return *to* HEALTH

HEALTH & SAFETY PLAN
DURING COVID-19
DRAFT 7.7.2020

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.

return TOGETHER

return to HEALTH

TABLE OF CONTENTS

return TOGETHER

return
TOGETHER

PUBLIC HEALTH RECOMMENDATIONS

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

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 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.

PERSONAL PREVENTATIVE MEASURES

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
- Active and passive screening

| Physical Distancing | Hand Hygiene | Face Coverings | Cough Etiquette | Screening |

return TOGETHER

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.
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** (Page 33/Appendix B).

Signs of illness include fever or chills (100 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.

STAY HOME IF YOU HAVE ANY OF THESE SYMPTOMS
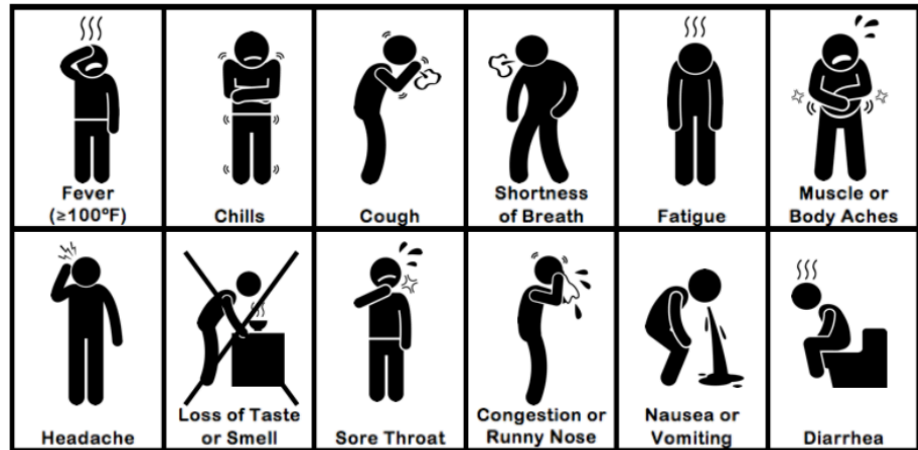
Active Screening - Temperature Checks and Procedures
Active screening requires all students and staff entering a site or school bus to be screened for illness including a temperature check and review of signs and symptoms of illness. Any student or staff with a temperature of 100 degrees or higher, or signs or symptoms of illness per **Stay at Home Requirements** shall 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.

return TOGETHER

return to HEALTH

Health Screening (continued)

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 rules will be posted.
- Parents/guardians and students must wear a face cloth covering if able.
- 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.
- Ask if any signs or symptoms of illness – how are you today? Are you sick at all?
- Look at the person for any visible signs of illness.
- **If the temperature is less than 100 degrees,** the student reports no sign or symptoms of illness, and the student appears well, then direct the student to wash hands and enter campus. **If the student has any sign of illness and the parent is not present,** send them to a designated isolation space to call the parent and return home. Provide the parent with the Stay at Home Policy (Appendix B) information sheet.
- If staff is unable to reach the parent, the student must be isolated in a Sick Student Area following the Guidelines for Caring for Sick Children on site until the parent can be reached.

return TOGETHER

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.

Face Coverings

Wear a cloth face covering.
Wearings 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 carry COVID-19 but 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:
- Wearing a cloth face covering is required for all SCUSD staff, students, parents/guardians and visitors unless it is not recommended by a physician or is inappropriate for the developmental level of the individual, per CDPH. A list of exceptions can be found listed on page 8.
- 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
  » Engaged in work, whether at the workplace or performing work off-site, when:
    ◊ Interacting in-person with any member of the public;
    ◊ Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.

