



# *return* to HEALTH

## HEALTH & SAFETY PLAN DURING COVID-19

8.24.2020

**The COVID-19 pandemic has immensely changed our lives in so many ways. As we wait for a vaccine and treatment, 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 .

Flexibility is key as we try to contain the spread of COVID-19. As the **CDC** advises, there may be times when we need to return to remaining safer at home. In any situation, we will work together with our community, relying on our collective ingenuity and creativity to help us respond and address changes as needed.



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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.

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.”*

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:

- 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
- COVID-19 Industry Guidance: Schools and School-Based Programs. August 3, 2020
- COVID-19 and Reopening In-Person Learning Elementary Education. August 3, 2020.



## OPENING & CLOSING SCHOOLS CRITERIA

### In-person Reopening Criteria

Schools and school districts are permitted to reopen for in-person instruction once off the county monitoring list for 14 days. In addition, SCUSD is looking at many other important factors, and will work with Sacramento County Public Health (SCPH) to determine when to reopen based on additional criteria including:

- Local epidemiological data including cases per 100,000 population
- Testing capacity
- Rate of test positivity
- Communicable disease follow-up capacity
- Local preparedness to support a health care surge
- Vulnerable populations
- Ability to implement and adhere to public health measures

### Closing Criteria

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 either of the following situations:

- There are multiple cases in multiple cohorts at a school
- At least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school

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. For further details on closing criteria, please see the section titled Communicable Disease Response Protocols.

## COVID-19 TESTING

Once schools are physically reopened to at least some in-person instruction, California Department of Public Health (CDPH) recommends that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows. School staff are essential workers, which includes teachers, school nurses, support staff, para-professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff.

School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate testing of all staff over time.



**Testing, ctd.**

School employees and students who need testing would either go to their health care provider or a state-operated or other community testing site. The Department of Managed Health Care has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including employees in school. In addition, tests are available at community testing sites throughout the state.

*SCUSD will work closely with the SCPH to further determine testing protocols and strategies and will update this section when further guidance by CDPH or SCPH is provided.*

## HEALTH PRECAUTIONS FOR STUDENTS AND STAFF

### How COVID-19 Spreads

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. There is also evidence that the virus spreads from contaminated surfaces to hands and then to the nose, mouth, or eyes, causing infection.

## 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:

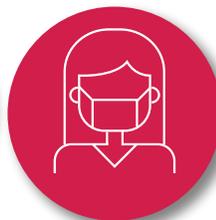
- Physical distancing
- Hand hygiene
- Face coverings
- Cough/sneeze etiquette
- Passive and active screening



Physical Distancing



Hand Hygiene



Face Coverings



Cough Etiquette



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 next page for screening questions)

#### *Symptoms of illness*

If a person is sick or exhibits 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 they have had no fever without the use of medicine for at least 24 hours, their symptoms are improving, and 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. For instance, an individual with allergy symptoms may have congestion, but is not a reason to exclude them from attending work or school. Individuals with chronic conditions are advised to consult with their physician about their condition. 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 14 days, with a person with confirmed COVID-19 they must stay home in quarantine for 14 days from the last date of contact.

#### *Travel*

If you have traveled outside the country (including Mexico and Canada), you must stay home in quarantine for 14 days from the date you returned home, monitor your health, and practice physical distancing. CDC recommends you avoid all nonessential international 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](#) and in relevant notices below.

## Screen at Home - 4 Questions and Instructions

**1** Do you have any of these symptoms today or within the last 14 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 to another country?

- Yes** — Stay home and quarantine for 14 days from the date you returned
- 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 Ill Persons on Site

Active screening requires all students and staff entering a site to be screened for illness 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.

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 cloth face covering (if able). Face coverings will be available for those who do not have their own. Parent/guardians should remain with their student until the student is admitted to the site in case the student 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
- **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 international travel and the student appears well, direct the student to wash hands and enter campus.
- **If the student has any sign of illness, or has been exposed to COVID-19, or has returned from international travel within 14 days, the student must be sent home immediately with instructions for when they can return to school (Appendix B).**
- **If the parent is not present**, the student must be isolated in the Care Area following the [Guidelines for Caring for Sick Children](#) on site until the parent or emergency contact can be reached.





## 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.**



## 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 (many people who have COVID-19 do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

### Cloth face coverings protect our community from the spread of COVID-19:

- All SCUSD staff, students in 3rd-12th grades, parents/guardians and visitors are required to wear a cloth face covering unless it is not recommended by a physician or is inappropriate for the developmental level of the individual. Students in TK-2nd grade are strongly encouraged to wear face coverings. A list of exceptions can be found below.
- Face coverings should be worn at all times including:
  - » While entering or exiting school grounds or district spaces
  - » While on school grounds with few exceptions
  - » While on a school bus or public transportation
  - » Engaged in work, whether at the workplace or performing work off-site, when:
    - ◇ Interacting in-person with another person
    - ◇ Working in any space visited by multiple people such as the front office, staff room, or hallways

### 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 unable to wear face coverings for medical reasons. Per 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 outside of the classroom.





## *Face Coverings (continued)*

### **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 eating or drinking while wearing the face covering
- Cloth 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

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

- Young children, especially those under age 2
- A physician has advised against using, for example individuals with some respiratory health conditions
- 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.

