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Public Education
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**WOODLAND JOINT
UNIFIED SCHOOL DISTRICT**

HEALTH AND SAFETY PLAN

JANUARY 2021

Table of Contents

LETTER FROM SUPERINTENDENT

WJUSD Community:

As WJUSD begins to bring staff and students back to our Preschool and our Special Day Class classrooms for in-person learning, I want to provide reassurance that the District has been working tirelessly to develop safety protocols to limit the spread of COVID-19 at our schools. This manual outlines our safety practices that will be implemented throughout the school day – all developed with guidance local health and education agencies. Although these practices represent the best practices available, we all play and important role in the safe reopening of our schools.

While our campuses and classrooms may look different from the school we knew, our commitment to providing a quality education remains unwavering. Throughout this pandemic, WJUSD's highest priority has been the health and well-being of WJUSD students, families, and staff. That will not change as we reopen for on-campus learning.

Like many of you, I look forward to seeing excited students as they return to their school classrooms.

Best wishes,

Tom Pritchard
WJUSD Superintendent
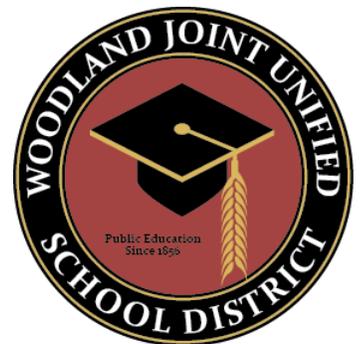
INTRODUCTION

This guide was created for use by staff, students, families or community members that visit or work in District facilities. As the District enters different phases of reopening and as new health and safety guidance is released that is relevant to schools, this plan will continue to be updated.

Guidance And Directives From Public Health Agencies

This plan was developed using the directives, framework and guidance from the California Department of Public Health (CDPH), Yolo County Department of Public Health (YCDPH), Centers for Disease Control (CDC), Yolo County Office of Education (YCOE), and the California Department of Education (CDE).

[COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year](), CDPH, January 14, 2021:

"Under operative executive orders and provisions of the California Health and Safety Code, schools must comply with orders and guidance issued by the California Department of Public Health and relevant local health departments (LHD's) to limit the spread of COVID-19 and protect public health.

Governmental and non-governmental entities at all levels have issued guidance and directive relating to the safe reopening of schools for in-person instruction. Schools may comply with guidance from other federal, state, local, and non-governmental sources, to the extent those guidelines are not weaker than or inconsistent with state and local public health directives."

WJUSD will remain flexible in responding to changing public health conditions and will continue to revise our return plans and preventative measures in accordance with the most current orders or guidance provided by relevant regulatory agencies. This document will be continue to be revised as necessary and the most recent revision date will be noted on the cover page.

Following is a listing of current guidance that currently informs the development of our health and safety practices related to the COVID-19 pandemic.

COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year, CDPH, January 14, 2021
Cal/OSHA Emergency Temporary Standards – November 30, 2020 - October 2, 2021
Guidance Related to Cohorts, CDPH, Updated September 4, 2020
School and Child Care Programs, CDC, January 5, 2021
Isolation and Quarantine Toolkit (for individuals who have tested positive for COVID-19), YCDPH
Self Quarantine After Travel, YCDPH, December 18, 2020
2020-2021 Yolo County Schools Road-map to Recovery, YCOE
Stronger Together – A Guidebook for the Safe Reopening of California Public Schools, CDE

PREVENTATIVE PRACTICES FOR STAFF AND STUDENTS

To help prevent the spread of COVID-19, our students and staff will be required to practice the following prevention measures:

- Health Screening
- Social Distancing
- Face Coverings
- Gloves
- Hand Washing and Respiratory Hygiene
- Shared Objects/Supplies

Health Screening

Passive (Self) Screening
Staff and students must self-screen for symptoms at home daily. This is called passive screening. The COVID-19 Daily Symptom Screening for Students and Staff and Return to Work Requirements (Appendix A and B) are included in this guide. The following are considerations for self-screening.

Symptoms of Illness
If a person is sick or exhibits symptoms of COVID-19, they may not come to school or work and will follow Return to School or Work Requirements (Appendix A and B). Per CDC guidelines, 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
- Diarrhea

Cough, shortness of breath or difficulty breathing | Fever or chills

Muscle or body aches | Vomiting or diarrhea | New loss of taste or smell

Staff and students who are ill, **and who have had no known exposure to a person with COVID-19, _must_** stay home until they have met the [CDPH criteria](#) to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; **and**
- Other symptoms have improved; **and** meets one of the following criteria:
    - The staff or student has a negative test for COVID-19; or
    - A health care provider has confirmed an alternative diagnosis; or
    - At least 10 days have passed since the day the symptoms first appeared.

Chronic Conditions

Individuals with non-infectious chronic conditions should not be excluded from attending school or work. If there are questions about individual needs, students should contact the school office and staff should contact Human Resources.

Individuals with Close Contact to Persons with COVID-19

Staff and students who have had close contact with someone who tests positive for COVID-19 must stay home and self-quarantine.

The length of quarantine depends upon whether or not a person lives with someone who tests positive for COVID-19.

([Yolo County Health Department Guidelines](#) and [CDC guidelines updated December 10, 2020](#))

Scenario 1: Person with COVID-19 does not live in the household: If a person has had close contact, defined as within 6 feet for at least 15 minutes in a 24-hour period, with a person with lab or physician confirmed COVID-19, they must stay home in quarantine for 10 days from the last date of contact. They can return if no symptoms have been reported during the 10-day period.

Scenario 2: Person with COVID-19 does live in the household: If a person lives with someone with lab or physician confirmed COVID-19, and cannot stay separated, they need to quarantine for 10 days after the household member no longer needs to be isolated.

Travel
On November 13, 2020 (updated January 6, 2021), the California Department of Public Health issued a travel advisory for all Californians. In accordance with this advisory, Californians should avoid non-essential travel. Those that return from out of state travel should self-quarantine for 10-days after arrival. WJUSD currently requires staff and students to follow this protocol. Staff and WJUSD community members should be aware of the guidelines and advisory for travel issued by the CDC.

Active Screening - Temperature Checks and Identifying Ill Persons on Site
Active screening requires all students and staff entering a site to be screened for illness. The Daily Student Health Check at School Entry (Appendix C)

At this time, students will be screened daily at school entrances for symptoms of illness. Screening will include:

- Temperatures checks using a no-touch thermal scan thermometer prior to entry into school or prior to boarding a school bus.
- Visual checks by school staff for sign and symptoms of illness.

Staff will be screened daily by completing a health screening questionnaire and taking their temperature using a no-touch thermal scan thermometer.

Parents/guardians must wait in their vehicle or wait outside the school until their student passes the health screening and enters campus. If a student or staff member has any sign of illness, has been exposed to COVID-19, or has returned from travel within the previous 14 days, they may not enter the school site or District building and will be sent home. Students whose parent/guardian is not present will be escorted to an isolation room until their parent or guardian can pick them up.

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 health and safety precautions.

Essential visitors will be required to self-screen prior to an essential meeting and will be screened when arriving to campus or to a department building.

<u>Transportation</u>

Transportation staff will screen students prior to boarding the school bus at the beginning and ending of the day. Screening will include:

- Temperatures checks using a no-touch thermal scan thermometer prior to entry into school or prior to boarding a school bus.
- Visual checks by school staff for sign and symptoms of illness

Parents/guardians must wait with their student until their student passes the health screening and boards the bus.

If a student has any sign of illness, has been exposed to COVID-19, or has returned from travel within the previous 14 days, may not board the bus and will be released to the parent/guardian present.

Students arriving to campus from the school bus will be screened again with other students at the entry of campus.

Social Distancing

Everyone must practice social distancing by keeping at least 6 feet from others to the greatest extent possible. Directional signs and arrows to assist with social distancing will be installed at each site.