Face Shields
- Face shields 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.

return TOGETHER

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 may be 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 face cloth covering should not be worn in the following situations:
- Young children, especially those under age 2
- A physician has not recommended use, for example individuals with respiratory health conditions, such as asthma.
- For those with hearing impairments, or communicating with a person who is hearing impaired, where the ability to see their mouth is essential for communication. Face shields would be recommended in this situation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are eating or drinking, provided that they are able to maintain a distance of at least six feet away from persons who are not members of the same household or residence.
- Persons who are engaged in outdoor work or recreation when alone and able to maintain a distance of at least six feet from others.

The cloth face covering guidance is based on the current public health orders, however these procedures may be revised if additional relevant guidance is issued.

return *to* TOGETHER

Practice 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. This district will provide written instruction and signage on proper hand washing techniques. 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

Use 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 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. When staff and students return to campus, they will return to a physical space that enables all individuals to follow recommended health precautions. This includes signage in every space with occupancy limits and health hygiene reminders. To limit potential exposure, physical spaces will be designed in a way to limit close contact between individuals. Below is a list of standards to be followed at each SCUSD site.

Ventilation and Air Flow
- 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.

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.
- Provide individualized supplies for each workstation - limiting the number of individuals using shared objects.
- Provide additional access to hand washing or hand sanitizer - especially near shared objects like photocopiers, etc.

return TOGETHER

Designated "Care Room"

- Sites must designate an area for sick individuals where they can be isolated while waiting to be assessed and go home.
- Ensure good ventilation.
- Ensure the following supplies are available: hand sanitizer, face coverings, disinfectant, thermometer, trash can with liner.
- Room must be disinfected after each use.
- Room must be close to staff and supervised.
- If more than one individual is sick, maintain as much physical distance and ventilation as possible.

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:
    » 6 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 to maintain distance between students
    » Use classroom materials to help students visualize the required 6-foot distance between people
- Provide supplies and protocol for disinfecting surfaces between classes or when student groups change
- Provide access to hand washing or hand sanitizer and cloth face coverings at entrances.
- If necessary, utilize other campus spaces for instructional activities (e.g..., lecture halls, gyms, auditoriums, cafeterias, outdoors)
- Staff will stack chairs and move trash at the end of the day in order to allow custodians to focus more on sanitizing duties

Common areas

- Evaluate areas such as yards, quads, library, cafeteria, playground, and make modifications to encourage social distancing, for example: dots 6 feet apart, squares, lines, arrows, and taped off barriers.
- Drinking fountains may be closed — encourage the use of reusable water bottles for students to use throughout the day, identify water source.

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.

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 feet 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.

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.
- 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.
- If picnic benches or seating is available outside — provide visual cues to reinforce 6-foot spacing.

Large gatherings — i.e., field trips & assemblies
- Cancel activities and events like field trips, Civic Permits, participant assemblies, athletic events, practices, special performances, program-wide meetings, or spirit nights where large groups would gather.
- Transition field trips to free virtual opportunities.
- Change events to a virtual format where appropriate.

PE 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 Requirements (p. 35/ 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.

School Bus/Transportation

All Personal Hygiene Requirements 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. Consider using a bus aide to ensure appropriate distancing and perform symptom screening per CDE guidance.

- Ensure 6-foot distancing at bus stops and while loading and unloading.
- Educate parents and students on the steps they must take to keep others safe during loading and unloading.
- For active screening, the driver or bus aide must screen each rider per **Screening Requirements for Entering School Sites, (Appendix C)** for symptoms before boarding the bus. If a student's temperature is over 100 degrees or the student is symptomatic, the student will not board the bus to school. Parents will be asked to take the student home and follow **Stay at Home Requirements (Appendix B)**.
- All riders should 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.
- Any bus seating arrangement will meet 6-foot physical distancing objectives. This may be accomplished in one of the following ways:
  - » Seat one student to a bench on both sides of the bus, skipping every other row.
  - » Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.
  - » Mark or block seats that must be left vacant.
- 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 afternoon runs 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.

SCUSD 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.