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

- When people are eating or drinking. But they must maintain a distance of at least six feet from other persons who are not members of the same household
- For individuals who are deaf or hard of hearing, when the ability to see the mouth is essential for communication. Face shields would be 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 a distance of at least six feet from others

When a cloth 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.



## *Face Coverings (continued)*

### **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. In the event that a student who is not exempt from wearing a face covering continually refuses to wear one, the CDPH requires schools to provide distance learning for this student.



## *Hand Hygiene*

### **Wash or Sanitize Hands Frequently**

All students and staff must wash hands frequently. If soap and water are not available use district approved greater than 60% 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.



## 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 cloth 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**

- Sites will replace all HVAC filters 2-3 times per year as recommended rather than once a year as is practiced.
- Sites will run continuous HVAC fans operating throughout the 24-hour cycle.
- Reprogram HVAC systems to run when windows and doors are open.
- Keep windows and doors open, if possible, to increase airflow.

#### **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 cloth face coverings at entrances.



### 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, 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. See below [Accessing School Sites](#).
- 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.

### 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, a solution of 70% alcohol or a disinfecting wipe before distributing or upon collection.

### 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**

- Minimize the use and congregation of adults in staff rooms, break rooms, and other settings - ensure room limits are visibility posted and enforced.
- Provide various spaces for individuals to take their breaks, such as shady outdoor spaces or alternate rooms.
- Provide alternate break times so that staff do not congregate in spaces together.
- Since staff may be eating or drinking during break time and will need to remove their face covering, staff are encouraged to utilize outdoor spaces for breaks.
- Provide hand sanitizer and/or soap and disinfectant near any shared objects.
- Staff are strongly discouraged from driving together in a vehicle to socialize during break times or meals, unless they reside in the same household.

### **Common Areas**

- Evaluate areas such as waiting rooms, staff break rooms, work rooms, yards, quads, library, cafeteria and playgrounds and make modifications for 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.
- Drinking fountains will be closed - 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 6 feet.
- Arrange staff desks at least 6 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 6 ft distancing of 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 cloth 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 be assessed and 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.

### **Cohorting Groups**

Cohorting (sometimes called podding) is a strategy to prevent the spread of COVID-19 by limiting cross-over contact between groups. These strategies work by keeping groups individuals together, such as students and staff. Individuals within a cohort will limit physical proximity with other cohorts as much as practically possible. In secondary school cohorting may not be possible. 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.

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.
- 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.



## 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.
- 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.
- 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 transmission from contaminated exhaled droplets, such as band and choir practice and performances, singing, yelling, chanting, and blowing wind instruments are not permitted at this time. Educational activities that involve singing, such as an opening or closing song of the day, must only take place outdoors.



### 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.
- Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering).
- Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering.
- 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

### 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. For example, tournaments, events, or competitions, regardless of whether teams are from the same school or from different schools, counties, or states 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 & 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.
- Cafeterias: Serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. Where cafeterias or group dining rooms must be used, keep students together in their cohort groups, ensure physical distancing, and consider assigned seating. Serve individually plated or bagged meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- 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 cloth 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 small 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 6 feet of space from other children as much as possible.
  - » When possible, build in visual cues that demonstrate physical spacing.
  - » Cloth face coverings may be removed when students are outside in the yard playing, moving and maintaining physical distancing of at least 6 feet.
- Evaluate feasibility of opening play structures with the need to disinfect, as well as the risks of disinfecting high touch areas of the play structure between groups.
- 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 6 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 cloth face covering while waiting for the bus and while riding the bus, unless contraindicated.
- 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 cleaned and 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.



## ACCESSING SCHOOL OR WORK SITES

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

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 international 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 6 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 6 or more feet apart.
  - If indoors, allow a maximum of 3 people in the line at a time with the remainder forming a line outside with distancing of 6 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, a solution of 70% alcohol or a disinfecting wipe before distributing.
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 & 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 distance learning 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 6 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 6 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 6 ft. 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 the Coronavirus (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%-65% 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 5 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

### **Inventory Controls**

- Order supplies for start and plan for inventory management:
  - » Cloth face coverings — for students and staff, individuals can be encouraged to use their own cloth face covering
  - » Disposable masks 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 PPEs
- 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**.

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).

During the COVID-19 pandemic, 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.

As we wait for a COVID-19 vaccine and/or treatment, we must work together to mitigate the risk in our community. To help prevent the spread of COVID-19 in the community, Sac City Unified School Nurses will be supporting SCPH with 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. These guidelines were developed with the most recent state guidance issued on August 3, 2020.

### Responsibilities of School Site Staff

1. Sites must prepare for when someone gets sick. Individuals who have symptoms of illness must be immediately separated 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 until picked up by parent/guardian
- Maintain more than 6 feet of distance from others, preferably in a separate room that is well ventilated
- Wear a disposable mask
- Attending staff must use standard precautions when assisting a sick individual. For suspected COVID-19 this includes, disposable face mask, eye covering/face shield and gloves
- 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
- If COVID-19 is suspected, contact your school nurse or Health Services. Follow Communicable Disease Response Protocols.



**Responsibilities of School Site Staff (continued)**

2. 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 will also list reasons for illness, symptoms, and date of onset in the “Comments” section
  
3. 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.
  
