will verify any reported concern and initiate contact tracing procedures, including speaking directly to families and/or staff.
- SSHS will coordinate the response to a reported case. Health Services staff will provide information and guidance to individuals, families, administrators and staff regarding quarantine, isolation and testing to ensure public health protocols are followed.



## PROCEDURES FOR COVID-19 IN THE SCUSD COMMUNITY

### *Definitions*

#### **Case**

Someone who has tested positive for COVID-19 (SARS-CoV-2).

#### **Close Contact**

Someone who has been within six feet for 15 minutes or more of a person with COVID-19 during the time the person is infectious (with or without wearing a face covering.) In some school situations, it may be difficult to determine whether individuals have met these criteria. An entire cohort, classroom, or other group may be considered close contacts, particularly if people have spent time together indoors. If a close contact has tested positive for COVID-19 within the past 90 days they do not need to test or quarantine with a new exposure.

Individuals who have contact with the Close Contact (contact of a contact) are not required to quarantine and may continue to come to work. For example, If an asymptomatic employee calls their supervisor and notifies them that they are required to stay home because they were a close contact of a confirmed case, the contacts they had at work are not considered exposed and are not required to take any special precautions. They may continue to report to work.

#### **Cohort or Stable Group:**

A stable group with fixed membership that stays or works together and has limited contact with other persons or groups.

#### **Communication**

Statements that advise the community of known exposure cases when a case has been physically present at the work site. These communications serve to advise the community about potential risks, inform the community about the district's actions, provide contact information for Health Services, and reinforce public health guidance.

#### **Contact Tracing/Communicable Disease Follow-Up**

Contact tracing is a process that slows the spread of infectious diseases, including COVID-19. Laboratories and medical providers send the names of people who have recently been diagnosed with COVID-19 to their local health department. The health department asks each person diagnosed with COVID-19 about people with whom they've recently had close contact. These individuals are alerted about the exposure to COVID-19, and they are advised to quarantine.



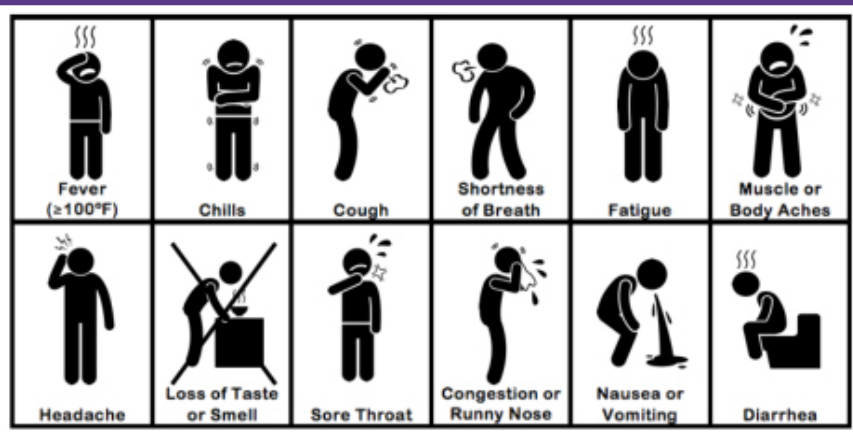
School district staff perform contact tracing as it relates to exposures at school or work sites. The contact tracing process should remain anonymous and confidential, therefore the name of individuals diagnosed with COVID-19 will remain confidential. Employers and schools are required to respond to cases of COVID-19 in order to prevent the spread of COVID-19 at school/work sites. The sooner health officials are able to alert close contacts, the lower the risk of COVID-19 spreading further. Prompt and coordinated actions, including case investigation and contact tracing, may inform decision-making about strengthening and focusing mitigation strategies. See below for District Contact Tracing Procedures.

**ALL INDIVIDUALS ARE ADVISED TO SIGN UP FOR THE CA NOTIFY ALERT SYSTEM, CALIFORNIA'S CELL PHONE EXPOSURE NOTIFICATION SYSTEM TO GET COVID-19 EXPOSURE ALERTS AND TO PROTECT THOSE AROUND YOU.**

### COVID-19 Symptoms

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**STAY HOME IF  
YOU HAVE ANY OF  
THESE SYMPTOMS**



### ***Infectious Period***

The time the person is infectious for a symptomatic individual is two days before their Covid-19 symptoms began and for an asymptomatic individual is two days before the positive test result, through the end of their isolation period.

### ***Isolation***

A period of time a person with suspected or confirmed COVID-19 infection must stay home, separate from others and follow other precautions. The isolation ends after the person's symptoms are improving, at least 24 hours free of fever, and at least 10 days from the day their symptoms began. Refer to Sacramento County Home Isolation Order and Guidance.

### ***Outbreak***

CDPH defines a school outbreak as three 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).

### ***Quarantine***

A period of time from the date of last exposure that the person must stay home, separate from others, and follow other precautions. Refer to Sacramento County Home Quarantine Order and Guidance.

### ***Legal Authority for Reporting Communicable Disease***

Schools are also required to report cases of COVID-19 to the local health department. California law (17 C.C.R. section 2508) requires anyone in charge of a K-12 public or private school to report at once to the local health officer the presence or suspected presence of any of the communicable disease, which includes COVID-19. Schools are 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).)

Every local educational agency (school district, county office of education, and charter school) and private school in California shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report 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.
- This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.



## District Contact Tracing Procedures

*\*including community partners or contractors working at a district facility*

School district staff conduct contact tracing for students and staff focusing on school and work site exposures. Actions taken are based on guidance from Sacramento County Public Health and California Department of Public Health. The chart below details actions taken for each of the possible scenarios. Community contact tracing, such as follow-up with family, friends and contacts outside of the district, is conducted by and is the role of the Sacramento County Public Health county department. Prompt and coordinated actions, including case investigation and contact tracing, may inform decision-making about strengthening and focusing mitigation strategies.

The chart below details actions taken for each of the possible scenarios.

SCENARIO #1	ACTION	COMMUNICATION
<p><b>An individual (i.e. employee or student) who has 1 or more COVID-19 symptoms</b></p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<ul style="list-style-type: none"> <li>• Send the person home immediately if at the work/school site. If working/learning remotely, advise them to remain home.</li> <li>• Recommend testing as soon as possible after first symptoms.                         <ul style="list-style-type: none"> <li>» If the test is positive notify Health Services and follow steps outlined in #3</li> </ul> </li> <li>• Refer them to <u>Stay at Home and Return to School Requirements</u></li> <li>• If 10% of a classroom or 25% of a school (or a cohort of employees) is experiencing similar symptoms SCPH will be consulted and SCUSD will follow any guidance provided.</li> <li>• The work/site/classroom remains open.</li> </ul> <p><b>RETURN TO WORK/SCHOOL SITE</b></p> <ul style="list-style-type: none"> <li>• The person may return to the school/work site when:                         <ul style="list-style-type: none"> <li>» at least 24 hours with no fever and symptoms have improved</li> <li><b>AND</b></li> <li>» a COVID-19 test is negative</li> <li><b>OR</b></li> <li>» at least 10 days since symptoms first appeared</li> <li><b>OR</b></li> <li>» Their healthcare provider provides documentation that the symptoms are from an underlying chronic condition or other disease process</li> </ul> </li> <li>• The workplace/school/classroom remains open</li> </ul>	<p>No communication needed</p> <p>In the event of a suspected illness outbreak, SCPH will be consulted and a communication may be issued based on their guidance.</p>



SCENARIO #2	ACTION	COMMUNICATION
<p><b>A Close Contact: An individual who has come in close contact with a confirmed COVID-19 case</b></p>	<ul style="list-style-type: none"> <li>• Send the person home immediately if at a school/work site. If distance learning or working remotely, advise them to remain home</li> <li>• The person must self-quarantine. Provide quarantine <a href="#">Guidance</a></li> <li>• Refer for COVID-19 testing 5-7 days from the date of exposure or immediately if symptoms develop. Negative test results do not shorten the 14-day quarantine period.</li> <li>• The workplace/school/classroom remains open</li> <li>• If a close contact has tested positive for COVID-19 within the past 90 days they do not need to test or quarantine with a new exposure.</li> </ul> <p><b>RETURN TO WORK/SCHOOL SITE</b></p> <ul style="list-style-type: none"> <li>• The person may return to the school/work site 14 days from the last day they were in close contact with the case given that they do not develop symptoms nor test positive.                             <ul style="list-style-type: none"> <li>» No other individuals need to quarantine - only Close Contacts must quarantine. Contacts of contacts do not need to quarantine</li> <li>» If the person is a caregiver or is unable to quarantine from the case, they need to quarantine for 14 days after the case ends their home isolation. <i>For example, if an employee's child is the case the employee must quarantine after their child recovers and is released from isolation, plus an additional 10 days which could be 20 days or more</i></li> </ul> </li> </ul>	<p>No communication needed if exposure did not happen in school setting</p> <p>If the exposure was the result of a case who was physically present at the work/school site — a communication will be sent about the COVID case and any known close contacts (see #3)</p>



SCENARIO #3	ACTION	COMMUNICATION
<p><b>A Case: an individual who has confirmed COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Send the individual home immediately if physically present. If learning/working remotely, advise them to remain home.</li> <li>• Notify Health Services Director, Coordinator II and Lead School Nurse via email and provide employee/student name and contact information.</li> <li>• The individual must self-isolate for 10 days from symptom onset date, or if asymptomatic 10 days from test date.</li> <li>• Provide isolation Guidance</li> <li>• If the individual was on site during the infectious period, ensure the primary spaces where the individual spent significant time is disinfected.</li> <li>• Provide documentation of the positive test to Human Resources.</li> <li>• Health Services will report positive case to SCPH</li> <li>• Identify school Close Contacts within SCUSD</li> <li>• Call all Individuals who had close contact and instruct them to follow the process under, <b>“Scenario #2: An individual who is a Close Contact”</b> <ul style="list-style-type: none"> <li>» In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors</li> </ul> </li> <li>• The worksite/school may usually remain open</li> <li>• The decision to close classrooms, cohorts, schools, or workplaces depends on the factors unique to each case and the level of infection in the community, and will be made in conjunction with Sacramento County Public Health</li> </ul> <p><b>RETURN TO WORK/SCHOOL SITE</b></p> <ul style="list-style-type: none"> <li>• If the individual experiences symptoms the earliest they may return to the school/work site           <ul style="list-style-type: none"> <li>» at least 10 days have passed since the date of first symptoms AND</li> <li>» at least 24 hours with no fever AND</li> <li>» symptoms have improved</li> </ul> </li> <li>• If the individual DID NOT experience symptoms the earliest they may return to school/work site           <ul style="list-style-type: none"> <li>» at least 10 days have passed since the date tested AND</li> <li>» they did not develop symptoms since the date tested</li> </ul> </li> </ul>	<p>If the individual has physically reported to a work site while infectious, a written or verbal communication will be sent to alert those present about the confirmed COVID-19 case, the window of potential exposure and the district’s actions.</p> <p>All communications will be district approved through the Director of Student Support &amp; Health Services</p>