Classrooms will be arranged for social distancing and the number of students in a classroom, restroom or other spaces will be limited. Staff who work in a space together, such as an office or classroom, must ensure they maintain physical distancing of at least 6 feet to the greatest extent possible. Everyone will be required to wear face coverings and will be encouraged not to congregate together.
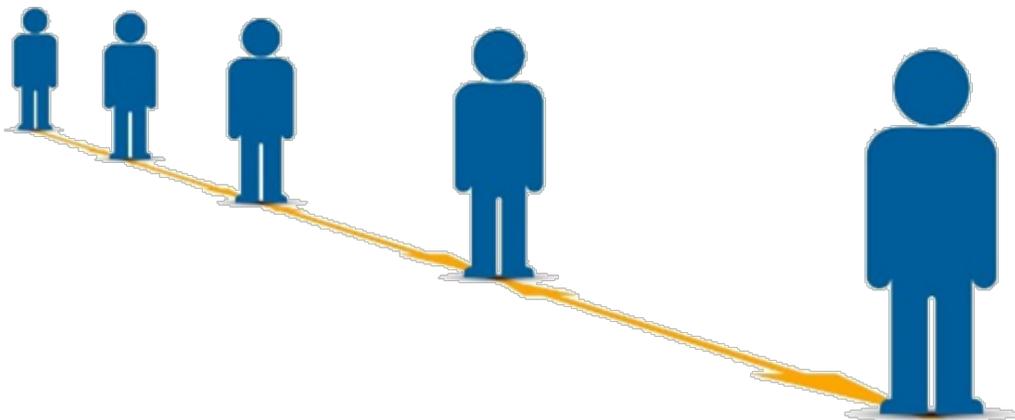
Entrances & Exits (Pick-Up & Drop-Off)

- Students and staff must enter through controlled entry and exit locations that may be divided to ensure distancing.
- Sites will implement measures to minimize crowding at drop-off and pick-up areas that may include designating waiting areas for individual cohorts, limiting or staggering arrival times before school begins and staggering schedules to leave campus.
- Sites will communicate changes to parents and students prior to returning to campus.
- Visual cues, barriers and/or signage will be used to direct traffic flow, minimize crowding and ensure distancing.

Essential Visitors

- District locations and school campuses must remain closed to non-essential visitors or volunteers.
- 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 Individualized Education Program (IEP) meeting. Essential visitors may also include contracted services staff performing their work at a district facility.
- Classroom volunteers and classroom visits are not permitted at this time.
- Parents and guardians will be encouraged to make appointments for essential visits.
- Prior to the visit to campus, essential visitors will be provided with self-screening checklists and other relevant safety protocols.
- Essential visitors may be limited to the front office or specific areas on campus and the number of essential visitors will be monitored and controlled to ensure distancing for school office staff.
- All essential visitors must enter through the main office, sign in upon arrival and participate in active health screening.
- All essential visitors must wear a face covering.

Common Areas

- Areas such as waiting rooms, staff break rooms, workrooms, multi-purpose rooms, quads, library, cafeteria and playgrounds will be evaluated to make modifications for physical distancing.
- Shared staff work rooms may use occupancy limit signs or may arrange reservation systems to limit congregation.
- Multi-purpose rooms, libraries, cafeterias and gyms may be used to accommodate one cohort at a time.
- Visual cues, barriers and/or signage will be used to direct traffic flow, minimize crowding and ensure distancing.
- At this time, large gatherings are not permitted.

Office Spaces

- Plexiglass barriers will be installed at public counters that do not allow for physical distancing of at least 6 feet.
- Staff workspaces should be arranged to maintain 6 feet of social distance.
- Visual cues or signage will be used to direct flow of staff members using common hallways or equipment (i.e. copy machines).

Restrooms

- Staff and student restrooms will be open and available for use.
- Floor signage may be used to encourage distancing while waiting to use restrooms.
- Signage and visual cues will be used to limit occupancy and to encourage proper handwashing.
- Evaluate stalls and urinals to ensure at least 6 feet distancing of users to the extent possible. Tape off or install barriers at sinks.
- Site staff may develop staggered schedules for student restroom use throughout the day to minimize congregation.

Directing Movement

- Staff will evaluate flow of staff and students on campus or in district buildings and post arrows, signs and floor decals to guide flow in a particular direction.
- Staff and students will be informed of the specific flow used on campus or in district buildings.

Material Distribution

- When feasible, material distribution should be done via drive-through set-up.
- If drive-through is not feasible for material distribution, indoor distribution is allowed with advance planning that includes maintaining social distancing for staff and visitors, directing visitors onto and off campus to limit the need to pass by others and the required use of face coverings.
- Distribution schedules will be staggered to maintain social distancing and to avoid congregation and waiting periods.
- Staff will utilize directional signage to direct the flow of parent/guardians or vehicles onto campus.
- Distribution plans and schedules will be developed in advance communicated to parent/guardians before the distribution date.
- The number of distribution dates should be limited to minimize congregations on campus.

Food Service

- For students attending in-person and leaving before lunch, staff will develop plans and schedules for cohorts of students to pick up food and leave campus to ensure social distancing and minimizing congregation.
- For students attending in person during a lunch period, staff will develop plans and schedules to ensure social distancing and to minimize congregation when picking up food and when eating.

Transportation

- At school bus pick-up, signage will be used to remind students to social distance while waiting for the bus.
- On the bus, seating will be limited to allow social distancing to the extent possible.
- Students will be released off the bus in an orderly way to minimize passing by others to the extent possible.
- Staff will develop plans to escort students from the bus and onto campus while maintaining social distance as students enter campus.
- Staff will develop plans to release those students from class using bus transportation in a way to minimize congregation.

Face Coverings

Wear a Cloth Face Covering
Wearing a cloth face covering prevents a person from spreading respiratory droplets while talking, singing, breathing, or coughing. They are primarily meant to protect other people in case the wearer is unknowingly infected.

Cloth face coverings are not surgical masks, respirators, or considered personal protective equipment. Cloth face coverings should not have valves, as these permit droplet release from the covering, putting others nearby at risk. WJUSD will not permit face coverings with valves.

All staff, students, parents/guardians and visitors are required to wear a cloth face covering in a classroom, on campus or in district offices and buildings and on school buses.

Students and parents/guardians will be informed on the proper use, removal and washing of face coverings. See Appendix D for the CDC's poster, "How to Safely Wear and Take off A Mask".

*California state guidance allows for times when a cloth face covering can be **temporarily** removed in the following situations:*
- When people are eating or drinking (6 feet of distance must still be maintained from other persons who are not members of the same household).
- When a person is not sharing a room or enclosed space with others.
- When persons are engaged in outdoor work or recreation when alone or when they can maintain a distance of 6 feet from one another.

Guidance for Daily Use of Face Coverings
- Use a freshly washed or clean face covering for each day.
- Clean hands with soap and water or use hand sanitizer before touching the face covering.
- Avoid touching the front of the face covering and use the ties, bands or loops.
- Apply face covering before coming onto campus or into the worksite.
- Avoid eating or drinking while wearing the face covering.
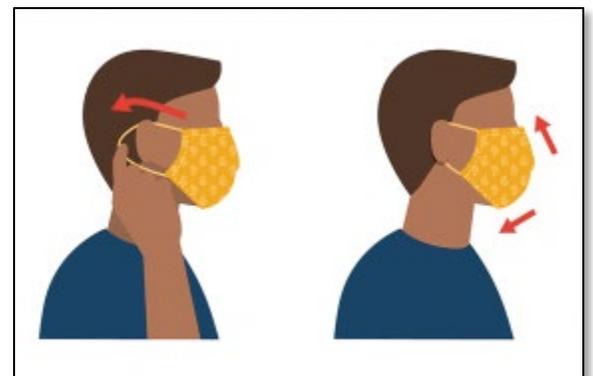
How to Remove a Face Covering
- Clean hands with soap and water or use hand sanitizer before touching the face covering.
- Avoid touching the front of the face covering and use the ties, bands or loops.
- Throw any disposable face covering in a waste container.
- Wash cloth face covering by hand with warm water and soap or in the washing machine.

Exceptions to the Use of a Cloth Face Covering
A cloth face covering should **not** be worn in the following situations:
- Children age 2 and younger
- For individuals with a medical exemption from a physician (for example, individuals with some respiratory health conditions)
- For individuals who are hearing impaired, where the ability to see the mouth is essential for communication (face shields with drapes would be recommended in this situation)
- When it is inappropriate for the developmental level of the individual
- For individuals with a medical or mental health condition, or disability that prevents wearing a face covering
- For individuals who are unable to remove a face covering without assistance

Face Shields
Face shields with a cloth drape may be used by teachers 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 hearing impaired and for those are unable to wear face coverings for medical reasons. Staff must return to wearing a face covering outside of the classroom.