PROPER 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.
  - » Hand sanitizer — in every room, used by every individual entering
  - » Spray bottles and disinfectant and paper towels — every room to clean surfaces
  - » Gloves, goggles, masks and thermometers for use in care of sick or injured individuals
  - » Handwashing stations if insufficient sink access at sites.
- Back stock of PPEs
- Proper ordering procedures from central location/system
- Use of district-approved products only

return TOGETHER

COMMUNICABLE DISEASE RESPONSE PROTOCOLS

Communicable Disease Response protocols will help the district quickly identify communicable diseases, prevent the spread within the SCUSD community, and reduce potential harm.

The response plan is contingent upon the type of disease and direction from Sacramento County Public Health (SCPH).

There are three levels of communicable disease response:
- **Incident Management (**Case-by-Case or Isolated Incident)
- **Outbreak** (10% of school population or 25% of classroom with confirmed cases)
- **Epidemic/Pandemic** (widespread disease over large population or world wide)

During a pandemic, the district will follow enhanced preventative measures and heightened surveillance as directed by the state and county health departments. Protocols and procedures may change depending on the public health situation and the decisions and direction of public health leadership.

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
      i. If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home
      ii. 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 for notifying Health Services for possible outbreaks of infectious disease

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 contract tracing 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 confidentia**l, and all staff are expected to protect health information except to report to SSHS per below.

4. Contact **Student Support & Health Services** (in the order listed below) if notified of staff, student, or family member with a COVID-19 diagnosis or exposure:
   1. Health Services Main Line — (916) 643-9412
   2. Rebecca Wall, Health Services Technician — (916) 643-7963; cell (916) 826-3513
   3. Paula Kuhlman, Lead School Nurse — (916) 643-9150; cell: (916) 320-1538
   4. Victoria Flores, Director III, Student Support and Health Services — (916) 643-9144; cell: (916) 752-3643

5. Designated Health Services staff will report all COVID-19 diagnoses, as well as any unusually high number of illness-related student and staff absences, to the county health department (SCPH).

6. Require students and staff to remain home per Stay at Home Requirements (p. 33/Appendix B).
   • Stay home if experiencing the following symptoms of illness: fever or chills (100 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 free of symptoms for 72 hours or after 10 days from the start of symptoms, and after the ordered quarantine/isolation period, if applicable.

7. 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)

1. SSHS staff will work to verify any reported concern, including speaking directly to families and/or staff when appropriate.
2. **Communicable disease concerns are confidential and all staff are expected to protect this health information and mitigate any public concern or fear.**
3. SSHS will consult with and verify all information with Sacramento County Public Health (SCPH).
4. Advise staff or family that SCPH will provide documentation should a staff member or student be required to quarantine due to COVID-19 exposure.
5. SSHS staff will inform the Assistant Superintendent of Student Support of any confirmed cases or confirmed exposures.
6. SSHS will update school site administrators regarding the guidance received from SCPH.
7. Based on the guidance provided by SCPH, SSHS will communicate with school site and department staff regarding any next steps or additional resources needed (i.e. maintenance crews, nurses, counselors, psychologists, and safety and security measures).
8. SSHS staff will advise schools to follow any specific SCPH guidance on cleaning and disinfecting. CDC's "Reopening Guidance" for cleaning and disinfecting of school buildings includes disinfecting hard, horizontal, and frequently touched surfaces such as tables, desks, chairs, handrails, equipment, and door handles in buildings and rooms with a CDC-approved product rated for SARS-CoV-2, Rhinovirus or Human Coronavirus.
9. SSHS will collaborate with the Communications Department and school sites to provide any required family communication. The most accurate and up-to-date medical information will be used for all communication.
10. The established communication channels listed below will be used depending on level of exposure and public health recommendations. Translation of communications will be provided based on the threshold languages of the community.
    - Parent Letters (printed, email, SMS, phone)
    - School and District Websites
    - School and District Social Media
    - Robocall

Notification of a Confirmed Case of COVID-19

- The Centers for Disease Control (CDC) has designated COVID-19 as a reportable communicable disease. Therefore, in the event a student or staff member tests positive for COVID-19, the Sacramento County Public Health Department (SCPH) will notify the student or staff member. SCPH will issue directions and recommendations to the patient. It is our expectation that SCPH will also notify the school district.
- If a student or staff member notifies school or district staff that they have been diagnosed with COVID-19, staff must immediately contact Health Services per above.
- SSHS staff will verify all reported information with the patient and SCPH, following all guidance or directives provided by SCPH.
- SSHS will inform district and site level staff with the guidance provided by SCPH.