**Resources**

*CDPH (2021). COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year. Retrieved from: <https://schools.covid19.ca.gov/>*  
*[Schools and SchoolBased Programs COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, CDPH, July 17, 2020](#)*  
*[CoCOVICOID-19 INDUSTRY GUIDANCE: Schools and SchoolBased Programs, CDPH, July 17, 2020.](#)*  
*[Sacramento Health Alerts and Advisory](#)*  
*[Sac County Self-Isolation Order](#) [Sac County Self-quarantine Order](#)*  
*[Sacramento County Home Isolation Guidance](#)*  
*[Sacramento County Home Quarantine Guidance](#)*



## SCHOOL CLOSURE DETERMINATIONS

### Classroom Closure

In some school situations, it may be difficult to determine whether individuals have met the criterion of having “close contact” and an entire cohort, class, or other group may need to be considered exposed, particularly if people have spent time together indoors. If any individual within a classroom community tests positive for COVID-19, the classroom(s) will be closed and all individuals within the classroom community will be required to quarantine. Instruction will move to distance learning during this time. Contacts of a “close contact” are not required to quarantine and may continue to engage in their typical duties. The school may remain open. Once the physical space is disinfected, the space may be utilized.

The class may typically resume after a 14- day quarantine and the following have occurred

- Disinfection of the classroom/areas used (site is safe to inhabit once the space is disinfected)
- Public health investigation
- Consultation with the local public health department

### School Closure

Individual school closure is recommended based on the number of cases, the percentage of the teacher/ students/staff that are positive for COVID-19, and following consultation with the SCPH. Individual school closure may be appropriate in the following situations:

- Within a 14-day period, an outbreak has occurred in 25% or more of the 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
- SCPH may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data

School may typically reopen after 14-day quarantine and the following have occurred

- Cleaning and disinfection (site is safe to inhabit once the space is disinfected)
- Public health investigation
- Consultation with the local public health department

### District Closure

In consultation with SCPH, district-wide school closures will be considered if 25% or more of schools in the district have closed due to COVID-19 within 14 days. For example, 19 schools are closed within the same two-week span due to COVID-19. SCPH may also determine school and/or district-wide closure is warranted for other reasons, including results from public health investigation or other local epidemiological data. SCUSD will work closely with SCPH to determine when it is safe to reopen the district.



## SCHOOL SITE ROLES & RESPONSIBILITIES

*These roles and responsibilities must be widely shared with responsible staff and also be included in Staff Handbooks, Student/Parent Handbooks, planners or other communication means.*

### Administrator Checklist

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites.
  - Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is OK to correct each other — use “please” and “thank you” to everyone when reminded about public health measures.
- Make changes to site physical spaces and/or implement policies to enforce mitigation measures.
- Provide frequent communication about COVID-19 and cold/flu prevention efforts for students and staff. Use all modalities — email, announcements on speakers, announcements by teachers, signage, and direct instructions at staff meetings.
- Designate staff liaison(s) to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.
- Ensure posters are placed in impactful areas. Signage should be visible in all bathrooms, classrooms, and public spaces. Post information on social media regularly. Distribute flyers and posters widely on the following topics:
  - Signs and Symptoms of COVID-19
  - Physical distancing
  - Face covering guidance
  - Stay home when sick guidelines
  - Cough and sneeze hygiene
  - Occupancy limits
  - Mental Well-Being and Crisis Support Lines
- Know and ensure that staff follows Communicable Disease Response Protocols for Illness during COVID-19 Pandemic. Contact Health Services immediately if:
  - A student or staff is diagnosed with, is suspected of having, or has been exposed to COVID-19 or other reportable communicable disease
  - Consult Health Services if a large number of the school population or any single class is sick with similar symptoms



**Administrator Checklist (continued)**

- Ensure teaching staff provides students with distance learning opportunities, full-credit options, and extended time to complete missing assignments due to illness related absences.
- Ensure staff and student attendance is entered in a timely manner on a daily basis. Document and take notice of any patterns of absences with similar symptoms.
- Encourage electronic communication, including submitting and/or sharing electronic forms (i.e. documents requiring signature, homework submission, etc).
- Provide a separate designated space and supervision for students who need first aid, medication administration, procedures at school, etc. (i.e. Well Student Area).
- Provide designated space and supervision for students who need first aid, medication administration, procedures at school, etc. (i.e. Well Student Area).
- Reinforce Stay at Home Requirements (Appendix B) by sending home any students or staff who have signs or symptoms of illness.
- Ensure office staff have appropriate resources to support sick students or staff including non-touch thermometer, face covering/mask, water and hand soap, hand sanitizer, facial tissues, gloves, goggles or face shields.
- Follow all guidance provided by Student Support and Health Services (SSHS) and Sacramento County Public Health (SCPH).
- Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans, including all substitute staff.
- Encourage activities and strategies that promote positive coping for Adults and Children during times of stress.
- Direct any person with heightened concerns to District resources and SCPH resources. Discuss concerns with School Nurse and/or Student Support and Health Services staff.

**NOTES**

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### Office Staff/Attendance Staff Checklist

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites.
  - Personal prevention practices, such as physical distancing, hand hygiene, face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is okay to correct each other — use “please” and “thank you” to everyone when reminded about public health measures.
- Distribute flyers and posters widely on the following topics: physical distancing, face cloth coverings, hand hygiene, cough/cold hygiene, and staying home when sick. Ensure posters are placed near the entrance in every classroom, bathroom and other impactful areas. Post information on social media regularly.
- Encourage electronic communication, including submitting and/or sharing electronic forms (i.e. documents requiring signature).
- Ensure office staff have appropriate resources to support sick students or staff, including face mask/shield, non-touch thermometer, water and hand soap, facial tissues, gloves, and goggles.
- Reinforce Stay at Home Requirements (Appendix B) by sending home any students or staff who are sick.
- Provide a care space for sick students and staff until they are able to go home
- Reinforce health precautions for parents - wear mask, use hand sanitizer, maintain distance.
- Ensure Staff and Student attendance is entered in a timely manner on a daily basis.
  - Follow procedures if directed to document student illness symptoms in Infinite Campus
- Know and communicate to parents the Stay at Home Requirements (Appendix B) for sick and exposed students.
- Work with the school nurse to follow protocols that lower the risk of infectious students being on campus.
- Direct health related questions to the school nurse or to their family doctor.
- Follow Communicable Disease Response Protocols for Illness during COVID-19 Pandemic if the following situations occur - **contact Student Support and Health Services immediately:**
  - Student or staff are diagnosed with, are suspected of having, or have been exposed to COVID-19 or other communicable disease
  - A large number of staff or students 2 are out sick with similar symptoms
- Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans, including all substitute staff.

### NOTES

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**Operations/Custodial Staff Checklist**

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites.
  - Personal prevention practices, such as physical distancing, hand hygiene, face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is OK to correct each other — use “please” and “thank you” to everyone when reminded about public health measures.
- Ensure school has adequate supplies of handwashing materials, facial tissues, district-approved disinfecting cleaner, etc.
- Maintain a stock of disinfecting materials and personal protective equipment to ensure readiness - order additional supplies as needed.
- Routine disinfecting: On a daily basis, disinfect all high-touch common spaces and classroom areas.
  - High-touch areas and areas where sick students or staff were present should be routinely disinfected, following established district guidelines.
- Follow all established district protocols for cleaning and disinfecting.
- Contact Operations Department if a large-scale deep disinfecting is required.
- Encourage electronic communication, including submitting and/or sharing electronic forms (i.e. documents requiring signature or orders).

**Food Service Staff Checklist**

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites.
  - Personal prevention practices, such as physical distancing, hand hygiene, face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is OK to correct each other — use “please” and “thank you” to everyone when reminded about public health measures.
- Follow department policies that reduce risk of disease transmission
  - One-way passage ways through meal delivery
  - Increase ventilation for enclosed areas (open doors and windows)
  - Follow all Nutrition Services Disinfectant protocols and procedures
  - Ensure your space has the following supplies – hand sanitizer, facial tissue, garbage cans with liners (changed daily), disinfectant wipes or spray, paper towels, gloves and face coverings

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## Teacher Checklist

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites.
  - Personal prevention practices, such as physical distancing, hand hygiene, face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is okay to correct each other — use “please” and “thank you” to everyone when reminded about public health measures.
- Reinforce and follow health precautions with your students
  - Physical distancing at all times — at least 6 feet.
  - Ensure compliance with maximum occupancy of individuals in each classroom.
  - Provide highly visible floor markings in all shared spaces.
  - Desks must face in the same direction.
  - Ensure all staff and students follow face covering protocols
  - Establish regular times for hand washing/hand sanitizer — including upon entry to school/class, before eating, whenever entering a new room, before going home.
  - Proper handwashing is one of the best ways to prevent illness — show videos that teach the proper procedures for handwashing.
  - Open doors and windows. Maximize ventilation through the room.
  - Have students remain together during recess or mealtimes (cohorting).
  - Ensure distancing protocols during meals — use alternative locations such as the classroom or outside.
  - Close shared spaces in classrooms — remove reading corners or hang-out spaces
  - Ensure all students have individual supplies and no sharing of food or items. Store personal items- backpack/jacket/lunch bag at the student desk.
  - Ensure your classroom has the following district approved supplies — hand sanitizer, extra face coverings, facial tissue, garbage cans with liners (changed daily), disinfectant spray and paper towels.
  - Disinfect shared equipment such as desks, computers, piano keyboards, lab equipment, wood or auto shop tools, etc. after each student.
  - Limit visitors/volunteers to the classroom — permit only those that are essential.
- Send any visibly sick students or students who say they do not feel well to the office: i.e. student has symptoms such as unusual fatigue, coughing, sneezing, runny nose, vomiting, diarrhea, appears to have a fever/flushed cheeks, diaphoretic without exercise, red/crusty eyes.
- Ensure you are aware of any students in your class with health needs and are familiar with their Emergency Care Plans, including providing this information for substitute teachers.
- If a student in a cohort requires daily medication, the teacher may manage medication in the classroom for students to limit their need to go to the office. Training will be provided