Refusal to Wear Face Coverings
Continual efforts will be made using positive reinforcement teaching strategies to ensure face coverings are worn properly. If a concern about wearing masks arises, the administrator, assigned School Nurse, Health Technician or assigned supervisor should be notified immediately for additional support. Each unique situation will be assessed and support strategies will be employed for the well-being and safety of all. In the event that a student who is not exempt from wearing a face covering continually refuses to wear one, the YCDPH requires schools to provide distance learning for this student.

Gloves

Gloves should be used for cleaning, first aid or attending to ill students and for food services. Office staff may choose to wear gloves when sharing paperwork with the public at public counters.

Hand Washing and Respiratory Hygiene

All students and staff must wash hands frequently. If soap and water are not available, use district approved hand sanitizer with at least 60% alcohol. Access to hand washing or hand sanitizer and face coverings will be available at or near entrances of campus. Staff will schedule time for handwashing or the use of hand sanitizer by students throughout the day.

Training on effective hand washing and use of sanitizer must be provided to all students and staff. See Appendix E for the CDC's poster, "Did You Wash Your Hands? Children under age 9 should only use hand sanitizer under adult supervision.

At minimum, students and staff must wash their hands or use hand sanitizer upon their arrival to school. Other times when hand washing should occur include:

- Before and after lunch
- After using the restroom
- After using shared items
- When hands are visibly dirty
- After using a tissue, coughing into hands
- Upon arriving home
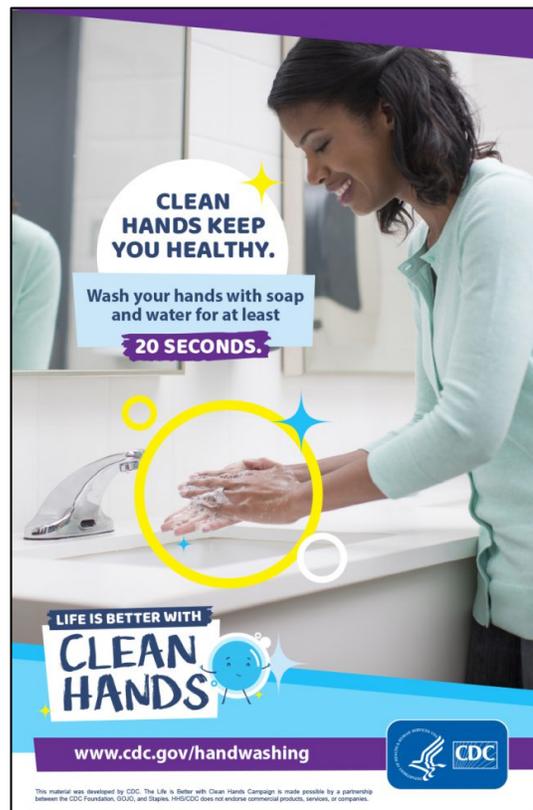
Respiratory hygiene or cough/sneeze etiquette, including use of tissues and elbows will be reinforced by using signage, training, and lessons. See Appendix F for the CDC's poster, "Cover Your Cough".

Shared Objects/Supplies

Staff and students should limit the sharing of supplies as much as practicable. Shared objects or supplies include devices, paper packets, books, photocopiers, etc. If materials or supplies must be shared, best efforts will be made to clean between uses and staff and students will continually practice good hand hygiene habits by washing hands or using hand sanitizer. Classrooms will be provided with cleaning/disinfecting supplies so that unit members may clean and disinfect equipment or other supplies according to protocol, that are frequently shared between students during the instructional period.

CLEANING, DISINFECTING, AND VENTILATION FOR PREVENTION

WJUSD will follow cleaning and disinfecting recommendations from CDPH and CDC. Cleaning and disinfecting frequency has been increased across the district to prevent the spread of illness. Custodial staff will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N" and will follow product instructions. Staff will be trained on the proper use of approved products and will be equipped with the proper personal protective equipment (PPE) as required by product instructions.
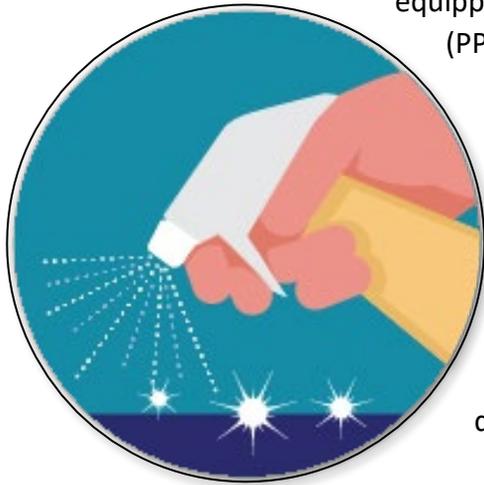
"Cleaning" involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infection risks. "Disinfection" kills germs on surfaces using specific approved products. Maintenance and Operations has established routine cleaning schedules to clean and disinfect daily. These schedules include the following:

- Regularly cleaning and disinfecting high-touch areas on campus, in restrooms and offices throughout the day including but not limited to:
    - Exterior door handles and push plates
    - Light switches
    - Sink handles
    - Bathroom surfaces
    - Public counters and chairs and tables in reception areas
    - Access gates for the public
- Cleaning and disinfecting of offices and classrooms daily including but not limited to:
    - Surfaces of tables, desks, phones, counters, dispensers
    - Waste receptacles
    - Mopping or vacuuming floors (hard floors, carpets, rugs, mats)

In addition to increased cleaning and disinfecting schedules, custodial staff will ensure soap and hand sanitizer dispensers, toilet paper and towels are replenished throughout the day.

Classrooms will be provided with cleaning/disinfecting supplies so that staff may clean and disinfect equipment or other supplies according to protocol that are frequently shared between students during the instructional period. Non-custodial staff members will be provided training on the safe use of products as required by the Healthy Schools Act.

In the event of a positive case on campus or in a district building, enhanced cleaning and disinfection of the room will

Transportation
Buses are disinfected after students are transported in the morning, between transporting students in a cohort during the day and again at the end of day when students are returned home.

Air Flow and Ventilation
The Maintenance and Operations department has completed HVAC system checks and cleanings. Where applicable, staff has adjusted the economizer dampers on the HVAC equipment to allow more outside air to circulate into the classroom and offices to meet COVID-19 ventilation protocol. Sites will run continuous HVAC fans while on an occupied schedule. Staff may keep window and doors open, as weather conditions allow, to increase airflow.

Inventory Controls
The district is making every effort to ensure that supplies are replenished and available at our school sites in a timely manner.

Staff has ordered supplies for the return of staff and students and plans for inventory management for preventative supplies such as:
- Cloth reusable and disposable face coverings for students and staff (individuals can be encouraged to use their own cloth face covering)
- Face shields
- Hand sanitizer
- Spray bottles, disinfectant wipes and paper towels
- Gloves
- No-touch thermal scan thermometers

WORKSITE COVID-19 PREVENTION PLANS AND COVID-19 RESPONSE TEAMS

In accordance with Cal/OSHA guidance, individual school sites have developed Worksite COVID-19 prevention plan. These plans document the preventative measures implemented to prevent the spread of COVID-19. The plans address the areas of healthy hygiene, face coverings, social distancing, cleaning, disinfection and ventilation, limiting sharing, training for staff and students, symptom screening and plans for illness.

Worksite COVID-19 Response Teams

The Worksite COVID-19 Prevention Plan establishes a team of school site staff who will serve as a resource to staff, students, parents and guardians for questions related to safety measures at the site. Team members will model safety practices and may work with Administrators on communicating the importance of following safety guidelines to staff and students. Administrators will meet with team or team members to perform review, monitor and update the plan and assist with monitoring and maintaining PPE levels at the school site. Administrators will inform their school community about the plans and the team members that may assist with questions.

District Support Team

The district shall routinely revise and update plans and procedures for ensuring compliance and implementation of all public health directives related to COVID-19. Designated department leads are identified for ensuring public health mitigation measures are implemented and followed. Procedures are outlined for responding to concerns about COVID-19 in the section titled, "Actions and Communication for Illness, COVID-19 Exposure of Positive COVID-19 Test – School/Cohort/Office Setting Scenarios". A Flowchart for Student Illness or Positive COVID-19 Diagnosis (Appendix G) is included to guide administrators and response team members through the steps of responding to student illness.