4. 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 may include:
    - » Recent contact with a person with COVID-19
    - » Recent diagnosis with COVID-19
    - » Recent travel from somewhere outside the U.S.
  - Return to school or work when fever free for at least 24 hours without fever-reducing medication, at least 10 days since symptoms first appeared, and symptoms have improved or after the ordered quarantine/isolation period, if applicable
  
5. Alert COVID Response Team Lead or site administrator in the following high risk situations:
  - 10% absence of school population with similar symptoms
  - 25% of a classroom are absent with similar symptoms
  - A staff member, student or family member reports diagnosis or exposure to COVID-19

Site COVID Response Team Lead will contact Student Support and Health Services immediately:

- Paula Kuhlman, Lead School Nurse — (916) 643-9150; cell: (916) 320-1538  
email: paula-kuhlman@scusd.edu
- Victoria Flores, Director III, Student Support and Health Services — (916) 643-9144; cell: (916) 752-3643 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

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



### **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 staff will verify any reported concern, including speaking directly to families and/or staff
- SSHS will keep up-to-date with current information and update district and school site administrators regarding the guidance received from CDC, SCPH and CDPH
- SSHS will coordinate the response to a reported case. They 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 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.) The time the person is infectious is 2 days before their symptoms began, through the end of their isolation period. 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.

#### **Cohort**

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



**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.

**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.

**Quarantine**

A period of 14 days 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**.

**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**

 Fever (≥100°F)	 Chills	 Cough	 Shortness of Breath	 Fatigue	 Muscle or Body Aches
 Headache	 Loss of Taste or Smell	 Sore Throat	 Congestion or Runny Nose	 Nausea or Vomiting	 Diarrhea

**Procedures for COVID-19 Reports - SCUSD Employees**

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

**Scenario 1: An employee who has COVID-19 symptoms**

Action	Communication
<ul style="list-style-type: none"> <li>• Send the employee home immediately if at a job site. If working remotely, advise them not to come to the job site</li> <li>• Recommend they contact their physician to determine the need and timing of testing                             <ul style="list-style-type: none"> <li>• If test is positive follow steps outlined in #3</li> </ul> </li> <li>• Refer them to <u>Stay at Home and Return to School Requirements</u></li> <li>• <b>The workplace/school/classroom remains open</b></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> </ul>	<p>No communication needed.</p> <p>SCPH will be consulted and a communication may be issued based on their guidance</p>
<p><b>Return to Work</b></p> <ul style="list-style-type: none"> <li>• Employee may return to the job site when:                             <ul style="list-style-type: none"> <li>» At least 24 hours with no fever <b>AND</b></li> <li>» Symptoms have improved <b>AND</b></li> <li>» At least 10 days since symptoms first appeared.</li> </ul>                             OR                             <ul style="list-style-type: none"> <li>» A COVID-19 test is negative <b>AND</b></li> <li>» The employee is cleared to return to work by a doctor</li> </ul> </li> </ul>	



**Scenario 2: A close contact: An employee who has come in close contact with a confirmed COVID-19 case**

Action	Communication
<ul style="list-style-type: none"> <li>• Send the employee home immediately if at a job site. If working remotely, advise them not to come to the job site</li> <li>• Ensure routine disinfection has taken place</li> <li>• Health Services will request documentation showing the case’s positive results. The case, the case’s doctor, or Sac County may provide this. The employee can call 916-875-5881 or email HHS-PublicHealth@sacounty.net</li> <li>• The employee must self-quarantine. Provide quarantine <b>Order</b> and <b>Guidance</b></li> <li>• Recommend they contact their physician to determine the need and timing of testing.</li> <li>• The workplace/school/classroom remains open</li> </ul>	<p>Consider verbal or written communication to members of the SCUSD community about the COVID-19 close contact, if the employee has been physically reporting to work</p>
<p><b>Return to Work</b></p> <ul style="list-style-type: none"> <li>• The employee(s) may return to job site 14 days from the last day they were in <b>close contact*</b> with the case               <ul style="list-style-type: none"> <li>» No other employees need to self-quarantine - <b>only close contacts</b> must quarantine</li> <li>» Contacts of contacts do not need to self-quarantine</li> <li>» If the employee is a caregiver or is unable to isolate from the case, they need to self-quarantine for 14 days after the case ends their home isolation. For example, if the 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 would be 21 days or more</li> </ul> </li> </ul>	

**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.) The time the person is infectious is 2 days before their symptoms began, through the end of their isolation period. 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.