**School Nurse Checklist**

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites.
  - Personal prevention practices, such as physical distancing, hand hygiene, face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model, teach, positively reinforce, support, check compliance and re-teach all required public health measures. We must establish “new” norms — understanding it will take time and constant positive reinforcement. Teach everyone it is okay to correct each other — teach “please” and “thank you” to everyone when reminded about public health measures.
- Follow SCPH guidelines to support communicable disease follow-up and other public health measures
- Provide training and information as needed to site administrators and staff
- Work with attendance to support Stay at Home (Appendix B) guidelines. Provide training, monitoring and reinforcement of district procedures and any new procedures required by the health department as a result of communicable disease follow-up
- Work with administration to set up a sick care room and first aid room per guidelines. See Appendix E
- Encourage precautions and measures that reduce risk of disease transmission. Identify risks and work with staff to improve behaviors.
- Look for visible signs of illness in students or staff - assist to ensure sites have supplies including a thermometer to check temperature.
- When possible, school nurses, nurse interns, or other community partners will provide lessons on staying healthy and preventing cold/flu (i.e., handwashing and coughing/sneezing etiquette).
- Reinforce standard wellness protocols by training staff to recognize and send home any students or staff who are sick per Stay at Home Requirements (Appendix B).
- Follow Communicable Disease Response Protocols for Illness during COVID-19 Pandemic for all communicable disease per Communicable Disease Chart, and contact appropriate SSHS staff members as required (see Health Services Policy and Procedures - Infectious Disease).
- Encourage electronic communication, including submitting and/or sharing electronic forms (i.e. documents requiring signature, etc).

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**Bus Driver/Transportation Checklist**

- Follow all “Individual Health Precautions for Students and Staff” and “Mitigation Standards for SCUSD Sites” specifically for bus transportation
  - Personal prevention practices, such as physical distancing, hand hygiene, face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19 (CDC)
- Actively model and support all required public health measures. Teach everyone it is OK to correct each other - use “please” and “thank you” to everyone when reminded about public health measures
- Ensure adequate space for physical distancing at bus stops and school loading and unloading zones
- Reinforce with parent and students steps they must take to keep students and staff safe during loading and unloading
- All riders should wear face covering while waiting for the bus and on the bus, unless contraindicated
- Each rider must use hand sanitizer before entering the bus
- Physical distancing should be maximized to the extent practicable
- Ensure good ventilation with open/partially open windows
- Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19

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**Support Staff Checklist**

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites.
  - Personal prevention practices, such as physical distancing, hand hygiene, face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is okay to correct each other — use “please” and “thank you” to everyone when reminded about public health measures.
- Look for visible signs of illness in students or staff. Refer visibly sick students and staff to the office or school nurse. Be aware of the district Stay at Home Requirements (Appendix B) .
- Encourage activities and strategies that promote positive coping during times of stress for adults and children.
- Encourage electronic communication rather than in person, including submitting and/or sharing electronic forms (i.e. documents requiring signature, etc).
- Provide telesupports rather than in-person when feasible.
- Report any concerns about suspected communicable diseases to school site Administrators or school nurse.

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**Student Checklist**

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites
  - Personal prevention practices, such as physical distancing, hand hygiene, face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Let your parent/guardian know if you feel sick and remain home if you have a fever or other symptoms.
- If you become ill during the school day go immediately to the school office or health office to be checked.
- Be kind and understanding with others. Use “please” and “thank you” when talking about or being reminded about public health.
- Let others make their own choices. Do not tease or bully people who look, behave, or believe differently than your family.

**Parent/Guardian Checklist**

- Keep your child home per the Stay at Home Requirements (Appendix B). Contact your school office or school nurse if there are any questions about the Health Precaution guidelines.
- Call the school office when your child is sick. Report symptoms of illness.
- Call the school office if anyone in your household has been diagnosed with COVID-19 or has had close personal contact with someone with COVID-19.
- While on school site follow all Individual Health Precautions for Students and Staff.
  - Personal prevention practices, such as physical distancing, hand hygiene, face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Teach your child the public health guidelines — reinforce and practice these measures when in public.
- Be accepting of other people’s choices who may look, behave, or believe differently than your family.

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## KEY COMMUNICATION POINTS AND STRATEGY

### Messaging Before School Starts

- Student and staff safety is our top priority.
- School will reopen with modifications to programs and services to protect children and staff from COVID-19 infection. The district will follow the guidance of state and county health departments for implementation of precautions and modifications to school programs.
- The physical and mental health and safety of our community is the responsibility of each of us. Our behaviors affect each other.
- The current CDC guidelines outline five key components: isolation of ill individuals, personal hygiene, physical distancing, use of face coverings, and disinfection of surfaces. These actions together significantly reduce the risk of spreading COVID-19.
- Print Keep Each Other Safe Guidelines, Appendix A in annual parent notification.
- Ask parents/guardians to consider making face coverings for reuse when in public and sending children to school with a face covering. Face coverings will be provided if a child does not have one.
- Prevention of the spread of COVID-19 and the ability of our school to remain open depends on all of us following the Personal Hygiene Guideline (Appendix D) and the Stay at Home Requirements (Appendix B).
- We are in this together.

### Messaging During Opening

- Student and staff safety is our top priority.
- We must be ready for changing conditions. Ongoing evaluation and modifications will be necessary.
- The district will follow state and county orders. District and school staff are working closely with Sacramento County Public Health, Sacramento County Office of Education, and surrounding districts to monitor the current situation, address concerns, inform and educate students.
- Routine disinfecting protocols are being followed.. High-touch areas and areas where sick students or staff were present will be disinfected, following established district guidelines.
- Prevention of the spread of COVID-19 and the ability of our school to remain open depends on all of us following the Personal Hygiene Guideline (Appendix D) and the Stay at Home Requirements (Appendix B).

### Ongoing Communications

- We prepare for the cold and flu season every year, by providing immunization clinics for eligible families, and conducting awareness campaigns to help prevent the spread of communicable diseases.
- Keep students home from school when sick and seek the advice of a healthcare provider for COVID-19 symptoms.
- Should we receive a concern regarding the exposure or confirmation of case of COVID-19, SCUSD will respond immediately using our established protocols and guidance provided by SCPH officials and the California Department of Public Health - School Guidance on COVID-19.
- Prevention of the spread of COVID-19 and the ability of our school to remain open depends on all of us following the Personal Hygiene Guideline (Appendix D) and the Stay at Home Requirements (Appendix B).
- We are in this together.

### Messaging on Resources/Support

- We know this is an anxious time for our community and our hearts go out to those who are ill, have lost family members, who have lost jobs and are experiencing hardships brought on by the pandemic and mitigation measures.
- Our thoughts are with all of our families and children who are affected.
- Please note that there have been reports of students and others being stigmatized or bullied. We urge our community members to help prevent any discrimination and to respect the privacy of our community members. We encourage everyone in our community to treat each other with compassion, respect, and kindness as we work together to keep our community healthy and physically and emotionally safe.
- See COVID-19 Frequently Asked Questions on the SCUSD website.

### Communication Strategies for School Site Staff and Administration

- Establish and advertise widely a single source/webpage for up-to-date information on the planning, pandemic response and expectations for staff, students, and families.
- Utilize Communications to distribute accurate information.
- Training of community liaisons currently at school sites.
- Meetings with PTA.
- Announcements during school hours - before school, between classes, before recess and at lunch to reinforce personal hygiene guidelines.
- Designate a staff/community liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.
- Use all-calls, all emails, superintendent letters, school site websites, remind texts.
- Use electronic billboards/marquis.
- Use banners, signage through the school to reinforce messaging.
- Translation of communications should be provided based on the threshold languages of the community.



## REFERENCES

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- **CDPH (2021). COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year.** Retrieved from: <https://schools.covid19.ca.gov/>
- **CDPH (2021). COVID-19 Case Reporting By Schools.** Retrieved from: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-Case-Reporting-Directive.aspx>
- **CDPH (2020) CDPH Valencia Branch Laboratory PLAYBOOK to Stand Up Community-Based Collection Sites.** Retrieved from: <https://testing.covid19.ca.gov/wp-content/uploads/sites/332/2020/11/CDPH-Valencia-Branch-Laboratory-Playbook.pdf>
- **CAL/OSHA (2020). Interim Guidelines - General Industry. California Occupational Health Administration.** Retrieved from: <https://www.dir.ca.gov/dosh/coronavirus/General-Industry.html>
- **CDE (2020) Opening Schools Guidelines. California Department of Education.** Retrieved from: <https://drive.google.com/open?id=1yxOJt5mygELSP8ypKF3xXS8OpNQJvto>.
- **CDC (2020) Guidance for Handlers of Service and Therapy Animals.** Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/animals/service-therapy-animals.html>
- **CDC (2020). Considerations for Schools. Updated May 19, 2020.** Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- **CDC (2020). Steps to prevent the spread of COVID-19 if you are sick.** Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- **CDC (2020). Quarantine and Isolation.** Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>
- **CDC (2020). Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19).** Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>
- **CDC (2020). Cleaning and Disinfecting Your Facility.** Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>
- **CDC (2020). Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission.** Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- **CDC (2020). Use of Cloth Face Coverings to Help Slow the Spread of COVID-19.** Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- **CDPH (2020). COVID-19 Industry Guidance: Schools and School-Based Programs, California Department of Public Health.** Retrieved from: <https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:665bb33c-5f93-47a0-804a-8d3962958669>
- **CSNO (2020). COVID-19 Health Services Recovery Plan Resource in Educational Settings, California School Nurse Organization.** Retrieved from: [https://drive.google.com/open?id=1Z63AZKDiXqh7GP\\_x-jatBE\\_AOfA-Y0QI](https://drive.google.com/open?id=1Z63AZKDiXqh7GP_x-jatBE_AOfA-Y0QI)
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- **Order of the Health Officer of the County of Sacramento Directing All individuals living in the County to Continue to Stay at Home or at Their Place of Residence and Relaxing Restrictions on Low-Risk Businesses Consistent with Direction from the State of California. (June 12, 2020) County of Sacramento.** Retrieved from: <https://www.saccounty.net/COVID-19/Documents/2020-06-12-HealthOrderStayatHome-SIGNED.pdf>
- **New Jersey Department of Health: Guidance on the Contact of a Close or Casual Contact** [https://nj.gov/health/cd/documents/topics/NCOV/COVID19\\_Guidance%20Contacts\\_Case.pdf](https://nj.gov/health/cd/documents/topics/NCOV/COVID19_Guidance%20Contacts_Case.pdf)
  - **REALM (2020)** <https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/realm/test1-report.pdf>
  - **NorthEast Document Conservation Center (NEDCC)** <https://www.nedcc.org/free-resources/preservation-leaflets/3.-emergency-management/3.5-disinfecting-books>
  - **American Library Association** <http://www.ala.org/alcts/preservationweek/resources/pandemic>





# KEEPING EACH OTHER HEALTHY DURING COVID-19

The guidelines below will reduce the risk of spreading illness at school. Guidelines may change over time.