WHAT TO DO WHEN A STAFF MEMBER OR STUDENT BECOMES ILL

In the event a student becomes ill at school, staff should follow the [Flowchart for Student Illness or Positive COVID-19 Diagnosis](). Students who become ill at school will be separated and cared for in an isolation room designated on campus. [Well-student and Isolation Room Procedures (Appendix H)]() are included with this guide. School Nurses or other Health Support staff will document and monitor cases of student illness or student positive COVID-19 cases and will be responsible for contact tracing and reporting requirements per YCDPH guidelines. School Nurses will work with school site administrators to determine the appropriate communication to staff and the school community.
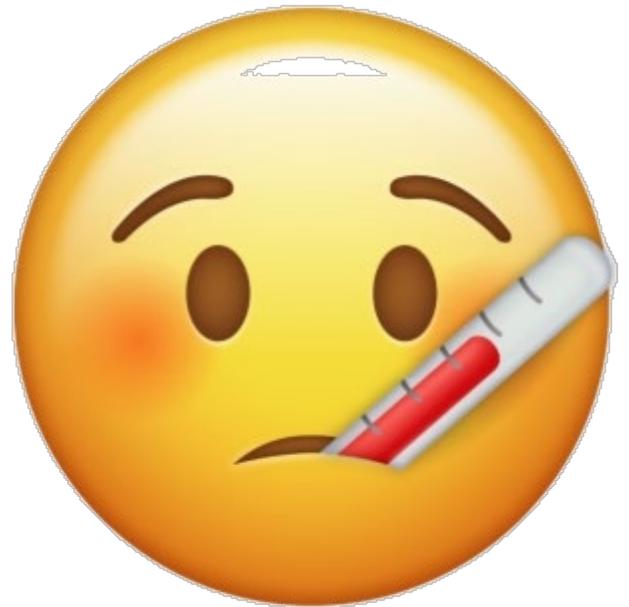
If a staff member becomes ill while at work, the staff member should notify their supervisor and leave immediately. The supervisor will notify Human Resources department so that the ill employee can be contacted and provided instructions on quarantine, return to work processes as well as information on applicable leave and benefit options. Human Resources will document and monitor cases of staff illness or staff positive COVID-19 cases and will be responsible for contact tracing and reporting requirements per YCDPH guidelines. Human Resources staff will work with school site Administrators to determine the appropriate communication to staff, labor partners and the school community.

Included in this guide is the document, "Actions and Communication for Illness, COVID-19 Exposure or Positive COVID-19 Test". This chart includes various scenarios and the actions that staff, students/parents/guardians will take in the event of illness or a positive COVID-19 diagnosis and the applicable templates for used for necessary communications to staff and/or parents/guardians.

DEFINITIONS

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

Close Contact
Per CDC guidelines, a close contact is someone who has been within 6-feet for 15 cumulative minutes in a 24-hour period or more, of a person with COVID-19 during the time the person is infectious (with or without wearing a face covering.) For those who were symptomatic at the time of testing, the time the person is infectious is 2 days before their symptoms began, through the end of their isolation period. For those who were asymptomatic at the time of testing, the time the person is infections is 2 days prior to their test date. 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" 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 should be permitted to continue to work until or unless the "close contact" then tests positive. If this happens, the tracing procedures begin again and anyone required to quarantine will be notified.

Cohort
A stable group with fixed membership that stays or works together and has limited contact with other persons or cohorts. Refer to the CDPH guidelines.

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 the CDPH and YCDPH (English/Spanish) guidelines.

Quarantine

A period of 10 days from the date of last exposure that the person must stay home, separate from others, and follow other precautions. Refer to the CDPH and YCDPH (English/Spanish) guidelines.

COVID-19 Symptoms (Per CDC)
- 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

ACTIONS AND COMMUNICATION FOR ILLNESS, COVID-19 EXPOSURE OR POSITIVE COVID-19 TEST

Developed In Accordance With CDPH's COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year

Prior to reopening, each Administrator site shall designate a School Site COVID-19 Lead and each District Office shall designate an Office Site COVID-19 Lead who will communicate with students, parents, staff, and local public health officials. These Site Leads must have knowledge of applicable privacy laws in order to protect student information to the highest extent possible. These laws include, but are not limited to, HIPAA regulations on allowable disclosures and ADA requirements protecting students and staff from discrimination and retaliation based off the results of COVID testing. At school sites, the COVID-19 Lead is typically the School Nurse or a member of the Health Support Staff.

Schools and district office sites must understand and comply with data sharing regulations to ensure protection of staff and student information.
- FERPA – authorizes limited disclosure of Personally Identifiable Information (PII) to public health officials for **students** who test positive for COVID-19
- HIPAA
- US Equal Employment Opportunity Commission

Important Contact Information
To report a positive COVID-19 case: Yolo County Public Health Provider Line (530) 666 – 8614
For questions or advice on protocols or communications: Public Health School Liaison (833) 965 – 6268

School/Cohort/Office Setting Scenarios

Scenario One	Actions	Communications
A student or staff member in cohort or office responds **"yes" to one of the health screening questions**, has **a temperature of 100.4 or above**, and/or exhibits **symptoms** of COVID-19 with no known exposure to a Confirmed Case.	- The cohort/office remains open. - The student or staff member should not enter the building, should be sent home, and self-isolate. - If the student or staff member is at home, they should not come to school. - If the student is at school, they will be separated and cared for in an isolation room on campus and the parent/guardian will be contacted to pick up student. - The student's parent/guardian or the staff member should contact their healthcare provider for any further steps. Testing is recommended. - For students, the School Site COVID-19 Lead should be notified. The Lead will monitor students who are ill with COVID-like symptoms. - For staff, the supervisor and Human Resources should be notified. HR will monitor staff who are ill with COVID-like symptoms. - Students and staff that test positive must stay home for 10 days from symptom onset date. The school site or office will follow the communications in Scenario 3 below. - Students and staff that test negative may return to school or work after 24 hours have passed without fever and without the use of fever reducing medicine for at least 24 hours **_and_** symptoms have started to improve. - For staff and students that do not test, they must stay home until they have had no fever without the use of fever reducing medicine for at least 24 hours, their symptoms are improving, **_and_** at least 10 days have passed since the day the symptoms first appeared.	- No communication is needed unless student or staff member tests positive. - If student or staff member test positive, follow communications in Scenario 3 below.

Scenario Two	Actions	Communications

A student or staff member in cohort or office **lives with** or has been in **close contact with** a person who has tested **positive** for COVID-19.	● The cohort remains open.
	● The student, parent/guardian must report this to the School Site COVID-19 Lead immediately, stay home and be tested for COVID-19,
	● The staff member must report this to their supervisor and Human Resources immediately, stay home and be tested for COVID-19.
	● The student or staff member and all of their household members who were exposed to the confirmed case should:
	    ○ [Quarantine](#) for 10 days
	    ○ Monitor symptoms
	    ○ Contact their health providers for additional steps
	    ○ **Schedule testing 5-7 days from last exposure. A negative test will not shorten the 10-day quarantine period.**
	● For students, the School Site COVID-19 Lead will gather close contacts during the tracing period.
	● For staff, the Human Resources department will document close contacts during the tracing period.
	● If the student or staff member has siblings, family, or household members at other district locations with exposure to the same Confirmed Case, they should stay home.
	● Staff and students who do not live with the individual they've had close contact with who tested positive should quarantine for 10 days from the last exposure to the known COVID-19 individual.
	● Staff and students who live with someone who has tested positive for COVID-19 should quarantine for 10 days after the household member no longer needs to be isolated.
		● No communication is needed unless student or staff member tests positive for COVID-19.

Scenario Three	Actions	Communication
A student or staff member in a cohort or office **tests positive for COVID-19, or receives a clinical diagnosis of probable COVID-19 by a medical provider.**	● The cohort will be closed for 10 days from date of last known exposure. ● School or office building remains open. ● The student or staff member who tests positive must self-quarantine for 10 days from symptom onset or, if asymptomatic, 10 days from testing date. ● School Site COVID-19 Lead or Human Resources should notify Yolo County Public Health immediately by calling the Yolo County Public Health Provider Line: (530) 666-8614 and follow contact tracing procedures. ● All families of students and staff members of the cohort are notified that a student or staff member in the cohort has tested positive. The cohort should be tested 5-7 days from last exposure and quarantined for 10 days from date of last known contact. Information on testing will be provided. ● Close contacts of staff members in an office setting should be notified that a staff member has tested positive. The close contacts should be tested 5-7 days from last exposure and quarantined for 10 days from last date of known contact. Information on testing will be provided. ● For siblings, other students, or staff who live with the positive case, if the positive case is not able to completely isolate, their date of quarantine begins after the positive case completes isolation. ● Students, staff at school site or office not in the cohort or who are not close contacts are notified of confirmed case. ● School custodial staff should disinfect classroom and other spaces used extensively by the positive case per state and local school guidance.	● **Template Communication Letter – Confirmed COVID-19 of Close Contact in Cohort or Office** ● **Template Communication Letter – Confirmed COVID-19 in Cohort or Office – Not a Close Contact**

Scenario Four	Actions	Communications
A student or staff member in cohort or office who had symptoms tests negative with no known exposure to confirmed case.	● The cohort remains open. ● Student or staff member may return to school or work after 24 hours have passed without fever and without the use of fever reducing medicine for at least 24 hours and symptoms have started to improve.	● **No communication is needed**

Template Letter - Confirmed COVID-19 of Close Contact in Cohort OR Office

A student or staff member tests positive for COVID-19 or receives a clinical diagnosis of probable COVID-19 by a medical provider.