Notification of a Confirmed Exposure of COVID-19

A contact is a person who has been exposed to a person who tested positive for COVID-19. Contacts are notified by the county health department and given instructions for quarantine and return to work/school guidelines.

- The contact must follow public health orders to stay at home for any period directed, which is at least 14 days.
- The contact should request documentation from a medical provider or health department for quarantine orders and provide it to the school (student) or human resources (staff).
- Note that quarantine guidelines only apply to those who have had recent close contact with an individual infected with COVID-19. Other contacts of the quarantined individual do not need to stay home from school.

Classroom, School Site, or District Wide Closures

If a confirmed case of COVID-19 is identified within the district, Sacramento County Public Health Department will provide guidance on the required measures. Responses depend on the risk of transmission of COVID-19 in schools. Many factors are considered, including timing of the course of the illness and the number and type of contacts at school. If there is determined to be risk of disease transmission at school, responses may include identifying and quarantining contacts or closing classrooms, school sites, or the district for several days or longer. For this reason, all schools and programs must have contingency plans for potential short term and long term closures.

SCHOOL SITE ROLES & RESPONSIBILITIES

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

Administrator Checklist

❏ Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites.

   ❏ Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)

❏ Actively model and support all required public health measures. Teach everyone it is OK to correct each other — use "please" and "thank you" to everyone when reminded about public health measures.

❏ Make changes to site physical spaces and/or implement policies to enforce mitigation measures.

❏ Provide frequent communication about COVID-19 and cold/flu prevention efforts for students and staff. Use all modalities — email, announcements on speakers, announcements by teachers, signage, and direct instructions at staff meetings.

❏ Designate staff liaison(s) to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.

❏ Ensure posters are placed in impactful areas. Signage should be visible in all bathrooms, classrooms, and public spaces. Post information on social media regularly. Distribute flyers and posters widely on the following topics:

   ❏ Signs and Symptoms of COVID-19

   ❏ Physical distancing

   ❏ Face covering guidance

   ❏ Stay home when sick guidelines

   ❏ Cough and sneeze hygiene

   ❏ Occupancy limits

   ❏ Mental Well-Being and Crisis Support Lines

❏ Know and ensure that staff follows Communicable Disease Response Protocols for Illness during COVID-19 Pandemic. Contact Health Services immediately if:

   ❏ A student or staff is diagnosed with, is suspected of having, or has been exposed to COVID-19 or other reportable communicable disease

   ❏ 25% or more of a classroom, or 10% or more of the school population 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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return TOGETHER

return to HEALTH

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 in every entrance, 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

    ❏ 25% or more of a classroom, or 10% or more of the school, 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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return TOGETHER

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 cleaning materials and personal protective equipment to ensure readiness - order additional supplies as needed.
- ❏ Routine Disinfecting: On a daily basis, disinfect all 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/cleaning 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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return TOGETHER

Teacher Checklist

❏ Follow all <u>Individual Health Precautions for Students and Staff</u> and <u>Mitigation Standards for SCUSD Sites</u>.

    ❏ Personal prevention practices, such as <u>physical distancing</u>, <u>hand hygiene</u>, <u>cloth face coverings</u> and <u>cough/sneeze etiquette</u> are important principles to reduce the spread of COVID-19. <u>(CDC)</u>

❏ 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.

    ❏ Establish regular times for hand washing/hand sanitizer — including upon entry to school/class, before eating, whenever entering a new room, before going home.