## Health Screening

**Every Day Before School:** Check your child's temperature and look for signs of illness

Stay Home If:

- Your child has any of the above symptoms, or has been diagnosed with COVID-19 within the last 10 days.
- Your child has been told to isolate or quarantine by your doctor or the health department.
- Your child had recent close contact with someone with COVID-19 - within 6 feet of an infected person for at least 15 minutes within the last 14 days.
- Your child has traveled outside the local area in the last 14 days.



Please note that your child may be required to stay home and participate in distance learning for up to 14 days based on public health guidelines. **Report your child's absence and symptoms to the school each day.**



## Use Cough/Sneeze Hygiene

Teach children to sneeze into a tissue or elbow. Throw tissue away in a waste container. Wash hands with soap and water or use hand sanitizer. Do not touch face.



## Practice Hand Hygiene

Students should wash hands before leaving home and upon returning home. All students will wash hands often or use hand sanitizer at school.



## Use Face Coverings at School

Children should come to school with a face covering, unless the doctor says not to, or the child can't safely wear one due to their developmental level. Wash the face coverings daily at home. Face coverings will be available at school if needed.



## Maintain Physical Distancing at School

Keep at least 6 feet away from other people. Space is the best way to avoid the spread of COVID-19. Do not form groups with other parents during drop off and pick up.



# STAY AT HOME AND RETURN TO SCHOOL REQUIREMENTS

## *For Students and Staff During COVID-19*

**Students are required to report COVID-19 illness or exposure to COVID-19 to their school attendance office.**



These policies are based on public health guidance from the CDC. For any return to school outside of these guidelines students must bring a doctor's note. Contact your school nurse if you have questions about returning to school after illness.

### 1 STAY HOME IF YOU HAVE ANY OF THE FOLLOWING SYMPTOMS:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### 2 STAY HOME IF YOU HAVE BEEN EXPOSED TO COVID-19 WITHIN THE LAST 14 DAYS

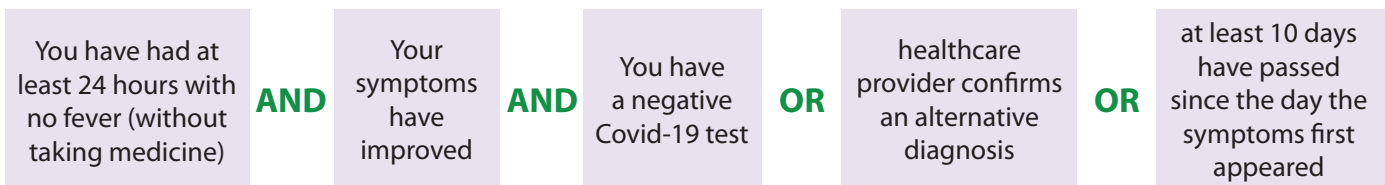
- Advised to isolate or quarantine by your doctor or the health department
- Recently had close contact with a person with COVID-19 - within 6 feet of an infected person for at least 15 minutes within the last 14 days
- Have been diagnosed with COVID-19

### 3 STAY HOME IF YOU HAVE RETURNED FROM TRAVEL OUTSIDE THE LOCAL AREA WITHIN THE LAST 14 DAYS

- Consult local, state and federal guidelines on any travel restrictions and self-quarantine requirements

## GO WHEN TO RETURN TO SCHOOL:

### 1 IF YOU HAD ANY SYMPTOMS YOU MAY RETURN TO SCHOOL AFTER



### 2 IF YOU HAVE BEEN EXPOSED TO COVID-19, YOU MAY RETURN TO SCHOOL:

14 days after the last date of close contact with the infected person

### 3 IF YOU HAVE TRAVELED OUTSIDE OF THE LOCAL AREA WITHIN THE LAST 14 DAYS

- Individuals should self-quarantine for 14 days after returning from travel outside of the local area (see CDPH and CDC current guidelines)

## APPENDIX B - STAY AT HOME AND RETURN TO SCHOOL REQUIREMENTS

Children with non-infectious chronic conditions should not be excluded from attending school. Please notify the school if your child has a chronic condition such as allergies, asthma, or migraines to prevent unnecessary exclusion. A doctor may diagnose an illness other than COVID-19 and provide a note for return to school earlier than 10 days. If there are questions about individual cases, contact your school nurse or health services.

Sources:

[Consolidated School Guidance, CDPH, January 14, 2021.](#)

[Considerations for Schools. Updated May 19, 2020. CDC](#)

[Steps to prevent the spread of COVID-19 if you are sick. CDC](#)

[Quarantine and Isolation. CDC](#)

[CDPH Travel Advisory](#)



## SCREENING REQUIREMENTS

### *For All Persons Entering School Sites*

Universal screening procedures of students and staff reduce the risk of transmitting infectious disease including COVID-19 at school. Students and staff should be screened at home before coming to school using the **Screen at Home - Four Questions and Instructions Sheet**.

#### **On-site Active Screening**

All students and staff entering a site must be screened.

Sites will set up controlled entry and exit locations in order to effectively screen all persons entering to ensure they understand and follow disease prevention precautions. Post signage conspicuously — if you are sick do not come to school, distancing, face covering, and hand hygiene rules.

Students and staff approaching the entry must be wearing a face covering. Provide face coverings for those who do not have their own.

If possible, the parent/guardian will remain with the student while screening occurs, in case the student needs to return home. Students will wait in a line with physical distancing. Place spot markers on the ground to indicate spacing. Post signage with screening questions.

#### **Staff will screen the person:**

- Take temperature
- Ask the screening questions or review the screening app

## Screening Requirements Continued

**If the temperature is less than 100.4 degrees, and the person responds “No” to all screening questions, then release to wash hands and enter campus.**

- **If the person has any symptom of COVID-19 illness**, send to a designated isolation area to call the parent or emergency contact. Staff will provide instructions for when they can return to school per Stay at Home Requirements (Appendix B)
- If the person reports having had any COVID-19 symptoms within the last 10 days send to a designated isolation area to call the parent or emergency contact to pick up the student. Staff will provide instructions for when they can return to school per Stay at Home Requirements (Appendix B)
- If they have confirmed close contact (within 6 feet for at least 15 minutes) of a person with COVID-19 within the last 14 days, send them to the designated care room area to call the parent or emergency contact to pick up the student.
- Notify Health Services per Procedures for COVID-19 Cases in the SCUSD Community Appendix X. Contact tracing staff will provide instructions for when they can return to school. They will be advised to test for COVID-19 and quarantine for 14 days from date of last contact.
- If the student has traveled outside the local area within the last 14 days, call their parent/guardian and determine if current state or federal guidelines apply to the area of travel. Individuals are strongly encouraged to complete a 14 day self-quarantine when returning from travel outside of the local area.
- If staff is unable to reach the parent the sick student must be isolated in a separate “isolation area” following the Guidelines for Caring for Sick Children (Appendix F) on site until the parent can be reached

### Sources:

Opening Schools Guidelines. California Department of Education. June 2020

COVID-19 Health Services Recovery Plan Resource in Educational Settings, California School Nurse Organization. June 8, 2020.

Considerations for Schools. Updated May 19, 2020, CDC.2

Sacramento County 2020-2021 School Year Planning Guide. Sacramento County Office of Education. June 2, 2020.

Steps to prevent the spread of COVID-19 if you are sick. CDC

Quarantine and Isolation. CDC

### Travel Guidance:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel-Advisory.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/map-and-travel-notice.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>



# SCREEN AT HOME - FOUR QUESTIONS AND INSTRUCTIONS

**1 Do you have any of these symptoms today or within the last 10 days that are new to you, and that a medical provider confirms are not related to any ongoing condition that you have previously or regularly experienced (i.e., seasonal allergies, migraines, sore throat, chronic mild chest congestion associated with common cold, etc)?**

- Yes** — Stay home. For return instructions, see **Stay at Home and Return to School Requirements (Appendix B)**. You must test negative, bring a doctor note, or stay home for 10 days.
- No** — Continue to next question

STAY HOME  
IF YOU HAVE  
ANY OF THESE  
SYMPTOMS

  
Fever or Chills

  
Cough

  
Fatigue

  
Headache

  
Congestion or runny nose

  
Diarrhea

  
New loss of taste or smell

  
Shortness of breath or difficulty breathing

  
Muscle or body aches

  
Sore throat

  
Nausea or vomiting

**2 Are you currently taking a medication (prescription or over-the-counter) that may mask or disguise the symptoms of COVID-19?**

- Yes** — Stay home. For return instructions, see **Stay at Home and Return to School Requirements (Appendix B)**.
- No** — Continue to next question

**3 In the past 14 days, have you had close contact with someone diagnosed with COVID-19?**

- Yes** — Stay home for 10 days from the last date of close contact. Notify the school attendance office immediately and wait for instructions from Health Services.
- No** — Continue to next question

**4 In the past 14 days have you returned from travel outside of the local area?**

- Yes** — Follow current state and federal guidelines on stay home and quarantine guidelines
- No** — Continue

**If you answered “No” to all the questions you may come to school.**



**If you are staying home call the school to advise them of the reason for your absence, please include your symptoms if you have any.**

## PERSONAL HYGIENE REQUIREMENTS

### *For Students and Staff During COVID-19 Pandemic*

COVID-19 is mostly spread by respiratory droplets released into the air when people talk, sing, laugh, cough, or sneeze. It may also spread to hands from a contaminated surface and then to the nose, mouth, or eyes causing infection. Personal prevention practices, such as handwashing, using a face covering, cough/sneeze etiquette and maintaining social distancing of more than 6 feet are important principles to reduce spread. (CDC)

#### **Wash Hands Frequently**

All students and staff should wash hands frequently. If soap and water are not available use alcohol-based hand sanitizer. The following guidelines are recommended for school settings.