ENGLISH VERSION

Date, 2021

Dear [XXX School/Classroom] Parents/Guardians and Staff:

The health and safety of our students and staff are our top priority. **This letter is to inform you that a student or staff member in your child's cohort at [XXX School] OR that a staff member in [XXX department] has tested positive for COVID-19.** The last date of known exposure to the classroom cohort was [XXX date]. Your student **OR you** have been identified as a close contact of the individual who tested positive for COVID-19. Close contact is defined as contact less than 6 feet for 15 minutes or more with an individual positive or COVID-19. We have protocols in place for a situation such as this and we are following them. We are currently working with Yolo County Department of Public Health on reporting and contact tracing requirements.

Directives from the Yolo County Department of Public Health advises that your child **OR you** immediately quarantine for 10-days from the last date of exposure, to the greatest extent possible, even if you are asymptomatic. In addition, please work with your healthcare provider to schedule testing as soon as possible, contact Public Health at (833) - 965-6268 to receive a priority referral or visit the "Testing Options in Yolo County" webpage link below to find testing locations. Be sure to let the provider know that you or your child has had a direct exposure through this classroom cohort.

The classroom cohort will be closed through at least [date] to allow students and staff to be tested and to avoid further spread of the virus. [Information related to distance learning to be completed by district/school]

If you have any health-related questions, please contact your healthcare provider.

CDC - Symptoms of Coronavirus
Testing Options in Yolo County

Thank you for your prompt response to this matter.

Sincerely,
[XXX Site Administrator/Teacher]
[School Name]

Resources
Yolo County Coronavirus Webpage
Instructions for Home Isolation and Health Monitoring

Template Letter - Confirmed COVID-19 in Cohort of Office – Not a Close Contact

A student or staff member tests positive for COVID-19 or receives a clinical diagnosis of probable COVID-19 by a medical provider.
NOTIFICATION TO STUDENTS AND STAFF AT SCHOOL SITE OR OFFICE
(INDIVIDUAL IS NOT A CLOSE CONTACT)

ENGLISH VERSION

Date, 2021

Dear [XXX School/Classroom] Parents/Guardians and Staff:

We have been notified today that a student or staff member at your child's school OR a staff member who works in the DEPARTMENT at OFFICE has tested positive for COVID-19. The student's OR staff member's last day on site was DAY, DATE. We have protocols in place for a situation such as this and we are following them. We have identified those individuals who have had close contact with the student OR staff member and informed them of their need to quarantine, to contact their personal physician and of testing. We are currently working with Yolo County Public Health on reporting and contact tracing requirements.

We will update you with any additional pertinent information when we receive it. We have included resources below for your reference. Please do not hesitate to contact the school office OR FOR STAFF MEMBERS or Theresa Dunlop, Director of Human Resources, if you have any other questions.
(FOR STAFF MEMBERS ONLY)
COVID Resources from our EAP provider, Magellan Health
Testing Options in Yolo County

Please continue to:
- Monitor your student OR yourself for illness daily
- Maintain social distancing
- Wear a face covering at all times unless you are in a completely enclosed space and working alone

It is our responsibility to keep the names of affected individuals confidential. As always, please remember to follow all protocols for your safety and the safety of others

Thank you.

Sincerely,
[XXX Site Administrator]
[School Name]

Resources
Yolo County Coronavirus Webpage
Instructions for Home Isolation and Health Monitoring

ATHLETICS

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.

The purpose of these reopening guidelines for our athletic and performing arts departments in the Woodland Joint Unified School District is to ensure the safest environment and best possible care is being provided for our students who choose to return and participate in activities. The California Interscholastic Federation (CIF) Sports Medicine Advisory Committee has developed the comprehensive list of activities below* to help school districts prepare for their student-athletes to return to athletic activities.

LOW-RISK ACTIVITIES	MODERATE-RISK ACTIVITIES	HIGH-RISK ACTIVITIES
• Cross Country • Marching Band • Marching/Percussion/Color Guard • Swimming and Diving • Sideline Cheer/Song/Dance • Tennis • Golf • Track - Specific Events	• Baseball/Basketball • Lacrosse – Girls • Soccer • Softball • Track - Specific Events • Volleyball • Water Polo	• Choir • Competitive Cheer/Song/Dance • Football • Lacrosse - Boys • Band with Wind Instruments • Wrestling

Further guidelines will likely be forthcoming from the California Department of Public Health (CDHP), California Department of Education (CDE), and California Interscholastic Federation (CIF). WJUSD, with guidance from Yolo County Public Health, will determine PHASE level and duration of each phase for a gradual full physical return of athletics and Performing Arts. All sports are permitted to participate in conditioning activities as long as they adhere to the phased approach outlined below prior to resuming a full physical return of athletics.

PHASE 1	PHASE 2	PHASE 3
• No locker rooms • 6 feet social distancing • No Athlete contact • Avoid shared equipment • Pods up to 10 students • No vulnerable individuals involved • Low-risk activities begin modified practice	• Pods of 10 students - indoors • Pods of 50 students - outdoors • No locker rooms • 6 feet social distancing • No Athlete contact • No sharing of towels, shoes, clothes • Athletic equipment cleaned intermittently • No vulnerable individuals involved • Low-risk and moderate-activity activities continue practice • Moderate-risk activities begin modified practice	• Pods of 50 students - indoors/outdoors • Locker room open – 6 feet apart • 3-6 feet social distancing • Vulnerable individuals – social distance • Moderate activity sports continue practice • High-risk activities begin modified practice

For further information on the CIF Sports Guidelines follow this link:
https://cifstate.org/covid-19/index

For further information on the Yolo County Roadmap to Recovery follow this link:
https://www.yolocounty.org/government/general-government-departments/health-human-services/adults/communicable-disease-investigation-and-control/novel-coronavirus-2019/roadmap-to-recovery

At this time, tournaments, events, or competitions are not permitted, regardless of whether teams are from the same school or from different schools, counties, or states.

Each organization shall complete a Return to Athletic Conditioning Plan. 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.

COVID-19 TESTING

There are a number of ways for residents to be tested in Yolo County, including options that are free. Individuals do not need to have health insurance to be tested; many sites are free to Yolo County residents. Staff and families can learn more by visiting the YCDPH's Coronavirus Testing webpage of their COVID-19 website.

If a student or staff member is experiencing symptoms of COVID-19 or has been exposed to COVID-19, they are encouraged to contact their health provider and/or be tested. Current Cal/OSHA Emergency Temporary Standards require an employer to inform employees of the need to be tested in specific workplace situations. This topic continues to be developing at the local and state level and staff will continue to monitor developments from YCDPH, Cal/OSHA and CDPH.
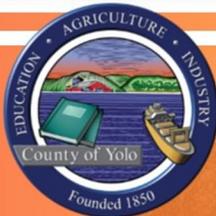
SCHOOL CLOSURE DETERMINATIONS (PER CDPH)

What are the criteria for closing a school to in-person learning?

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the Local Health Officer (LHO). Situations that may indicate the need for school closure:

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

Length of closure: 14 days, or according to a decision made in consultation with the LHO.

The State Safe Schools for All Technical Assistance teams (TA teams), comprised of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

If a school is closed, when may it reopen?

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

- Cleaning and disinfection
- Public health investigation
- Consultation with the LHD

What are the criteria for closing a Local Education Agency (LEA)?

A school district should close if 25% or more of schools in a district have closed due to COVID-19 within a 14-day period and in consultation with the LHD.

If a LEA is closed, when may it reopen?

