

## 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.






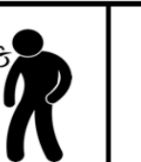
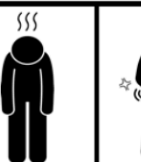







**Isolation**

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 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.

**The school must:** Advise the student to stay home per Stay at Home Requirements (Appendix B) until further advised by Health Services or SCPH

contact Health Services for guidance and communicable disease follow-up:

- 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

\*Health Services will request that the student provide documentation, a medical note, public health notice, or test results; Investigate any COVID-19 illness and determine if any school-related factors could have contributed to the risk of exposure; Ensure staff and students are following public health mitigation measures. Update, revise or provide further coaching on procedures to prevent further cases



***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@saccounty.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>	

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**Scenario 3: An 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 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>