#### **Wash hands or use hand sanitizer:**

- Upon arrival to the school site
- Before lunch
- Before leaving the site
- Upon entry to any new classroom
- When using the restroom
- When visibly dirty
- After using a tissue, coughing into hands
- Upon arriving home

\*Provide training on effective hand washing and use of sanitizer to all students and staff

#### **Use Face Coverings**

A face covering should be worn by all individuals on school sites unless it is not recommended by a physician or is inappropriate for the developmental level of the individual. For staff that come into routine contact with others, CDPH recommends the use of disposable surgical masks.

#### **When can you take the face covering off?**

- When eating or drinking, while maintaining physical distance
- If a person is deaf or hard of hearing and needs to read your lips (a face shield and drape must be used)
- When you are alone and not sharing a common area, room or enclosed space with others
- Replace the mask as soon as you can after these activities to reduce the risk of infection

\*Provide training on appropriate use and handling of face masks to all students and staff

#### **Promote Respiratory Hygiene**

Reinforce cough/sneeze etiquette including use of tissues and elbows using signage, training, lessons.

#### **Maintain at least 6 feet distance from others.**

Keeping distance from others is the best way to avoid being exposed to respiratory secretions that are expelled into the air when other people talk, cough or breathe.

#### **Sources:**

Considerations for Schools. Updated May 19, 2020, CDC.

When and How to Wash Hands, CDC.

Use of Face Coverings to Help Slow the Spread of COVID-19, CDC.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



## **FIRST AID, NURSING PROCEDURES, MEDICATION** *And Expanded Needs to Isolate Sick Students*

First aid situations, to the degree possible, should be handled by the student and in the classroom to prevent office congregation and possible cross exposure. The following recommendations are made:

All classrooms should be provided with first aid supplies for minor concerns. (e.g. minor scrapes, nosebleeds, bug bites). Items may include bandaids, gloves, gauze, soap, paper towels, etc. To the extent possible, students provide self-care. Students who are not feeling well will wear a face covering when sent to the office.

Students needing first aid, medication, medical procedures, who are ill, or who were previously cared for in the health office will now need to be separated into designated **well care and sick care areas**. The sick care area must be an isolated space set up to keep students with possible COVID-19 symptoms separate from well students.

As students enter the office with unscheduled needs, if they complain of illness symptoms ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation (sick room), call parent, and send home.





Well Student Area	Sick Student Area/COVID-19 Symptom Area
First Aid      Seizures Medications    Hungry Diabetes        Behavior Asthma Care    Tired Allergies Anxiety	Fever (100.4 degrees or higher)    New loss of taste or smell Cough    Sore throat Shortness of breath or                    Congestion or runny nose Difficulty breathing                      Nausea or vomiting, diarrhea Muscle or body aches Headache
<b>Staffing:</b> Trained staff member or health aide	<b>Staffing:</b> Trained staff or health aide must monitor the students in the care room
<b>PPE:</b> Staff delivering care will wear face covering and use standard precautions if at risk of exposure to blood or body fluids.	<b>PPE:</b> Staff must wear gloves, disposable mask, and eye protection/face shield.
<b>Room requirements:</b> Consider using the current nurse office already set up for first aid. <ul style="list-style-type: none"> <li>• Sink, soap, and paper towels available</li> <li>• Have access to the bathroom</li> <li>• Cot and/or chairs for resting students</li> <li>• Table, counter, or desk</li> <li>• First aid supplies</li> <li>• Medication and procedure</li> <li>• Computer or laptop to access IC to contact parents</li> </ul>	<b>Room requirements:</b> Consider using a room or space large enough to separate several sick students from supervising staff by more than six feet. <ul style="list-style-type: none"> <li>• The room must be well-ventilated (open windows and door)</li> <li>• Consider a barrier such as plexiglass between staff and sick students</li> <li>• Have a sink, soap, and paper towels</li> <li>• Have access to restroom nearby</li> <li>• Cot and chairs for waiting students</li> <li>• Phone</li> <li>• Table, counter, or desk</li> <li>• Computer or laptop to access IC to contact parents</li> </ul>
<b>Supplies</b> <ul style="list-style-type: none"> <li>• First aid supplies</li> <li>• PPE - gloves and masks</li> <li>• Soap and paper towels</li> <li>• Water for drinking</li> <li>• Cot cover paper</li> <li>• Disinfecting supplies - solution and paper towels</li> </ul>	<b>Supplies</b> <ul style="list-style-type: none"> <li>• PPE - gloves, masks, face shield</li> <li>• Vomit bags</li> <li>• Thermometer</li> <li>• Water for drinking</li> <li>• Soap and paper towels</li> <li>• Disinfecting supplies - solutions and paper towels</li> <li>• Cot cover paper</li> </ul>
<b>Well student procedure:</b> <ul style="list-style-type: none"> <li>• Student must wash hands upon arrival</li> <li>• Place face covering on student if not already wearing one</li> <li>• Use standard precautions when assisting students in first aid or procedures</li> <li>• Disinfect surfaces after student leaves and before use by others</li> </ul>	<b>Sick student procedure</b> <ul style="list-style-type: none"> <li>• Student must wash hands upon arrival</li> <li>• Place a surgical mask on the sick student</li> <li>• Staff should use standard precautions when assisting sick students - for suspected COVID-19, staff should wear a mask, face shield, and gloves</li> <li>• Provide care keeping as much distance and little contact as possible</li> <li>• Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19</li> <li>• Take temperature. Ask about and document any symptoms</li> <li>• Call parent/guardian for immediate pick up</li> <li>• If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home</li> <li>• Offer COVID-19 testing with parent consent</li> <li>• Provide parent/guardian with Stay at Home/When to Return to School guidelines (Appendix B)</li> <li>• Disinfect all surfaces after the student leaves and before use by others</li> <li>• Follow Appendix X guidelines for notifying Health Services when COVID-19 illness or exposure is suspected or confirmed or when there is a possible outbreak of infectious disease</li> </ul>

## GUIDELINES FOR TAKING CARE OF SICK STUDENTS

Sites must prepare taking care of students and staff when they get sick at school. Due to the risk of possibly transmitting COVID-19 to others, individuals who have symptoms of illness must be immediately separated to an isolation area. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms.

Sick students must stay in the isolated Sick Student Area (see Appendix E) area until picked by parent/guardian.

- The room must be well-ventilated - windows and doors left wide open.
- Maintain at least 6 ft distance from others
- Sick individual must wear a disposable mask.
- Staff must use COVID-19 standard precautions when assisting sick students
- Wear a disposable mask, face shield, and gloves
- Maintain as much distancing and limit contact as possible.
- Student must wash hands upon arrival
- Place a surgical mask on the sick student
- Staff should use standard precautions when assisting sick students - for suspected COVID-19, staff should wear a mask, face shield, and gloves
- Provide care keeping as much distance and little contact as possible
- Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19
- Take temperature. Ask about and document any symptoms
- Call parent/guardian for immediate pick up
- If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home
- Offer COVID-19 testing with parent consent
- Provide parent/guardian with Stay at Home/When to Return to School guidelines (Appendix B)
- Disinfect all surfaces after the student leaves and before use by others
- Follow Appendix X guidelines for notifying Health Services when COVID-19 illness or exposure is suspected or confirmed or when there is a possible outbreak of infectious disease

### Sources:

Opening Schools Guidelines. California Department of Education. June 2020

COVID-19 Health Services Recovery Plan Resource in Educational Settings, California School Nurse Organization. June 8, 2020.

Considerations for Schools. Updated May 19, 2020, CDC.

When and How to Wash Hands, CDC.

Use of Face Coverings to Help Slow the Spread of COVID-19, CDC.

Sacramento County 2020-2021 School Year Planning Guide. Sacramento County Office of Education. June 2, 2020.



## TRAINING FOR STAFF, PARENTS, AND STUDENTS

### Staff Training

- Rationale for district guidelines
- How Covid-19 is spread
- How to identify Covid-19 symptoms
- Self-screening and when to stay home
- Physical distancing guidelines and their importance
- Use of face coverings
- On site screening practices
- COVID-19 symptom identification and procedures to follow when staff or student becomes ill at school
- District plan and procedures to protect staff from Covid-19 illness.
- Cleaning and disinfection training
- Anti-bullying, anti-racism,
- Resources, stress management, mental health, self-care

### Student Training

- What is Covid-19
- What are Covid-19 symptoms
- Self-screening and when to stay home.
- Precautions we are taking and why - distancing, face covering, hand washing, Stay at Home Requirements
- Handwashing How To
- How to use a facemask
- What is 6 feet
- Cleaning their space
- Anti-bullying, anti-racism
- Resources, stress management, mental health, self-care





### Parent/Guardian Training

- What is COVID-19
- What are Covid-19 symptoms
- Rationale for district guidelines
- Self-screening. When to keep students home if they are sick and the length of time they must stay home.
- Taking and monitoring temperatures at home.
- Hygiene precautions - distancing, face covering, hand washing
- Need for accurate contact information and multiple emergency contacts
- Procedures followed when a student becomes sick at school and the Importance of coming to school quickly to pick up their child, if called
- Anti-bullying, anti-racism
- District plan and procedures to protect students and families from Covid-19 illness.
- Resources - stress management, mental health, self-care



## SUGGESTIONS FOR SETTING UP CLASSROOMS

In order to reduce the spread of COVID-19 at school, we will use a combination of measures to prevent the spread of COVID-19 and break the chain of infection. Every space and group of kids will be different, the idea is to minimize risk of transmission using these basic precautions.