SCHOOL SITE ROLES & RESPONSIBILITIES

The purpose of these checklists for individual staff positions, students and families are meant to serve as a guide for all in creating and supporting a safe and healthy environment in our schools and workplaces. These checklists should be shared with responsible staff and be included in Student/Parent Handbooks, planners or other communications.

Administrator Checklist

✓ Follow all Preventative Practices for Staff and Students.
✓ Actively model and support all required safety precautions and public health guidelines.
✓ Designate site COVID-19 Response Team members to be liaisons to staff for concerns and for questions about safety practices at the site and for concerns. Communicate the team members and roles to staff so everyone knows who they are and how to contact them.
✓ Schedule and coordinate site COVID-19 Response Team meetings and provide opportunities for team member training.
✓ Plan and coordinate regular education for staff.
✓ Monitor and update Worksite Specific COVID-19 Prevention Plan.
✓ Identify hazards at the site and perform inspections to monitor compliance with safety precautions at the site and to implement changes where needed.
✓ Communicate to staff and students that it is OK to correct one another each other — using "please" and "thank you" to others when reminded about public health measures.
✓ Make changes to site physical spaces and/or implement practices and policies to support prevention measures.
✓ Ensure posters and signage are placed in effective areas for staff, students and visitors. Signage should be visible in all restrooms, classrooms, front office and common spaces.
✓ Provide frequent communication to students, families and staff using various types of communication including email, newsletters, school website and/or social media postings, flyers and posters on the following topics:
  • Signs and Symptoms of COVID-19
  • Physical distancing
  • Face covering guidance
  • Stay home when sick guidelines
  • Cough and sneeze hygiene
  • Procedures for pick-up and drop-off
  • Mental health resources
✓ Know and ensure that students, families and staff understand requirements for daily symptom screening, the process for reporting illness and absences and the actions and communications needed for various health-related scenarios.
✓ Contact the Director of Student Services if a student or staff tests positive for COVID-19 or if there are questions about quarantine scenarios.

(Administrator Checklist Continued)

- ✓ Coordinate with the Director of Student Services when preparing communications to staff and families that may be required for the various health-related scenarios.
- ✓ Contact the Director of Students Services and Cabinet Members if a large number of the school population or any single class is sick with similar symptoms
- ✓ Establish an isolation room on campus to separate ill students that need to go home. Identify staff to provide safe and appropriate supervision for sick students and ensure staff is trained on isolation room procedures.
- ✓ Provide designated space and supervision for students who need first aid, medication administration, or other procedures at school, etc. (i.e. Well Student Area).
- ✓ Reinforce symptom screening and return to work or school requirements by sending home any students or staff who have signs or symptoms of illness.
- ✓ Ensure PPE inventory on site is regularly monitored and establish a plan for inventory management.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Investigate hazard reports, implement and communicate corrections and contact Maintenance & Operations, Student Services or Human Resources for additional support.
- ✓ 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 the appropriate district resources or communication with School Nurse and/or Student Services staff for additional support

Office Staff/Attendance Staff Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Support Administrator in ensuring posters and signage are placed in effective areas for staff, students and visitors. Signage should be visible in all restrooms, classrooms, front office and common spaces.
- ✓ Communicate practices for essential visitors and screen visitors as needed using district guidelines.
- ✓ Support Administrator in developing and distributing frequent communication to students, families and staff using various types of communication including email, newsletters, school website and/or social media postings, flyers and posters on the following topics:
  - Signs and Symptoms of COVID-19
  - Physical distancing
  - Face covering guidance
  - Stay home when sick guidelines
  - Cough and sneeze hygiene
  - Procedures for pick-up and drop-off
  - Mental health resources
- ✓ Reinforce daily symptom screening requirements for students and staff and communicate the process for reporting illness and absences.
- ✓ Support Administrator by monitoring PPE inventory and placing reorders to maintain adequate supplies
- ✓ Support students, families and staff by providing information related to safety practices at the school.
- ✓ Support School Nurse or Health Technician as needed to contact families.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Report hazards to site administrator
- ✓ Direct any person with heightened concerns to the site administrator.

Custodial Staff Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Support Administrator in ensuring posters and signage are placed in effective areas for staff, students and visitors. Signage should be visible in all restrooms, classrooms, front office and common spaces.
- ✓ Support Administrator by monitoring PPE inventory and communicate timely when reorders are necessary.
- ✓ Ensure school or building has adequate supplies of handwashing materials, facial tissues, hand sanitizer, district-approved disinfecting wipes and cleaners, etc. and order additional supplies in a timely manner as needed.
- ✓ Perform disinfecting and cleaning protocols as established by Maintenance & Operations.
- ✓ Contact Maintenance and Operations if additional enhance large-scale deep disinfecting is required.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Report hazards to site administrator and support administrator in performing duties related to hazard correction
- ✓ Direct any person with heightened concerns to the site administrator.

Food Service Staff Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Support Administrator in ensuring posters and signage are placed in effective areas for staff, students and visitors. Signage should be visible in all restrooms, classrooms, front office and common spaces.
- ✓ Ensure food service areas have adequate supplies of handwashing materials, facial tissues, hand sanitizer, district-approved disinfecting wipes and/or spray cleaners, garbage cans with liners (changed daily), etc. and order additional supplies in a timely manner as needed.
- ✓ Ensure adequate supplies of gloves and disposable face coverings are available and order additional supplies in a timely manner as needed.
- ✓ Follow department practices and protocols policies that minimize the risk of disease transmission
- ✓ Set up meal distribution using safe practices that ensure social distancing and minimize congregation.
- ✓ Increase ventilation for enclosed areas (open doors and windows)
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Report hazards to site administrator
- ✓ Direct any person with heightened concerns to the site administrator.

Teacher Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Communicate to students that it is OK to correct one another each other — using "please" and "thank you" to others when reminded about public health measures.
- ✓ Ensure students follow face-covering requirements and communicate specific student concerns to School Nurse and site administrator.
- ✓ Ensure compliance with maximum occupancy of individuals in the classroom.
- ✓ Review "Suggestions for Setting Up Classrooms" for ideas to create a safe classroom environment.
- ✓ Eliminate shared spaces in classrooms such as "reading corners" or "break areas" to the extent possible to promote social distancing.
- ✓ Working with the site administrator, ensure students have sufficient supplies to minimize sharing of high-touch materials.
- ✓ Provide instruction to students to store their belongings in their own backpack, bag or container separately from others' belonging in cubies or other areas in the classroom.
- ✓ Ensure only essential visitors are allowed into classroom when needed. Communicate concerns to site administrator.
- ✓ Provide education to students on health and safety protocols in the classroom, in common areas, restrooms, during transitions, etc.
- ✓ Establish hand washing routines and schedules.
- ✓ Place posters in classrooms for students to reinforce:
  - Signs and Symptoms of COVID-19
  - Physical distancing
  - Face covering guidance
  - Stay home when sick guidelines
  - Cough and sneeze hygiene
- ✓ Ensure classroom has extra face coverings adequate supplies of handwashing materials (for those classrooms with sinks), facial tissues, hand sanitizer, district-approved disinfecting wipes, paper towels and wastebasket.
- ✓ Open doors and windows when possible to maximize ventilation in the room.
- ✓ Contact appropriate staff member on site to escort any visibly ill students or students that report not feeling well from the classroom to the isolation room.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans. Ensure substitute plans include the appropriate information related to these needs.
- ✓ Report hazards to site administrator.
- ✓ Direct any person with heightened concerns to the appropriate district resources or communication with School Nurse and/or Student Services staff for additional support

School Nurse Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model, teach, positively reinforce, support, check compliance and re-teach all required public health measures. Teach everyone it is okay to correct each other — teach "please" and "thank you" to everyone when reminded about public health measures.
- ✓ Monitor and track student illness at site and follow YCDPH reporting and contact tracing requirements.
- ✓ Provide training and information as needed to site administrators, staff, students and families.
- ✓ Work with attendance to support return to school requirements. Provide training, monitoring and reinforcement of district procedures and any new procedures required by the YCDPH as a result of communicable disease follow-up
- ✓ Work with administration to monitor well-student and isolation room procedures.
- ✓ Support students in isolation room and wellness areas and train other health staff on isolation room protocols
- ✓ Encourage precautions and measures that reduce risk of disease transmission. Support administrators by identify risks and establishing and communicating corrections.
- ✓ Look for visible signs of illness in students or staff.
- ✓ Support administrator by monitoring needed supplies including thermometers and communicate timeline when reorders are needed.
- ✓ Reinforce standard wellness protocols by training staff to recognize and send home any students display signs of illness
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans.
- ✓ Report hazards to site administrator.
- ✓ Direct any person with heightened concerns to the site administrator or the appropriate district resources for additional support