    ❏ <u>Proper handwashing</u> is one of the best ways to prevent illness — <u>show videos that teach the proper procedures for handwashing</u>.

    ❏ 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, 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.

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return TOGETHER

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.

❏ Keep up to date on public health and district guidance for communicable disease management and support administrators and staff with accurate information about disease risks and precautions.

❏ Follow SCPH guidelines to support contact tracing and other public health measures.

❏ Provide training and information as needed to site administrators and staff.

❏ Work with attendance to support Stay at Home Requirements (Appendix B). Provide training, monitoring and reinforcement of district procedures and any new procedures required by the health department as a result of contact tracing.

❏ 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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return TOGETHER

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

❏ For active screening, the driver or bus aide must screen each rider per Screening Guidelines for Entering School Sites (Appendix C) for symptoms before boarding the bus. If the temperature is over 100 degrees or symptomatic, the student will not board the bus to school. Parents/guardians will be asked to take the student home and follow Stay at Home Requirements (Appendix B) .

❏ 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.

❏ Bus seating arrangement will meet 6-foot physical distancing objectives. Mark or block seats that must be left vacant

❏ Ensure good ventilation with open/partially open windows.

❏ Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.

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Support Staff Checklist

❏ Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SCUSD Sites.

    ❏ Personal prevention practices, such as physical distancing, hand hygiene, 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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return to HEALTH

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. Disposable 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 cleaning 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).

return TOGETHER

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 effective 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.

return to HEALTH

REFERENCES

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- CDC (2020). Use of Cloth Face Coverings to Help Slow the Spread of COVID-19. Retrieved from: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html

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- SCOE (2020).   Sacramento County 2020-2021 School Year Planning Guide. Sacramento County Office of Education. Retrieved from: https://documentcloud.adobe.com/link/review?uri=urn:aaid:scds:US:3992dc54-dd11-463a-8c21-07e62250e5fb

- San Francisco Department of Public Health (2020). How to Put On and Remove a Face Mask. Retrieved from: https://www.sfcdcp.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

return TOGETHER

KEEPING EACH OTHER HEALTHY DURING COVID-19

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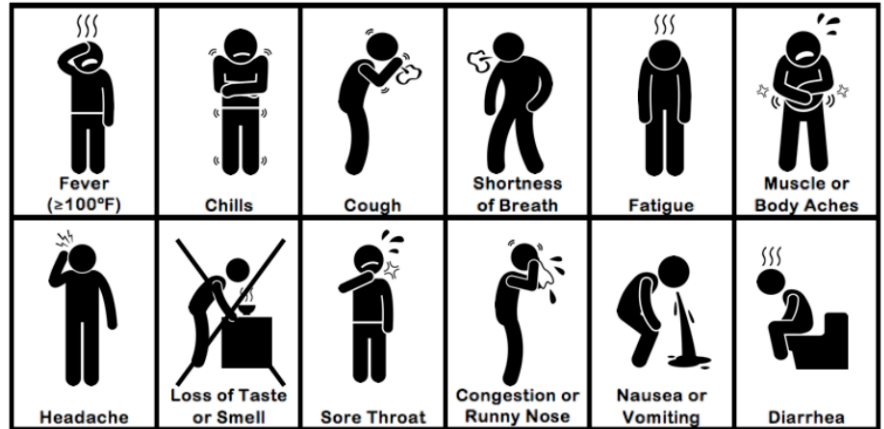
Health Screening

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 contact with someone with COVID-19
- Recently traveled somewhere outside the U.S.

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

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.

return TOGETHER

STAY AT HOME AND RETURN TO SCHOOL REQUIREMENTS

For Students and Staff During COVID-19

These policies are based on underline(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.

Keep your child home if they 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

Keep your child home if they have been told to quarantine or isolate due to COVID-19 precautions:
- Advised to isolate or quarantine by your doctor or the health department
- Recently had contact with a person with COVID-19
- Has been diagnosed with COVID-19
- Recently traveled somewhere outside the U.S.