 <b>Physical Distancing</b>	 <b>Hand Hygiene &amp; High Touch Surfaces</b>	 <b>Cloth Face Coverings</b>	 <b>Cough/Sneeze Etiquette</b>
<b>Rearrange desks and common seating spaces</b> to maximize the space (6ft) between participants and at the front of the room). Use visual aids to help communicate proper distance (e.g. hula hoop, tape on carpet, arm span).	<b>Create a hand washing or hand sanitizer routine</b> upon entering the classroom. Place bottles of hand sanitizer at the entrance. <b>Allow time for handwashing</b> or use of alcohol-based hand sanitizer before eating and upon returning to the classroom.	<b>Model wearing a face covering</b> in the classroom. Provide access to face cloth coverings at entrances.	Have facial tissue available in the classroom, or packets of tissue in a baggie for each student.
<b>Turn desks to face in the same direction</b> (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).	<b>Avoid community supplies when possible.</b> If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.	<b>Decorate face coverings as a class activity.</b>	Hang Cover Your Cough posters, Wash Your Hands, and Stay Home if You Are Ill posters in your room.
<b>Hold classes outside</b> and encourage participants to spread out whenever possible	Ensure adequate supplies to minimize the sharing of high-touch materials to the extent possible, assign supplies to a single student, or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use	Ensure all students wear a face covering. Review how to put one on and take it off. Encourage students to avoid touching their face with their hands as much as possible	Have an open-top wastebasket available in the classroom, or baggies at individual desks to reduce children walking around the classroom.
<b>Open windows and doors</b> for increased ventilation			
<b>Consider use of cardboard “offices”</b> as a mechanical barrier between students	<b>Do not share equipment</b> between staff, volunteers, and participants when possible	<b>Hang pictures of students and staff both with and without a mask.</b>	Show videos that teach proper cough/sneeze etiquette and handwashing.
<b>Use visual cues to demonstrate physical spacing</b> (spacing dot/markers).	<b>Do not allow students to bring toys or personal items</b> to school. Avoid sharing electronic devices, toys, books, and other games or learning aids.	<b>Develop a system for students to express their frustrations or feelings</b> (e.g. desk cards, email, etc.) since facial expressions can be difficult to discern while wearing a face covering	Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19.
	<b>Wipe down surfaces</b> shared between students		
<b>Use visual aids (e.g., painter’s tape, stickers) to illustrate traffic flow</b> and appropriate spacing to support social distancing.	<b>Keep child’s belongings separated from others</b> and in individually labeled containers, cubbies, or areas. Store backpacks/jackets at desks.	<b>For group work, group students in the virtual setting</b> to reduce movement of students around the room.	Limit volunteers to the classroom.
<b>Allow children to alternate sitting and standing</b> at their desk rather than walking around the room. Encourage stretching.	<b>Give students their own fidget toys,</b> or create their own calm down space rather than a fidget box or classroom time out space	<a href="#">Face Coverings for Children During COVID-19</a>	Look for visible signs of illness in students or staff. Send any visibly sick students to the office.
	<b>Clear surfaces of items.</b> Cover bookshelves and other areas that cannot be removed to prevent students from handling.		

## HAND HYGIENE: ROUTINE IDEAS FOR TEACHERS

When teaching handwashing reinforce the concept of classroom community, protecting and caring for each other. Use videos to teach and demonstrate handwashing. Practice hand washing yourself.

- Video for young children: [CDC - Wash Your Hands!](#) (30 seconds)
- Video for older children: [CDC -Fight Germs, Wash Your Hands!](#) (3 minutes)
- Classroom resources for teaching about handwashing: [Minnesota Department of Health](#)

### Hand Washing Routine: Teaching Younger Students

Proper handwashing, especially for the younger students, can be challenging. Establishing a routine at the entrance to the classroom at the beginning of the day, after recess and before lunch helps to keep students and staff healthy while ensuring washing is lasting long enough to rid the hands of germs. Engaging helpers (if desired) makes this a community activity of protecting one's self, as well as protecting your fellow classmates and teacher.

### Supplies

- Spray bottle with clean water
- District approved pump hand soap
- Paper towels and tongs
- 3-4 student helpers (wash hands first, put on face cover)

### Procedure

1. When lining up to enter the classroom (while ensuring proper distancing)
  - Helper 1 with spray bottle wets the lined-up student's outstretched hands
  - Helper 2 dispenses small amount of soap onto the wetted hands
2. Student scrubs hands together and begins counting to 20 or humming Happy Birthday (quietly to self) or going through the ABCs as they slowly make their way to the sink.
3. Student rinses hands after 20 seconds of vigorous scrubbing.
4. Helper 3 provides towel (with clean tongs –fine motor skill practice )
5. Helper 4 ensures used towels are properly disposed of.

### Hand Washing Routine: Idea for Rooms without a Sink

For rooms without a sink you may have all students use the same process as above at a sink near the classroom. If this is not feasible use hand sanitizer with >60% alcohol.

**Supplies** - Hand Sanitizer >60% alcohol in pump use multiple bottles






### Procedure:

1. Students line up to enter the classroom separated 6 feet apart.
2. Helpers with hand sanitizer pumps a dime sized amount into the lined-up student's outstretched hands
3. Students rub hands together being sure to wet thoroughly all parts of hands, top and in between fingers.



## COVID-19 Illness and Quarantine Guidelines

In all cases please notify Health Services immediately at [Victoria-Flores@scusd.edu](mailto:Victoria-Flores@scusd.edu); [Lisa-Musser@scusd.edu](mailto:Lisa-Musser@scusd.edu); [Paula-Kuhlman@scusd.edu](mailto:Paula-Kuhlman@scusd.edu)

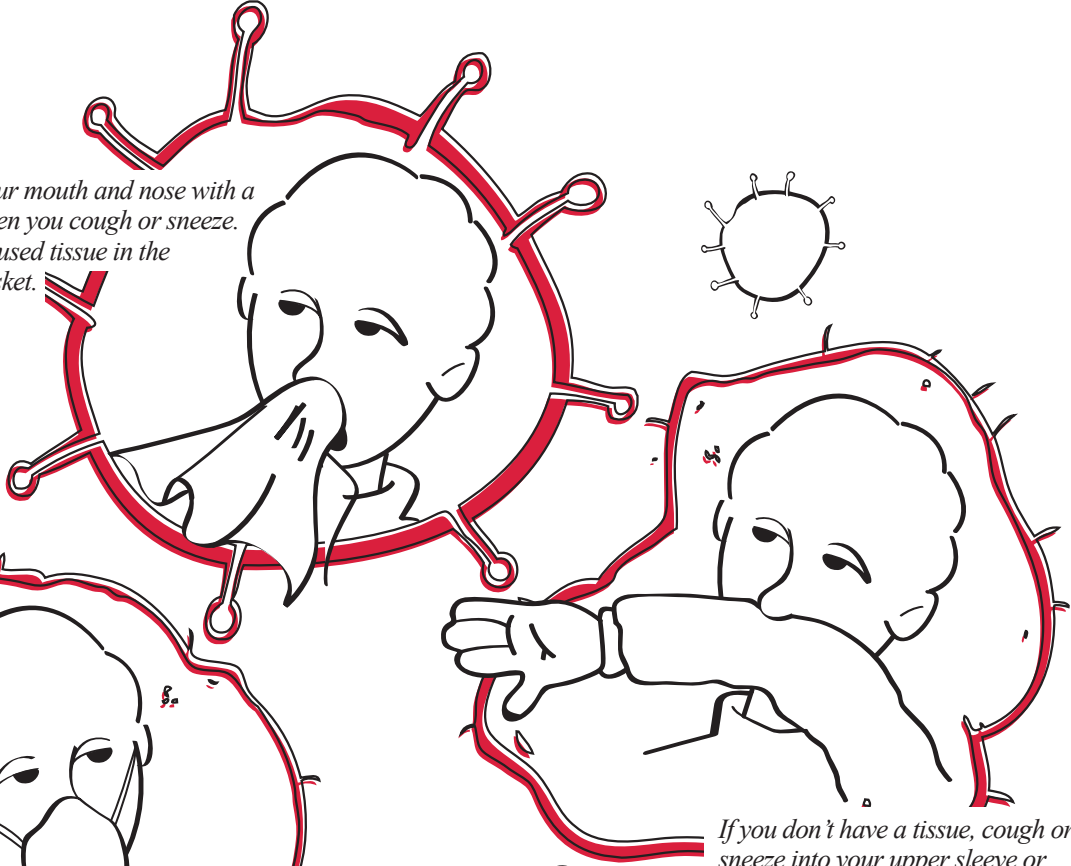
PERSON A	PERSON B	PERSON C	PERSON D
 <p><b>Any person who has tested positive for COVID-19 or told by a healthcare provider that they have COVID-19.</b></p> <p><b>With symptoms:</b> Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> <li>✓ 10 days since symptoms first appeared <b>and</b></li> <li>✓ 24 hours (1 day) with no fever (without the use of fever-reducing medicine) <b>and</b></li> <li>✓ <u>Symptoms</u> have improved</li> </ul> <p><b>Without symptoms (Asymptomatic):</b></p> <ul style="list-style-type: none"> <li>✓ Isolate for 10 days from test date</li> </ul>	 <p><b>Any person who lives in the same household with Person A</b></p> <p><b>NO symptoms:</b></p> <ul style="list-style-type: none"> <li>✓ Quarantine immediately</li> <li>✓ Quarantine while <b>Person A</b> is ill and isolated</li> <li>✓ Quarantine an additional 14 days after <b>Person A</b> has recovered and been released</li> <li>✓ Quarantine can last up to 20 days or longer</li> </ul>	 <p><b>Any person with close contact to Person A (&lt;6 feet, &gt;15 min in 24 hrs )</b></p> <p><b>Quarantine for 14 days following date of last exposure</b></p> <ul style="list-style-type: none"> <li>✓ Test for Covid-19 on day 5-7</li> <li>✓ Can return if test negative</li> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ Notify Primary Care Provider if symptoms develop</li> <li>✓ Notify Health Services if symptoms develop or test results are positive</li> </ul>	 <p><b>Any person who has had exposure to Person B or C</b></p> <p><b>NO QUARANTINE OR ACTION REQUIRED unless:</b> <b>Person B</b> develops symptoms OR tests positive and <b>Person D</b> had contact with within 14 days <b>then:</b></p> <ul style="list-style-type: none"> <li>✓ contact Primary Care Provider to see about testing</li> <li>✓ Contact Health Services with questions regarding timing and exposure and determine if need to quarantine</li> </ul>
 <h3>Recovered and Released</h3>			
<p><b>Definitions:</b></p> <p><b>Isolation</b> separates infected people with a contagious disease from people who are not sick.</p> <p><b>Quarantine</b> separates and restricts the movement of people who were exposed to a contagious disease in case they become infected.</p> <p><b>Close Contact</b> defined as anyone who was within 6 feet of an infected person for at least 15 minutes while they are infectious (starting from 48 hours before the person began feeling sick and 10 days after)</p>			

View full-page printable document at [returntogether.scusd.edu/return-health](https://returntogether.scusd.edu/return-health)

# Cover your Cough

— Stop the spread of germs that can make you and others sick! —

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

You may be asked to put on a facemask to protect others.



Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.



## PROCEDURES FOR COVID-19 CASES OR EXPOSURES

When a student or staff member is sick, is a close contact to someone with COVID-19, or tests positive for COVID-19, action must be taken immediately to keep the individual away from school or work to limit the risk of exposure to others. Sac City Unified Health Services will be supporting SCPH and meeting employer mandates by conducting COVID-19 contact tracing/communicable disease follow-up within the district. Below are the action guidelines followed when a person within the district becomes ill with suspected or confirmed COVID-19 illness. Community contact tracing, including follow-up with family, friends and contacts outside of the district, is conducted by and is the role of the Sacramento County Public Health county department.

### *Definitions*

#### **Case**

Someone who has tested positive for COVID-19 (SARS-CoV-2)

#### **Close Contact**

Someone who has been within 6-feet for 15 minutes, or more, of a person with COVID-19 during the time the person is infectious (with or without wearing a face covering.) In some school situations, it may be difficult to determine whether individuals have met these criteria. An entire cohort, classroom, or other group may be considered close contacts, particularly if people have spent time together indoors.

Individuals who have contact with the Close Contact (contact of a contact) are not required to quarantine and may continue to come to work.

#### **Cohort or Stable Group**

A stable group with fixed membership that stays or works together and has limited contact with other persons or groups.

#### **Communication**

Statements that advise the community of known exposure cases when a case has been physically present at the work site. These communications serve to advise the community about potential risks, inform the community about the district's actions, provide contact information for Health Services, and reinforce public health guidance.





## *Procedures for COVID-19 Cases or Exposures (continued)*

### **Contact Tracing/Communicable Disease Follow-Up**

Contact tracing is a process that slows the spread of infectious diseases, including COVID-19. Laboratories and medical providers send the names of people who have recently been diagnosed with COVID-19 to their local health department. The health department asks each person diagnosed with COVID-19 about people with whom they've recently had close contact. These individuals are then alerted that they may have been exposed to the COVID-19 virus, and they are advised to quarantine. The contact tracing process should remain anonymous and confidential, therefore the name of the person who may have exposed them is not shared. The sooner health officials can alert close contacts, the lower the risk of the COVID-19 virus spreading further. Employers and schools are required to respond to cases of Covid-19 in order to prevent spread at school/work sites. School district staff perform contact tracing as it related to exposures at the school/work sites. See below District Contact Tracing Procedures.

California residents are advised to sign up for the [CA Notify](#) alert system, California's cell phone exposure notification system to get COVID-19 exposure alerts and to protect those around you.

### **COVID-19 Symptoms**

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **Infectious Period**

The time the person is infectious is 2 days before their symptoms began, through the end of their illness and/or isolation period.

### **Isolation**

A period of time a person with suspected or confirmed COVID-19 infection must stay home, separate from others and follow other precautions. The isolation ends after the person's symptoms are improving, at least 24 hours free of fever, and at least 10 days from the day their symptoms began. Refer to Sacramento County Home Isolation Order and Guidance.

### **Outbreak**

CDPH defines a school outbreak as 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).

### **Quarantine**

A period of time from the date of last exposure that the person must stay home, separate from others, and follow other precautions. Refer to Sacramento County Home Quarantine Order and Guidance.



## PROCEDURES FOR REPORTING AND MANAGING COVID-19 REPORTS

\*including for community partners or contractors working at a district facility

1. When a student or staff member has one or more Covid-19 symptoms they must follow the Screening and Stay at Home Requirements (Appendix B). If an individual has symptoms on site follow guidance in Taking Care of a Sick Person at School (Appendix F).
2. **When a student or staff member is diagnosed with or tests positive for COVID-19 or is a close contact of someone with Covid-19 they must report to the Site Covid Response Team Lead or site administrator.** Advise the person to stay home until further advised by Health Services.

**The Site COVID Response Team Lead will immediately contact Student Support and Health Services via email and/or cell phone:**

- Lisa Musser, RN, Health Services Coordinator II (916) 826-4863 (district cell)  
email: Lisa-Musser@scusd.edu
- Paula Kuhlman, RN Lead School Nurse — (916) 320-1538 (district cell)  
email: paula-kuhlman@scusd.edu
- Victoria Flores, Director III, Student Support and Health Services (916) 752-3643 (district cell)  
email: victoria-flores@scusd.edu
- Rebecca Wall, Health Services Technician — (916) 643-7963; cell (916) 826-3513  
email: rebecca-wall@scusd.edu
- Health Services Main Line — (916) 643-9412

3. Health Services staff will contact the individual. After explaining contact tracing requirements and confidentiality requirements, they will gather information about the illness or exposure to determine onset date, infectious period, isolation or quarantine periods, and potential exposures to other staff or students. They will provide information and guidance for self care and return to work. **The following chart details actions taken for each of the possible scenarios.**



SCENARIO #1	ACTION	COMMUNICATION
<p><b>An individual (i.e. employee or student) who has 1 or more COVID-19 symptoms</b></p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<ul style="list-style-type: none"> <li>• Send the person home immediately if at the work/school site. If working/learning remotely, advise them to remain home</li> <li>• Recommend testing as soon as possible after first symptoms.                             <ul style="list-style-type: none"> <li>» If the test is positive notify Health Services and follow steps outlined in #3</li> </ul> </li> <li>• Refer them to Stay at Home and Return to School Requirements</li> <li>• If 10% of a classroom or 25% of a school (or a cohort of employees) is experiencing similar symptoms SCPH will be consulted and SCUSD will follow any guidance provided</li> <li>• The work/site/classroom remains open</li> </ul> <p><b>RETURN TO WORK/SCHOOL SITE</b></p> <ul style="list-style-type: none"> <li>• The person may return to the school/work site when:                             <ul style="list-style-type: none"> <li>» at least 24 hours with no fever and symptoms have improved</li> <li><b>AND</b></li> <li>» a COVID-19 test is negative</li> <li><b>OR</b></li> <li>» at least 10 days since symptoms first appeared</li> <li><b>OR</b></li> <li>» Their healthcare provider provides documentation that the symptoms are from an underlying chronic condition or other disease process</li> </ul> </li> <li>• The workplace/school/classroom remains open</li> </ul>	<p>No communication needed</p> <p>In the event of a suspected illness outbreak, SCPH will be consulted and a communication may be issued based on their guidance</p>



SCENARIO #2	ACTION	COMMUNICATION
<p><b>A Close Contact: An individual who has come in close contact with a confirmed COVID-19 case</b></p>	<ul style="list-style-type: none"> <li>• Send the person home immediately if at a school/work site. If distance learning or working remotely, advise them to remain home</li> <li>• The person must self-quarantine. Provide quarantine Guidance</li> <li>• Refer for COVID-19 testing 5-7 days from the date of exposure or immediately if symptoms develop. Negative test results do not shorten the 14-day quarantine period.</li> <li>• The workplace/school/classroom remains open</li> <li>• If a close contact has tested positive for Covid-19 within the past 90 days they do not need to test or quarantine with a new exposure.</li> </ul> <p><b>RETURN TO WORK</b></p> <ul style="list-style-type: none"> <li>• The person may return to the school/work site 14 days from the last day they were in close contact with the case given that they do not develop symptoms nor test positive.                             <ul style="list-style-type: none"> <li>» No other individuals need to quarantine - only Close Contacts must quarantine. Contacts of contacts do not need to quarantine</li> <li>» If the person is a caregiver or is unable to quarantine from the case, they need to quarantine for 14 days after the case ends their home isolation. For example, if an employee’s child is the case the employee must quarantine after their child recovers and is released from isolation, plus an additional 14 days which could be 20 days or more</li> </ul> </li> </ul>	<p>No communication needed if exposure did not happen in school setting</p> <p>If the exposure was the result of a case who was physically present at the work/school site - a communication will be sent about the COVID case and any known close contacts (see #3)</p>



SCENARIO #3	ACTION (CONTINUED)	COMMUNICATION
<p><b>A case: an individual who has confirmed COVID-19</b></p>	<ul style="list-style-type: none"> <li>• Send the individual home immediately if physically present. If learning/working remotely, advise them to remain home.</li> <li>• Notify Health Services Director, Coordinator II and Lead School Nurse via email and provide employee/student name and contact information.</li> <li>• The individual must self-isolate for 14 days from symptom onset date, or if asymptomatic 14 days from test date.</li> <li>• Provide isolation Guidance</li> <li>• If the individual was on site during the infectious period, ensure the primary spaces where the individual spent significant time is disinfected.</li> <li>• Provide documentation of the positive test to Human Resources.</li> <li>• Health Services will report positive case to SCPH</li> <li>• Identify school Close Contacts within SCUSD</li> <li>• Call all Individuals who had close contact and instruct them to follow the process under, “#2. An individual who is a Close Contact”                         <ul style="list-style-type: none"> <li>» In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors</li> </ul> </li> <li>• The worksite/school may usually remain open</li> <li>• The decision to close classrooms, cohorts, schools, or workplaces depends on the factors unique to each case and the level of infection in the community, and will be made in conjunction with Sacramento County Public Health</li> </ul> <p><b>RETURN TO WORK/SCHOOL</b></p> <ul style="list-style-type: none"> <li>• If the individual experiences symptoms the earliest they may return to the school/work site                         <ul style="list-style-type: none"> <li>» at least 10 days have passed since the date tested AND</li> <li>» at least 24 hours with no fever AND</li> <li>» symptoms have improved</li> </ul> </li> <li>• If the individual DID NOT experience symptoms the earliest they may return to school/work site                         <ul style="list-style-type: none"> <li>» at least 10 days have passed since the date tested AND</li> <li>» they did not develop symptoms since the date tested</li> </ul> </li> </ul>	<p>No communication needed if exposure did not happen in school setting</p> <p>If the exposure was the result of a case who was physically present at the work/school site - a communication will be sent about the COVID case and any known close contacts (see #3)</p>



## What to do when a student becomes sick at school? Quick Guide for School Staff

Know possible symptoms of COVID-19



Cough



Fever



Headache



Diarrhea



Vomiting

### OTHER SYMPTOMS INCLUDE:

Shortness of breath, sore throat, loss of taste or smell, muscle pain, runny nose, feeling tired, and poor appetite.