**Scenario 3: An employee who has confirmed COVID-19 (case)**

Action	Communication
<ul style="list-style-type: none"> <li>• Send the employee home immediately if at a job site. If working remotely, advise them not to come to the job site</li> <li>• If the employee has been at the job site within the last 7 days, temporarily close the area(s) where the employee worked. Once the area is disinfected it can be reopened</li> <li>• Obtain documentation of the positive case</li> <li>• Report positive case and consult with SCPH</li> <li>• The employee must self-isolate. Provide isolation <b>Order</b> and <b>Guidance</b></li> <li>• In coordination with SCPH, conduct communicable disease follow-up to determine Close Contacts within SCUSD</li> <li>• Employees who had close contact with the case need to follow the process under, “#2. An employee who is a Close Contact” and self-quarantine for 14 days. Employees who did not come in close contact with the case do not need to quarantine or test               <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>• Workplace/School may remain open. If the employee was physically reporting to work and is part of a classroom/cohort then the classroom/cohort will be closed. Individuals may be a part of several classrooms. 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>If the employee has physically reported to a work site while infectious, a written or verbal communication will be sent to alert the SCUSD community about the confirmed COVID-19 case and district actions</p>
<p><b>Return to Work</b></p> <ul style="list-style-type: none"> <li>• If the employee experiences symptoms the earliest they may return to the job site               <ul style="list-style-type: none"> <li>» at least 24 hours with no fever AND</li> <li>» symptoms have improved AND</li> <li>» at least 10 days since symptoms first appeared</li> </ul> </li> <li>• If the employee DID NOT experience symptoms the earliest they may return to the job 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>	



## Procedures for COVID-19 Reports - SCUSD Students

For any student with suspected or confirmed COVID-19 illness or contact with a confirmed case of COVID-19 illness, the parent/guardian must advise the school.

### Scenario 1: A student who has COVID-19 symptoms

Action	Communication
<ul style="list-style-type: none"> <li>• Send the student home immediately if at school. If at home, advise them not to come to school</li> <li>• If they are participating in distance learning, advise them not to come to the school</li> <li>• Recommend parent/guardian contact their physician to determine the need and timing of testing                             <ul style="list-style-type: none"> <li>» if test is positive follow steps outlined in #3</li> <li>» Refer them to <u>Stay at Home at Requirements</u></li> </ul> </li> <li>• <b>The workplace/school/classroom remains open</b></li> <li>• If 10% of a classroom or 25% of a school (or a cohort of students) is experiencing similar symptoms SCPH will be consulted and SCUSD will follow any guidance provided</li> </ul>	<p>No communication needed.</p> <p>SCPH will be consulted and a communication may be issued based on their guidance</p>
<p><b>Return to School</b></p> <ul style="list-style-type: none"> <li>• A student may return to school when:                             <ul style="list-style-type: none"> <li>» At least 24 hours with no fever <b>AND</b></li> <li>» Symptoms have improved <b>AND</b></li> <li>» At least 10 days since symptoms first appeared.</li> </ul> </li> <li>OR</li> <li>» A COVID-19 test is negative <b>AND</b></li> <li>» The student is cleared to return to work by a doctor</li> </ul>	

**Scenario 2: A close contact - A student who has come in close contact with a confirmed COVID-19 case**

Action	Communication
<ul style="list-style-type: none"> <li>• Send the student home immediately if at school. If at home, advise them not to come to school</li> <li>• If they are participating in distance learning, advise them not to come to the school</li> <li>• Ensure routine disinfection has taken place</li> <li>• Health Services will request documentation showing the case’s positive results. The case, the case’s doctor, or Sacramento County Public Health may provide this. The parent/guardian can call 916-875-5881 or email HHS-PublicHealth@saccounty.net</li> <li>• Advise parent/guardian that the student must self-quarantine. Provide quarantine <u>Order</u> and <u>Guidance</u></li> <li>• Recommend the parent/guardian contact their physician to determine the need and timing of testing</li> <li>• Assist the student with transition to on-line learning if needed</li> <li>• The workplace/school/classroom remains open</li> </ul>	<p>Consider verbal or written communication to members of the SCUSD community about the COVID-19 close contact, if the student has been physically reporting to school.</p>
<p><b>Return to School</b></p> <ul style="list-style-type: none"> <li>• The student(s) may return to school 14 days from the last day they were in <b>close contact*</b> with the case               <ul style="list-style-type: none"> <li>» No other employees need to self-quarantine - <b>only close contacts</b> must quarantine</li> <li>» If the student is unable to isolate from the case, they need to self-quarantine for 14 days after the case ends their home isolation. For example, if the student’s parent/guardian is the case, the student must quarantine during the parent’s illness plus an additional 14 days after their parent/guardian recovers and is released from isolation, which could be 21 days or more</li> </ul> </li> </ul>	

**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.) The time the person is infectious is 2 days before their symptoms began, through the end of their isolation period. 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.



**Scenario 3: A student who has confirmed COVID-19 case**

Action	Communication
<ul style="list-style-type: none"> <li>• Send the student home immediately if at school. If at home, advise them not to come to school</li> <li>• If they are participating in distance learning, advise them not to come to the school</li> <li>• If the student has been at the school within the last 7 days, temporarily close the room(s) where the student attended. Once the area is disinfected it can be reopened</li> <li>• Obtain documentation of the positive test</li> <li>• Report positive case and consult with SCPH</li> <li>• The student must self-isolate. Provide isolation <u>Order</u> and <u>Guidance</u></li> <li>• In coordination with SCPH, conduct communicable disease follow-up to determine Close Contacts within SCUSD</li> <li>• Students or staff who had close contact with the case need to follow the process under, “#2. A student/employee who is a Close Contact” and self-quarantine for 14 days               <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>• Students or staff who did not come in close contact with the case do not need to quarantine or test</li> <li>• Assist the student with transition to on-line learning if needed</li> <li>• The school may remain open. If the student was physically attending school and is part of a classroom/cohort then the classroom/cohort will be closed. Individuals may be a part of several classrooms. The decision to close classrooms, cohorts, or schools 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>If the student has physically reported to a school site while infectious, a written or verbal communication will be sent to alert the SCUSD community about the confirmed COVID-19 case and district actions</p>
<p><b>Return to School</b></p> <ul style="list-style-type: none"> <li>• If the student experiences symptoms the earliest they may return to school               <ul style="list-style-type: none"> <li>» at least 24 hours with no fever AND</li> <li>» symptoms have improved AND</li> <li>» at least 10 days since symptoms first appeared</li> </ul> </li> <li>• If the student DID NOT experience symptoms the earliest they may return to the school               <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>	