Bus Drivers/Transportation Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines. Teach everyone it is okay 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, including proper floor signage indicating 6 feet spacing.
- ✓ Reinforce with parent and students steps they must take to keep students and staff safe during loading and unloading.
- ✓ Screen students for illness before they enter the bus in the morning and after school. In the morning, release ill students to parents/guardians and notify site administrator, via telephone and on a transportation form turned in upon delivery of other students to the school.
- ✓ Ensure students follow face-covering requirements and communicate specific concerns to Transportation Director and site administrator.
- ✓ Provide hand sanitizer to students before they enter the bus.
- ✓ Inform students of seating arrangement to allow for 6 feet of social distance to the extent possible. Ensure good ventilation with open/partially open windows.
- ✓ Thoroughly cleaned and disinfected between transporting students at the end of the day when students are returned home.
- ✓ Ensure the buses have adequate supplies of facial tissues, hand sanitizer, vomit bags district-approved disinfecting wipes and/or spray cleaners, garbage cans with liners (changed daily).
- ✓ Ensure adequate supplies of gloves and disposable face coverings are available and notify administrator timely of the need for additional supplies.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.
- ✓ Report hazards to site administrator
- ✓ Direct any person with heightened concerns to the site administrator.

Support Staff Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Actively model and support all required safety precautions and public health guidelines.
- ✓ Communicate to students that it is OK to correct one another each other — using "please" and "thank you" to others when reminded about public health measures.
- ✓ Ensure students follow face-covering requirements and communicate specific student concerns to School Nurse and site administrator.
- ✓ Ensure compliance with maximum occupancy of individuals in the classroom, libraries or other spaces.
- ✓ Support teacher by reinforcing instruction to students to store their belongings in their own backpack, bag or container separately from others' belonging in cubies or other areas in the classroom.
- ✓ Ensure only essential visitors are allowed into classroom when needed. Communicate concerns to site administrator.
- ✓ Support teachers by working with students to reinforce the need to follow health and safety protocols in the classroom, in common areas, restrooms, during transitions, etc.
- ✓ Support teacher by reinforcing hand-washing routines.
- ✓ Escort or contact appropriate staff member on site to escort any visibly ill students or students that report not feeling well from the classroom to the isolation room.
- ✓ Follow any guidance issued by district office administration as it relates to health and safety measures.

Student Checklist

- ✓ Follow all Preventative Practices for Staff and Students.
- ✓ Wear face coverings at school as directed by school staff and administrators.
- ✓ Let parent/guardian know if feeling sick and remain home if experiencing fever or other symptoms.
- ✓ If feeling ill during the school day, go immediately to the area designated to support ill students to be monitored and to wait for parent/guardian to pick up.
- ✓ 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.

Parents/Guardian Checklist

- ✓ Keep child at home per daily symptom screening and return to school requirements. Contact school office if there are any questions about the health requirements.
- ✓ Call the school office when child is sick. Report symptoms of illness.
- ✓ Call the school office if anyone in the household has been diagnosed with COVID-19 or has had close personal contact with someone with COVID-19.
- ✓ While on school site, follow all Preventative Practices for Staff and Students and any other posted safety protocols.
- ✓ Actively model and support all required safety precautions and public health guidelines implemented at school.
- ✓ Be accepting of other people's choices who may look, behave, or believe differently than your family.

Appendices

Appendix A – Daily Symptom Screening For Students And Return To School Requirements

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COVID-19 DAILY SYMPTOM SCREENING FOR STUDENTS

Prior to sending your child to school, parents must perform a <u>daily</u> symptom check on their child. If the answer is **YES** to any of the following questions, your child **must stay home** from school and you should report your child's illness and symptoms to the school attendance office. You should also follow-up with your child's physician.

☐ Does the child have a fever (100.4° F or greater) without having taken any fever-reducing medications?

☐ Does the child have a sore throat, congestion or a runny nose?

☐ Does the child have a new uncontrolled cough that causes shortness of breath or difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?

☐ Does the child have a new uncontrolled cough that causes shortness of breath or difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?

☐ Does the child have diarrhea, nausea or vomiting?

☐ Does the child have new onset of headache, body aches or fatigue?

☐ Does the child have a new loss of taste or smell?

☐ Is the child living with someone in the household that has tested positive for COVID-19 OR living with someone in the household who is awaiting their test results for COVID-19?

☐ Has the child had close contact (less than 6 feet for at least 15 minutes) with a person confirmed with COVID-19?

☐ In the past 14 days has the child returned from travel outside of California?*

COVID-19 RETURN TO SCHOOL REQUIREMENTS FOR STUDENTS

Students who are ill, and who have had no known exposure to a person with COVID-19, must stay home until they have met the CDPH criteria to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
    - The student has a negative test for COVID-19; or
    - A health care provider has confirmed an alternative diagnosis; or
    - At least 10 days have passed since the day the symptoms first appeared.

*Students who have returned from travel outside of California must quarantine for 10 days in accordance with the CDPH Travel Advisory and may return to school after the 10 days if they do not experience symptoms of illness during the 10-day period.

Students who have had close contact with a person with COVID-19 and that person does not live in the household with the student, the student must stay home in quarantine for 10 days from the last date of contact. They can return if no symptoms have been reported during the 10-day period.

Students who live with a person with COVID-19 need to quarantine for 10 days after the household member no longer needs to be isolated.

Students who live with a person awaiting test results for COVID-19 need to quarantine until the test results are known. If the results are positive for COVID-19, the student needs to quarantine for 10 days after the household member no longer needs to be isolated. If the results are negative and the student has not experienced symptoms during the waiting period, the student may return to work. If the results are negative and the student experiences symptoms during the waiting period, the staff member should follow the requirements above for an individual with symptoms and no known exposure.

Appendix B – Daily Symptom Screening For Staff And Return To Work Requirements

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COVID-19 DAILY SYMPTOM SCREENING FOR STAFF

Staff must self-screen for symptoms of illness at home daily before reporting to work. If the staff member answers **YES** to any of the following questions, they **must stay home** from work, report the absence in Frontline and contact their supervisor directly. Human Resources will follow up with the staff member for information on leave options and return to work instructions. Staff will be advised to follow- up with their health care provider.

☐ Are you currently experiencing any of the following NEW OR UNEXPECTED COVID-19 symptoms that cannot be explained by another condition?
- Fever of 100.4° F or higher
- Chills, fatigue, muscle or body aches
- Sore throat, congestion or a runny nose
- New uncontrolled cough that causes shortness of breath or difficulty breathing
- Diarrhea, nausea or vomiting
- Headache
- NEW loss of taste or smell

☐ Has anyone in your household tested positive for COVID-19 OR is anyone living in your awaiting their test results for COVID-19?

☐ Have you had close contact (less than 6 feet for at least 15 minutes) with a person confirmed with COVID-19?

☐ In the past 14 days, have you returned from travel outside of California?*

COVID-19 RETURN TO SCHOOL REQUIREMENTS FOR STAFF

Staff members who are ill, and who have had no known exposure to a person with COVID-19, must stay home until they have met the CDPH criteria to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
  - The staff member has a negative test for COVID-19; or
  - A health care provider has confirmed an alternative diagnosis; or
  - At least 10 days have passed since the day the symptoms first appeared.

*Staff members who have returned from travel outside of California must quarantine for 10 days in accordance with the CDPH Travel Advisory and may return to school after the 10 days if they do not experience symptoms of illness during the 10-day period.

Staff members who have had close contact with a person with COVID-19 and that person does not live in the household with the staff member must stay home in quarantine for 10 days from the last date of contact. They can return if no symptoms have been reported during the 10-day period.

Staff members who live with a person with COVID-19 need to quarantine for 10 days after the household member no longer needs to be isolated.

Staff members who live with a person awaiting test results for COVID-19 need to quarantine for until the results are known. If the results are positive for COVID-19, the staff member needs to quarantine for 10 days after the household member no longer needs to be isolated. If the results are negative and the staff member has not experienced symptoms during the waiting period, the staff members may return to work. If the results are negative and the staff member experiences symptoms during the waiting period, the staff member should follow the requirements above for an individual with symptoms and no known exposure.