### EMERGENCY WARNING SIGNS (CALL 911):

Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, and bluish lips or face.

### IN THE CLASSROOM

#### 1. SEPARATE THE STUDENT



- Be discreet and calm.
- Make sure you and the student are wearing a mask and standing at least 6 feet apart.
- Following the school protocol, have the student safely escorted from the classroom to the Care Room.

#### 2. INFORM



- Contact Admin/office staff to report ill student/COVID-19 concerns.
- Let them know the student is on the way to the Care Room or wait for the student to be escorted (according to school protocol).

#### 3. DISINFECT THE STUDENT AREA



- Disinfect items in the student's area and shared items the student may have touched (e.g., doorknob and supplies).
- Ensure student takes their materials with them.
- Classroom stays open.

#### 4. PLAN FOR THE POSSIBILITY THE STUDENT MAY NEED DISTANCE LEARNING



- Speak with school teacher or administration about options for virtual learning.
- Make sure the student can make up work without penalty.

Adapted from CDC 5319604-8 12/10/2020 and CS319604-A 11/10/20

CDC.gov/coronavirus

## What to do when a student becomes sick at school?

### IN THE CARE ROOM OR AREA

#### 1. PLACE A NEW 3-PLY PAPER SURGICAL MASK ON THE STUDENT AND YOURSELF.

- When providing care for anyone with possible COVID-19 infection, personnel should wear appropriate PPE, including gloves, a face shield or goggles, and a surgical mask.

#### 2. SUPERVISE AND SUPPORT THE STUDENT

- Make the student comfortable while they are in the isolation room/area.
- Provide supervision keeping as much distance and little contact as possible.
- If there is more than one person in the Care Room make sure everyone has a surgical mask and is > 6 feet apart.
- Open windows and doors for ventilation.
- Take student's temperature and document observed and reported symptoms.
- If the child has one of the following emergency warning signs get emergency medical care first, then call the parent, guardian, or caregiver: trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face, or other signs of serious or life-threatening illness.*



#### 3. CONTACT THE PARENT – Contact the parent, guardian or caregiver to pick up the child immediately.

- Calmly explain that their child is not feeling well and may have symptoms of COVID-19, and should be picked up from school right away.
- Ask if there has been any exposure to persons with COVID-19.
- Offer and recommend COVID-19 testing.
- Recommend that the parent(s), guardian(s), or caregiver(s) contact the child's healthcare provider for an evaluation.
- Provide parent/guardian/caregiver with Stay at Home/When to Return Requirements.
- Follow Symptom Decision Tree for return to school plan and inform parent.

#### 4. COVID TESTING – Contact the on-site Health Aide to see if the student has consent for COVID-19 testing.

- Onsite testing may be provided

#### 5. DISINFECT ISOLATION ROOM/AREA

- After the parent(s), guardian(s), or caregiver(s) pick up the child or emergency care is coordinated, ensure the area is disinfected.

#### 6. DOCUMENT AND REPORT

- Report to attendance office and teacher whom the student was released and the expected return to school plan.
- Document absence in IC signs and symptoms and the expected return to school plan.

#### 7. FOLLOW UP

- Follow up with family to determine COVID-19 test results or medical diagnosis.
- If there is COVID-19 exposure or infection or a suspected outbreak follow Appendix X guidelines and notify Health Services immediately: Email: [Victoria-Flores@scusd.edu](mailto:Victoria-Flores@scusd.edu); [Lisa-Musser@scusd.edu](mailto:Lisa-Musser@scusd.edu); [Paula-Kuhlman@scusd.edu](mailto:Paula-Kuhlman@scusd.edu)

## COVID-19 Symptom Decision Tree

**If a student or staff member develops any one of the following signs or symptoms:**

- Fever (fever defined as Temp  $\geq 100.4$  that does not resolve within 30 min. without medication)
- Cough\*
- Headache\*
- Nausea, vomiting, or diarrhea\*
- Shortness of breath
- Sore throat
- Fatigue\*
- Muscle or body aches\*
- Nasal congestion/rhinorrhea (runny nose)\*
- Chills
- Loss of taste or smell
- Poor appetite\*

\*Disregard this symptom if a chronic, pre-existing condition that causes the symptom has been documented in IC or individual has a doctor's note or use school form. The nature of the presenting symptom (e.g., duration, intensity) must be consistent with the underlying chronic condition.

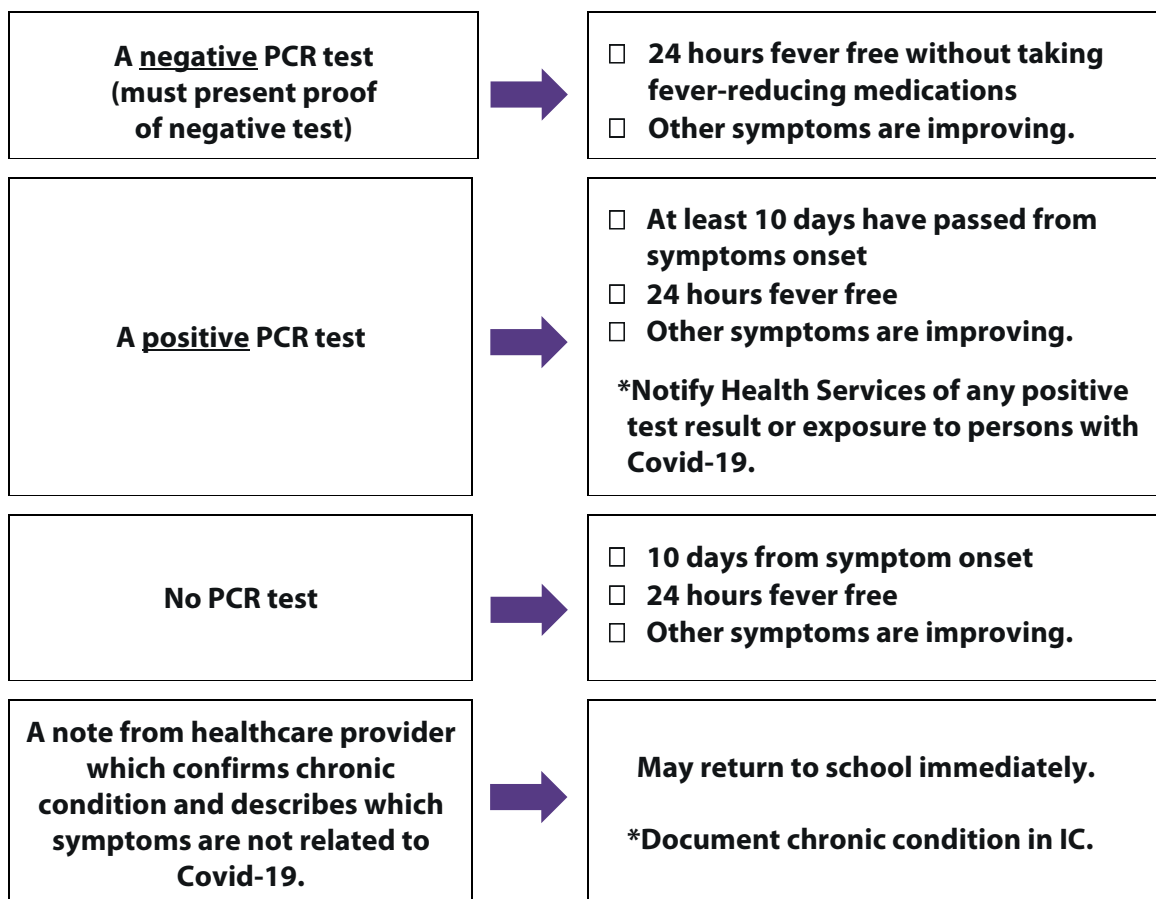
**Is the individual at school?**

- Apply appropriate PPE (mask, gloves, face shield)
- isolate student/staff member in the Care Room until sent home
- Recommend they test for Covid-19
- Recommend they contact health care provider for instructions.

*Note: Other infections can cause same symptoms (e.g., flu, strep, etc.) but these do not rule out COVID-19.*

**If the individual has...**

**They may return when they meet ALL of the following criteria**





## When to quarantine?

Quarantine in your home away from others for 14 days if you are a close contact of someone with Covid-19 anywhere between 2 days before their symptoms began (or for an asymptomatic case, two days prior to the test date), and until the person is no longer in isolation.

### What is a close contact?

A close contact is a person who:

- was within 6-feet of a person with Covid-19 for a cumulative total of 15 minutes or more over a 24-hour period
- or**
- had unprotected contact with the body fluids and/or secretions (including, being coughed on or sneezed on, hugging, kissing, sharing utensils, or drinking out of the same container) of a person with COVID-19.

**All individuals who have had close contact with a person who tested positive for COVID-19 must immediately quarantine themselves in their home or another residence.**

- They may end quarantine and return to school/work after:
  - **14 days** (e.g., on the 15th day) after the date of last contact if they do not develop symptoms.
- They are recommended to get a PCR test on day 5-7. Negative COVID-19 test results will not shorten the quarantine time.
- **If symptoms occur during quarantine or if they test positive** individuals should immediately self-isolate and contact their healthcare provider. Students must notify their school office. Staff must notify their supervisor/principal. The supervisor/principal must immediately notify Health Services by emailing: [Victoria-Flores@scusd.edu](mailto:Victoria-Flores@scusd.edu); [Lisa-Musser@scusd.edu](mailto:Lisa-Musser@scusd.edu); [Paula-Kuhlman@scusd.edu](mailto:Paula-Kuhlman@scusd.edu).

### **Guidelines for those who had Covid-19 or who have been vaccinated.**

Quarantine is **not** required for:

- Individuals who have tested positive for COVID-19 within the past three months and recovered, and are not experiencing COVID-19 symptoms.
- Individuals who have been fully vaccinated (i.e., two weeks past final dose of a COVID-19 vaccine) within the last three months and are not experiencing any COVID-19 symptom.

Note however, if an individual who has had Covid-19 or who has been vaccinated experiences an onset of Covid-19 symptoms they must isolate (see reverse side) and should get tested for Covid-19.



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