**Resources**

- Schools and School Based Programs COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year, CDPH, July 17, 2020*
- CoCOVID-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*



## OPENING & CLOSING CRITERIA

### In-Person Reopening Criteria

Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county monitoring list within the prior 14 days. Additional criteria will also be reviewed with SCPH, including

- Local epidemiological data including cases per 100,000 population
- Testing capacity
- Rate of test positivity
- Communicable disease follow-up capacity
- Local preparedness to support a health care surge
- Vulnerable populations
- Ability to Implement and Adhere to Public Health Measures

### Closing Criteria

While individuals who are considered ‘close contacts’ will be required to quarantine - it should be noted that once a space is disinfected the space may be safely utilized.

### 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 the 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:

- When there are multiple cases in multiple cohorts at a school OR
- When at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school

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.



*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 designated space and supervision for sick students until they are able to go home (i.e. Sick Student Area) that is not used by other individuals).
- 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 any 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.

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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, 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 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.

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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, 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.
- 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, 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.
- 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, 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 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, cloth 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 Drivers/Transportation 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 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
- Reinforce with parent and students steps they must take to keep students and staff safe during loading and unloading
- All riders should wear cloth 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 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, 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 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, cloth 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.

**Parents/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, cloth 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 in fall 2020 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 cloth face coverings, and disinfection of surfaces. In the absence of a vaccine or herd immunity, 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 cloth face coverings for reuse when in public and sending children to school with a cloth 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.
- The situation is not stable and 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.



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- San Francisco Department of Public Health (2020). How to Put On and Remove a Face Mask. Retrieved from: <https://www.sfdcp.org/communicable-disease/healthy-habits/how-to-put-on-and-remove-a-face-mask>
- 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>
- 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.

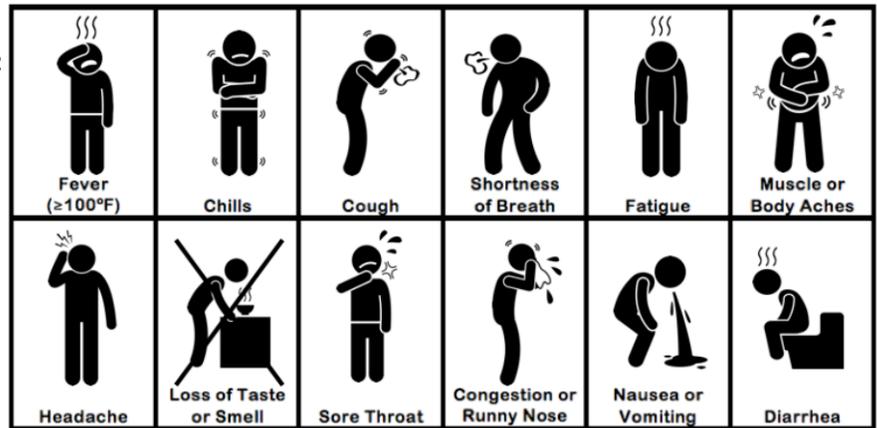


## Health Screening

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

Your child should stay home if they:

- Have any of these symptoms, or have been diagnosed with COVID-19
- Have been told to isolate or quarantine by your doctor or the health department
- Had recent close contact with someone with COVID-19 - within 6 feet of an infected person for at least 15 minutes
- Traveled somewhere outside the U.S. within the last 14 days



Please note that your child may be required to stay home and participate in distance learning for up to 10-14 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 Cloth Face Coverings at School

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



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 OR:

- 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
- Have been diagnosed with COVID-19

### 3 STAY HOME IF YOU HAVE RETURNED FROM TRAVEL OUTSIDE THE U.S. WITHIN THE LAST 14 DAYS

## RETURN TO SCHOOL

<p><b>If you have any symptoms</b> you may return when:</p> <ul style="list-style-type: none"> <li>• You have had at least 24 hours with no fever (without taking medicine) AND</li> <li>• Your symptoms have improved AND</li> <li>• At least 10 days have passed since the day the symptoms first appeared</li> </ul>	<p><b>If you have been exposed to COVID-19</b> you may return 14 days after the last date of close contact with the infected person</p>	<p><b>If you have traveled within the last 14 days</b> you may return 14 days after you arrived back in California</p>
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Children with non-infectious chronic conditions should not be excluded from attending school. For instance, a child with allergy symptoms may have congestion, but is not a reason to exclude that child from 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:**

- 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



## 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 for illness. Any student or staff with a temperature of 100.4 degrees or higher, or any sign or symptoms of illness per Stay at Home Requirements (Appendix B) shall return home.