Appendix C – Daily Student Health Check

DAILY STUDENT HEALTH CHECK
PLEASE ANSWER THESE 4 QUESTIONS

1. Are you feeling sick today?

Cough, shortness of breath or difficulty breathing | Fever or chills

Muscle or body aches | Vomiting or diarrhea | New loss of taste or smell

2. Does anyone in your home have COVID-19?

3. Have you had close contact with someone that has COVID-19?

4. Have you traveled out of California in the past 2 weeks?

Appendix D – CDC's How To Safely Wear And Take Off A Mask

How to Safely Wear and Take Off a Mask

Accessible: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE A MASK TO HELP PROTECT OTHERS

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings when around people who don't live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don't live with you
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, wash your hands or use hand sanitizer

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Avoid crowds and places with poor ventilation
- Wash your hands often

TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see: **cdc.gov/coronavirus**

CS 316488 12/21/2020

Appendix E – CDC's Did You Wash Your Hands?

Appendix F – CDC's Cover Your Cough

Appendix G – Flowchart for Student Illness or Positive COVID-19 Diagnosis

WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS

Student display signs of illness consistent with COVID-19.

→ Staff notifies Site Point of Contact of situation to have student escorted to from classroom.

→ COVID-19 Point of Contact takes student (s) to designated isolation room until Site Health Staff member assesses student condition to determine next steps.

→ Site Health Staff member assesses student and determines next steps:
1. Calls parent/guardian of student condition, and requests for student to be picked up.
OR
2. Seek emergency medical attention.

→ Parent/guardian pick up student and asked for them to follow up with their healthcare provider for evaluation and determination if testing is recommended.

POSITIVE COVID-19 TEST RESULT — **NEGATIVE COVID-19 TEST RESULT**

A student is newly identified as having COVID-19.

Site Health Staff initiates a list of close contacts of the affected student and communicates to Department of Student Services of all possible exposures.

Department of Student Services partners with Assoc. Sup of Ed Services, Site admin, and Assist. Sup of HR for appropriate communication to be distributed to all potentially exposed individuals.

Close contacts are notified, advised to stay home to quarantine for 10 days, and to consult their healthcare provider for evaluation and to determine if testing is recommended.

Exposed area(s) on campus are closed off for up to 24 hours. Cleaning and disinfection of area is performed by appropriate staff.

Administrators communicate with school community the importance of COVID-19 Safety Strategies.

Members of the students household are requested to quarantine for 10 days.

Members of the students household are requested to quarantine for 10 days.

Student returns to school following existing school illness management policies.

Appendix H – Well Student and Isolation Room Procedures

Well Student Area-Nurses Office	Sick Student Area-Isolation Room
Reasons for Visit: • First Aid • Seizures • Medications • Hungry Diabetes • Behavior Asthma Care • Tired • Allergies • Anxiety	**Reasons for Visit:** • Fever (100.4 degrees or higher) • New loss of taste or smell • Cough • Sore throat • Shortness of breath or Difficulty breathing • Congestion or runny nose • Nausea or vomiting, diarrhea • Muscle or body aches • Headache
Staffing: A trained staff member, school nurse, or medical staff provides care.	**Staffing:** A trained staff member, school nurse, or medical staff assesses and provides care. IF this is a separate room, additional staff may be necessary to monitor students if not visible by the staff member providing well-student care.
PPE: Staff delivering care will wear cloth face covering and use standard precautions if at risk of exposure to blood or body fluids.	**PPE:** Staff must wear gloves, disposable mask, and eye protection/ face shield.
Room requirements: • Consider using the current nurse office already set up for first aid. • Soap/Hand Sanitizer and paper towels available • Have access to the bathroom • Chairs for resting students • Table, counter, or desk • First aid supplies • Medication and procedure	**Room requirements:** • Consider using a separate room or move sick care to a large room that can separate well and sick students by more than 6 feet and barrier. • The room must be well-ventilated (open windows and door) • Have hand sanitizer and paper towels • Have access to restroom nearby • Chairs for waiting students • Phone • Table, counter, or desk

Well Student Area-Nurses Office	Sick Student Area-Isolation Room
Supplies: - First aid supplies - PPE - gloves and masks - Soap/Hand Sanitizer and paper towels - Water for drinking - Disinfecting supplies - solution and paper towels	**Supplies:** - PPE - gloves, masks, face shield - Vomit bags - Thermometer - Water for drinking - Soap/Hand Sanitizer and paper towels - Disinfecting supplies - solutions and paper towels
Well student procedure: - Student must wash hands upon arrival - Place face covering on student if not already wearing one - Use standard precautions when assisting students in first aid or procedures - Disinfect surfaces after student leaves and before use by others	**Sick student procedure:** - Student must wash hands upon arrival - Place a surgical mask on the sick student - Use standard precautions when assisting sick students - 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 - 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 - If symptoms indicate that COVID-19 is suspected contact your school nurse. - Follow Communicable Disease Guidelines for notifying Health Services for possible outbreaks of infectious disease

Appendix I – Training Topics For Staff, Parents And Students

TRAINING TOPICS FOR STAFF, PARENTS, AND STUDENTS

Staff Training
- COVID-19 Facts
- District policies and procedures
- Social Distancing
- Face Coverings
- Hand Washing and Respiratory Hygiene
- Screening Requirements
- Reporting Hazards
- COVID-19 Symptoms
- Scenarios – What to do if you're ill or test positive for COVID-19
- Cleaning and Disinfection Protocols
- Resources, stress management, mental health, self-care

Student Training
- What is Covid-19?
- Self-screening and when to stay home.
- Precautions we are taking and why - distancing, face covering, hand washing, stay at home guidelines.
- Handwashing - How To
- Cover Your Cough
- How to use a face covering.
- What is 6 feet?
- Cleaning their space
- Resources, stress management, mental health, self-care

Parent/Guardian Training
- COVID-19 Facts
- Rationale for district guidelines
- Self-screening. When to keep students home if they are ill 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
- Importance of coming to school quickly to pick up their child, if called

Appendix J - Suggestions For Setting Up Classrooms

In order to reduce the spread of COVID-19 at school, staff will need to use a combination of measures to prevent the spread of COVID-19 specifically in classrooms. Every classroom space and group of students will be different. This chart is a list of ideas for our staff to implement to promote a safe and healthy learning environment.

Physical Distancing	Hand Hygiene & High Touch Surfaces	Cloth Face Coverings	Cough/Sneeze Etiquette
Rearrange desks and common seating spaces 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).	**Create a hand washing or hand sanitizer routine** upon entering the classroom. Place bottles of hand sanitizer at the entrance. **Allow time for handwashing** or use of alcohol-based hand sanitizer before eating and upon returning to the classroom.	**Model wearing a face covering** 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.
Hold classes outside and encourage participants to spread out whenever possible	**Avoid community supplies when possible.** 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.	**Decorate cloth face coverings as a class activity.**	Hang Cover Your Cough posters, Wash Your Hands, and Stay Home if You Are Ill posters in your room.
Open windows and doors for increased ventilation when 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 cloth 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.

In order to reduce the spread of COVID-19 at school, staff will need to use a combination of measures to prevent the spread of COVID-19 specifically in classrooms. Every classroom space and group of students will be different. This chart is a list of ideas for our staff to implement to promote a safe and healthy learning environment.

Physical Distancing	Hand Hygiene & High Touch Surfaces	Cloth Face Coverings	Cough/Sneeze Etiquette
Use visual cues to demonstrate physical spacing (spacing dot/ markers).	**Do not share equipment** between staff, volunteers, and participants when possible	**Hang pictures of students and staff both with and without a mask**.	Show videos that teach proper cough/ sneeze etiquette and handwashing.
Use visual aids (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.	**Do not allow students to bring toys or personal items** to school. Avoid sharing electronic devices, toys, books, and other games or learning aids to the extent possible.	**Develop a system for students to express their frustrations or feelings** (e.g. desk cards email, etc.) since facial expressions can be difficult to discern while wearing a cloth face covering.	Look for visible signs of illness in students or staff. Send any visibly sick students to the office.
Allow children to alternate sitting and standing at their desk rather than walking around the room. Encourage stretching.	**Wipe down surfaces** shared between students		
	Keep child's belongings separated from others and in individually labeled containers, cubbies, or areas. Store backpacks/jackets at desks.	**For group work, group students in the virtual setting** to reduce movement of students around the room.	
	Give students their own fidget toys, or create their own calm down space rather than a fidget box or classroom time out space	Cloth Face Coverings for Children During COVID-19	

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