If your child misses school call the school office daily and report your child's symptoms.

Your child may return to school after:
- They have had no symptoms listed above for at least 72 hours (three full days) without the use of medicine. **AND**
- At least 10 days have passed since the day the symptoms first appeared.

*These return to school guidelines omit "other symptoms have improved" from the CDC recommended guidelines with the intention of keeping people with any symptoms of illness away from school to protect the health of other students and staff. In all cases, follow the guidance of your doctor and local health department. For return to school outside of these guidelines students must bring a doctor's note or receive clearance from the school nurse.

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. 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.

All students and staff entering a site must be screened for illness.

Any student or staff with a temperature of 100 degrees or higher, or any sign or symptoms of illness per Stay at Home Requirements (Appendix B) shall return home.

Sites shall 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 student:
* Take temperature.
* Ask if any signs or symptoms of illness – how are you today? Are you sick at all?
* Look at the student.

If the temperature is less than 100 degrees, and the student reports no sign or symptoms of illness, and the student appears well then release to wash hands and enter campus.
* If the student has a sign of illness send to a designated isolation area to call the parent and return home with Stay at Home Requirements (Appendix B) information for the parent.
* If staff is unable to reach the parent the 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.
Steps to prevent the spread of COVID-19 if you are sick. CDC
Quarantine and Isolation. CDC

return TOGETHER

PERSONAL HYGEINE 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 Masks
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 mask off?
- If alone in your work space/office/classroom.
- If in a small group with everyone sitting 6 feet or more apart, such as in a classroom with all students at their desks or outside seated on the grass or chairs.
- While eating and maintaining physical distance
- When outside and maintaining physical distance
- When exercising and moving, while maintaining physical distance.

* 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

return TOGETHER

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.

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

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

Well Student Area		Sick Student Area/COVID-19 Symptom Area	
First Aid Medications Diabetes Asthma Care Allergies Anxiety	Seizures Hungry Behavior Tired	Fever (100 degrees or higher) Cough Shortness of breath or Difficulty breathing Muscle or body aches Headache	New loss of taste or smell Sore throat Congestion or runny nose Nausea or vomiting, diarrhea
Staffing: A trained staff member or school nurse provides care.		**Staffing:** A trained staff member or school nurse assesses and provides care. IF this is a separate room, additional staff may be necessary to monitor students if not visible by the staff member providing well-student care.	
PPE: Staff delivering care will wear cloth face covering and use standard precautions if at risk of exposure to blood or body fluids.		**PPE:** Staff must wear gloves, disposable mask, and eye protection/face shield.	
Room requirements: Consider using the current nurse office already set up for first aid. • Sink, soap, and paper towels available • Have access to the bathroom • Cot and/or chairs for resting students • Table, counter, or desk • First aid supplies • Medication and procedure • Computer or laptop to access IC to contact parents		**Room requirements:** Consider using a separate room or move sick care to a large room that can seperate well and sick students by more than 6 feet and barrier. • The room must be well-ventlated (open windows and door) • Consider a barrier such as plexiglass between staff and sick students • Have a sink, soap, and paper towels • Have access to restroom nearby • Cot and chairs for waiting students • Phone • Table, counter, or desk • Computer or laptop to access IC to contact parents	
Supplies • First aid supplies • PPE - gloves and masks • Soap and paper towels • Water for drinking • Cot cover paper • Disinfecting supplies - solution and paper towels		**Supplies** • PPE - gloves, masks, face shield • Vomit bags • Thermometer • Water for drinking • Soap and paper towels • Disinfecting supplies - solutions and paper towels • Cot cover paper	
Well student procedure: • Student must wash hands upon arrival • Place face covering on student if not already wearing one • Use standard precautions when assisting students in first aid or procedures • Disinfect surfaces after student leaves and before use by others		**Sick student procedure** • Student must wash hands upon arrival • Place a surgical mask on the sick student • Use standard precautions when assisting sick students - for suspected COVID-19 this includes, mask, face shield, and gloves • Provide care keeping as much distance and little contact as possible • Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19 • Take temperature. Ask about and document any symptoms • Call parent/guardian for immediate pick up • If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home • Provide parent/guardian with Stay at Home/When to Return to School guidelines (Appendix B) • Disinfect all surfaces after the student leaves and before use by others • If symptoms indicate that COVID-19 is suspected contact your school nurse or Health Services: • Follow Communicable Disease Guidelines for notifying Health Services for possible outbreaks of infectious disease	