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 cloth 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 is not well enough to attend school and needs to return home. Students will wait in a line with physical distancing. Place spot markers on the ground to indicate spacing. Post signage - indicating symptoms being screened for.

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

- Take temperature
- Ask if the person meets any of the criteria on the signage

#### **If the temperature is less than 100.4 degrees, and the person reports no sign or symptoms of illness, and the student appears well, then release to wash hands and enter campus.**

- **If the person has a sign of 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 they have confirmed close contact (within 6 feet for at least 15 minutes) of a person with COVID-19, call the parent to pick up their student and advise them to contact their doctor to determine the need for testing. Advise them to quarantine for 14 days from date of last contact per CDC guidelines
- If the student has traveled internationally within 14 days, call their parent/guardian and return home until they have completed a 14 day quarantine without symptoms of illness
- 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.

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



## SCREEN AT HOME - FOUR QUESTIONS AND INSTRUCTIONS

**1** Do you have any of these symptoms today or within the last 14 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



**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 to another country?

- Yes** — Stay home and quarantine for 14 days from the date you returned
- 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 when people talk, sing, laugh, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose, mouth, or eyes causing infection. Personal prevention practices, such as handwashing, using masks and cough/sneeze etiquette 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 cloth 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.

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

- California state guidance allows for times when it's okay to take your mask off, such as
- When eating or drinking, while maintaining physical distance
- If a person is hard of hearing and needs to read your lips (recommend a face shield is used)
- When you're not sharing a common area, room or enclosed space with others
- When outdoors in public and can maintain more than six feet from 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 cloth face covering when sent to the office and should take their belongings with them.

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.



## 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.

Provide parent/guardian with Stay at Home and When to Return to School Requirements.

If the parent/guardian cannot pick up students consider procedures for arranging transportation to their home.

Disinfect all surfaces after the student leaves and before use by others.

If COVID-19 is suspected follow Communicable Disease Guidelines (Appendix Z) for notifying Student Support & Health Services of possible outbreaks 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
- Self-screening and when to stay home
- Physical distancing guidelines and their importance
- Use of face coverings
- Screening practices
- COVID-19 symptom identification and what to do
- Cleaning and disinfection training
- Anti-bullying, anti-racism,
- 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
- 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?
- 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
- Anti-bullying, anti-racism
- 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 cloth 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 3-12th grade students wear a cloth face covering. Recommend TK-2nd grade 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.
<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 cloth 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="#">Cloth 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.

## 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.



## IMMUNIZATION PLANNING

Educational settings in California are home to 6.3 million children and comprise 15% of California's population. School-based vaccination has been shown to be an effective measure in immunizing mass numbers of children and adolescents. When a COVID-19 vaccine becomes available the district will coordinate with Sacramento County Public Health to provide immunizations. In counties throughout California, where school nurses have delivered influenza vaccinations it has been shown to reduce pediatric hospitalizations and increase student attendance when compared to other counties where such services were unavailable.

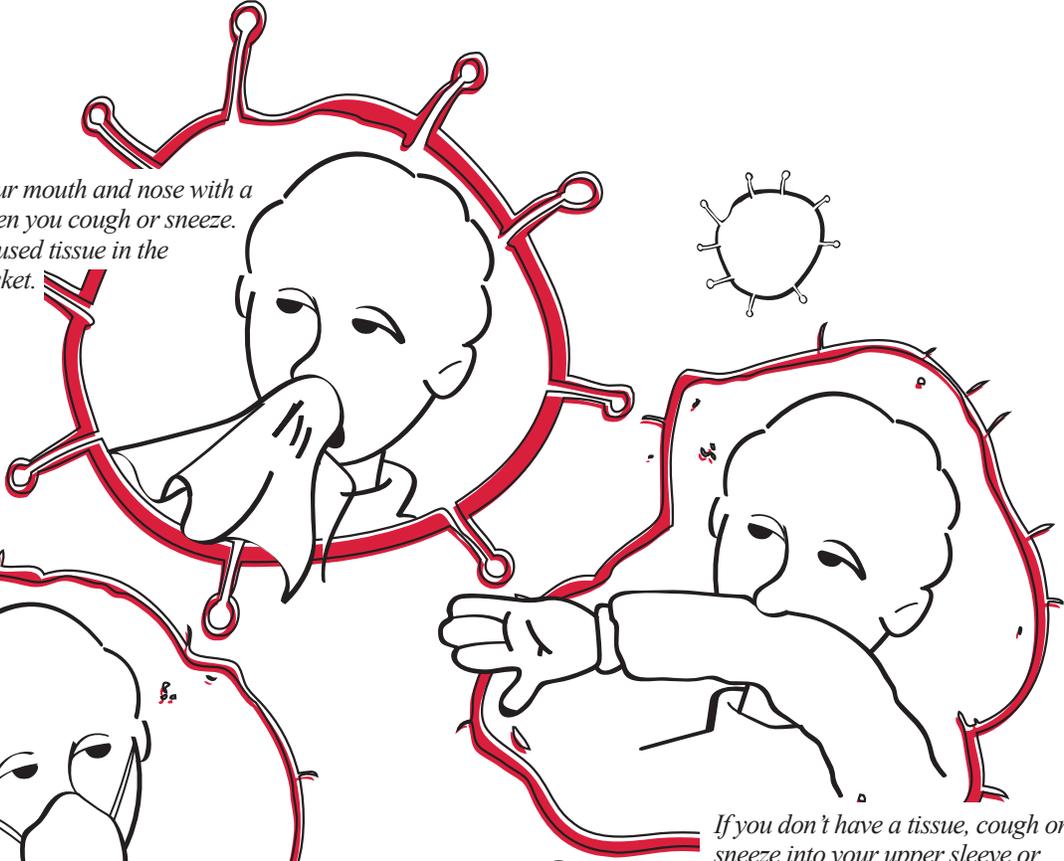
Public health officials strongly recommend that all students and staff be immunized in the fall against influenza to help:

- Decrease illnesses that cannot be readily distinguished from COVID19 and would therefore trigger extensive measures from the school and public health authorities
- Protect the school community
- Reduce demands on health care facilities

# 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 IN SCUSD COMMUNITY

### *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.) The time the person is infectious is 2 days before their symptoms began, through the end of their isolation period. 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.

#### **Cohort**

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

#### **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

#### **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.



**Quarantine**

A period of 14 days 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.

**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.

**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

 Fever (≥100°F)	 Chills	 Cough	 Shortness of Breath	 Fatigue	 Muscle or Body Aches
 Headache	 Loss of Taste or Smell	 Sore Throat	 Congestion or Runny Nose	 Nausea or Vomiting	 Diarrhea



***Procedures for COVID-19 Reports - SCUSD Employees***

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

**Scenario 1: An employee who has COVID-19 symptoms**

<b>Action</b>	<b>Communication</b>
<ul style="list-style-type: none"> <li>• Send the employee home immediately if at a job site. If working remotely, advise them not to come to the job site</li> <li>• Recommend they contact their physician to determine the need and timing of testing                             <ul style="list-style-type: none"> <li>• If test is positive follow steps outlined in #3</li> </ul> </li> <li>• Refer them to <u>Stay at Home and Return to School Requirements</u></li> <li>• <b>The workplace/school/classroom remains open</b></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> </ul>	<p>No communication needed.</p> <p>SCPH will be consulted and a communication may be issued based on their guidance</p>
<p><b>Return to Work</b></p> <ul style="list-style-type: none"> <li>• Employee may return to the job site when:                             <ul style="list-style-type: none"> <li>» At least 24 hours with no fever <b>AND</b></li> <li>» Symptoms have improved <b>AND</b></li> <li>» At least 10 days since symptoms first appeared.</li> </ul> </li> <li>OR</li> <li>» A COVID-19 test is negative <b>AND</b></li> <li>» The employee is cleared to return to work by a doctor</li> </ul>	



**Scenario 2: A close contact**

**An employee who has come in close contact with a confirmed COVID-19 case**

Action	Communication
<ul style="list-style-type: none"> <li>• Send the employee home immediately if at a job site. If working remotely, advise them not to come to the job site</li> <li>• Ensure routine disinfection has taken place</li> <li>• Health Services will request documentation showing the case's positive results. The case, the case's doctor, or Sac County may provide this. The employee can call 916-875-5881 or email HHS-PublicHealth@sacounty.net</li> <li>• The employee must self-quarantine. Provide quarantine <a href="#">Order</a> and <a href="#">Guidance</a></li> <li>• Recommend they contact their physician to determine the need and timing of testing.</li> <li>• The workplace/school/classroom remains open</li> </ul>	<p>Consider verbal or written communication to members of the SCUSD community about the COVID-19 close contact, if the employee has been physically reporting to work.</p>
<p><b>Return to Work</b></p> <ul style="list-style-type: none"> <li>• The employee(s) may return to job site 14 days from the last day they were in <b>close contact*</b> with the case               <ul style="list-style-type: none"> <li>» No other employees need to self-quarantine - <b>only close contacts</b> must quarantine</li> <li>» Contacts of contacts do not need to self-quarantine</li> <li>» If the employee is a caregiver or is unable to isolate from the case, they need to self-quarantine for 14 days after the case ends their home isolation. For example, if the 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 would be 21 days or more</li> </ul> </li> </ul>	

**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.) The time the person is infectious is 2 days before their symptoms began, through the end of their isolation period. 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.



**Scenario 3: An employee who has confirmed COVID-19 case**

Action	Communication
<ul style="list-style-type: none"> <li>• Send the employee home immediately if at a job site. If working remotely, advise them not to come to the job site</li> <li>• If the employee has been at the job site within the last 7 days, temporarily close the area(s) where the employee worked. Once the area is disinfected it can be reopened</li> <li>• Obtain documentation of the positive case</li> <li>• Report positive case and consult with SCPH</li> <li>• The employee must self-isolate. Provide isolation <u>Order</u> and <u>Guidance</u></li> <li>• In coordination with SCPH, conduct communicable disease follow-up to determine Close Contacts within SCUSD</li> <li>• Employees who had close contact with the case need to follow the process under, “#2. An employee who is a Close Contact” and self-quarantine for 14 days. Employees who did not come in close contact with the case do not need to quarantine or test               <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>• Workplace/School may remain open. If the employee was physically reporting to work and is part of a classroom/cohort then the classroom/cohort will be closed. Individuals may be a part of several classrooms. 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>If the employee has physically reported to a work site while infectious, a written or verbal communication will be sent to alert the SCUSD community about the confirmed COVID-19 case and district actions</p>
<p><b>Return to Work</b></p> <ul style="list-style-type: none"> <li>• If the employee experiences symptoms the earliest they may return to the job site               <ul style="list-style-type: none"> <li>» at least 24 hours with no fever AND</li> <li>» symptoms have improved AND</li> <li>» at least 10 days since symptoms first appeared</li> </ul> </li> <li>• If the employee DID NOT experience symptoms the earliest they may return to the job 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>	