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 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 instructions.

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 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.

return TOGETHER

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

return TOGETHER

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

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

return TOGETHER

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)
   a. Helper 1 with spray bottle wets the lined-up student's outstretched hands
   b. 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.

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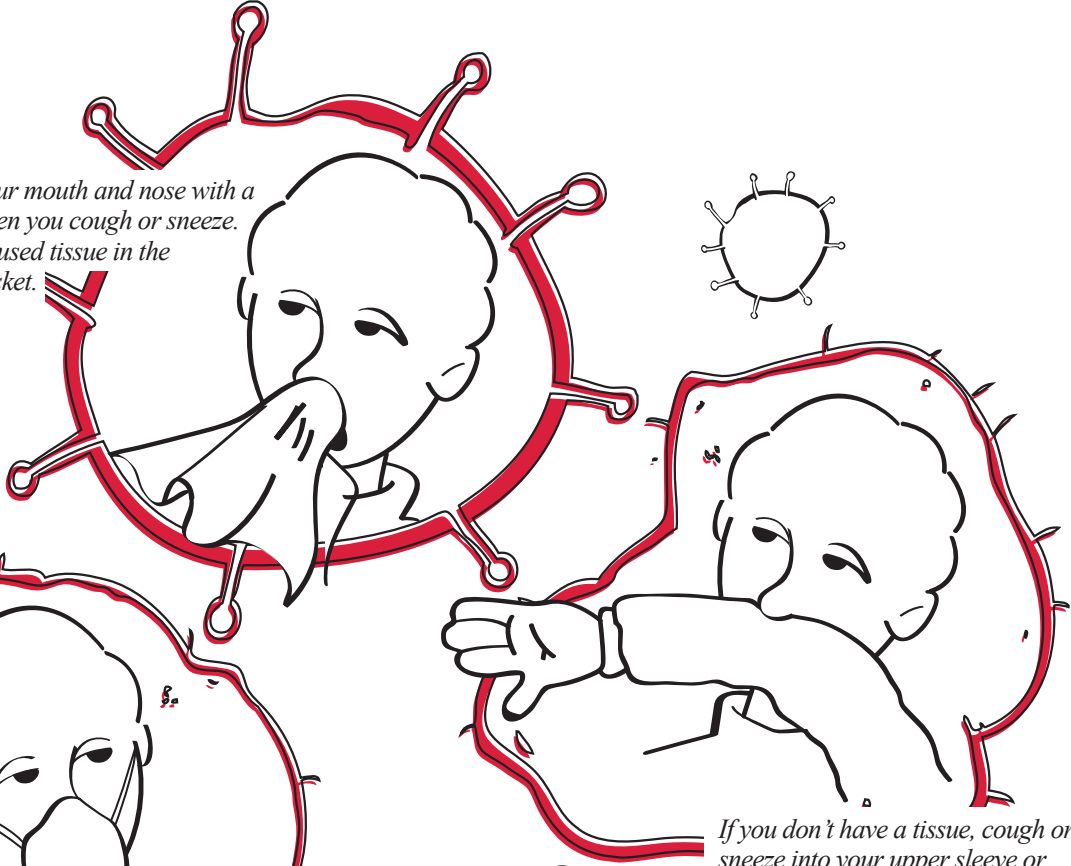
If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

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.

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