## *Procedures for COVID-19 Reports - SCUSD Students*

*For any student with suspected or confirmed COVID-19 illness or contact with a confirmed case of COVID-19 illness, the parent/guardian must advise the school.*

### **Scenario 1: A student who has COVID-19 symptoms**

<b>Action</b>	<b>Communication</b>
<ul style="list-style-type: none"> <li>• Send the student home immediately if at school. If at home, advise them not to come to school</li> <li>• If they are participating in distance learning, advise them not to come to the school</li> <li>• Recommend parent/guardian contact their physician to determine the need and timing of testing                             <ul style="list-style-type: none"> <li>» if test is positive follow steps outlined in #3</li> <li>» Refer them to <b>Stay at Home at Requirements</b></li> </ul> </li> <li>• <b>The workplace/school/classroom remains open</b></li> <li>• If 10% of a classroom or 25% of a school (or a cohort of students) is experiencing similar symptoms SCPH will be consulted and SCUSD will follow any guidance provided</li> </ul>	<p>No communication needed.</p> <p>SCPH will be consulted and a communication may be issued based on their guidance</p>
<p><b>Return to School</b></p> <ul style="list-style-type: none"> <li>• A student may return to school when:                             <ul style="list-style-type: none"> <li>» At least 24 hours with no fever <b>AND</b></li> <li>» Symptoms have improved <b>AND</b></li> <li>» At least 10 days since symptoms first appeared.</li> </ul> </li> <li>OR</li> <li>» A COVID-19 test is negative <b>AND</b></li> <li>» The student is cleared to return to work by a doctor</li> </ul>	



**Scenario 2: A close contact**

**A student who has come in close contact with a confirmed COVID-19 case**

Action	Communication
<ul style="list-style-type: none"> <li>• Send the student home immediately if at school. If at home, advise them not to come to school</li> <li>• If they are participating in distance learning, advise them not to come to the school</li> <li>• Ensure routine disinfection has taken place</li> <li>• Health Services will request documentation showing the case's positive results. The case, the case's doctor, or Sacramento County Public Health may provide this. The parent/guardian can call 916-875-5881 or email HHS-PublicHealth@saccounty.net</li> <li>• Advise parent/guardian that the student must self-quarantine. Provide quarantine <u>Order</u> and <u>Guidance</u></li> <li>• Recommend the parent/guardian contact their physician to determine the need and timing of testing</li> <li>• Assist the student with transition to on-line learning if needed</li> <li>• The workplace/school/classroom remains open</li> </ul>	<p>Consider verbal or written communication to members of the SCUSD community about the COVID-19 close contact, if the student has been physically reporting to school.</p>
<p><b>Return to School</b></p> <ul style="list-style-type: none"> <li>• The student(s) may return to school 14 days from the last day they were in <b>close contact*</b> with the case               <ul style="list-style-type: none"> <li>» No other employees need to self-quarantine - <b>only close contacts</b> must quarantine</li> <li>» If the student is unable to isolate from the case, they need to self-quarantine for 14 days after the case ends their home isolation. For example, if the student's parent/guardian is the case, the student must quarantine during the parent's illness plus an additional 14 days after their parent/guardian recovers and is released from isolation, which could be 21 days or more</li> </ul> </li> </ul>	

**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.) The time the person is infectious is 2 days before their symptoms began, through the end of their isolation period. 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.



**Scenario 3: An student who has confirmed COVID-19 case**

<b>Action</b>	<b>Communication</b>
<ul style="list-style-type: none"> <li>• Send the student home immediately if at school. If at home, advise them not to come to school</li> <li>• If they are participating in distance learning, advise them not to come to the school</li> <li>• If the student has been at the school within the last 7 days, temporarily close the room(s) where the student attended. Once the area is disinfected it can be reopened</li> <li>• Obtain documentation of the positive test</li> <li>• Report positive case and consult with SCPH</li> <li>• The student must self-isolate. Provide isolation Order and Guidance</li> <li>• In coordination with SCPH, conduct communicable disease follow-up to determine Close Contacts within SCUSD</li> <li>• Students or staff who had close contact with the case need to follow the process under, “#2. A student/employee who is a Close Contact” and self-quarantine for 14 days               <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>• Students or staff who did not come in close contact with the case do not need to quarantine or test</li> <li>• Assist the student with transition to on-line learning if needed</li> <li>• The school may remain open. If the student was physically attending school and is part of a classroom/cohort then the classroom/cohort will be closed. Individuals may be a part of several classrooms. The decision to close classrooms, cohorts, or schools 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>If the student has physically reported to a school site while infectious, a written or verbal communication will be sent to alert the SCUSD community about the confirmed COVID-19 case and district actions.</p>



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