



*"Do it heartily as to the Lord." Col. 3:23*

**FALL 2020  
RE-OPENING  
PLAN**

**COVID-19  
Prevention, Monitoring & Response**

**Updated September 21, 2020**

## Contents

UPDATES .....	3
GENERAL .....	3
COMMUNICATION & GUIDANCE .....	3
<i>Contacts</i> .....	4
CURRICULUM & INSTRUCTION .....	4
<i>In-Person Learning</i> .....	5
<i>Distance Learning</i> .....	6
<i>Attendance</i> .....	6
<i>Grading Scale (In-Person vs Distance Learning)</i> .....	7
<i>Social and Emotional Learning Recourses and Curriculum</i> .....	7
<i>Field Trips</i> .....	7
PREVENTION .....	7
<i>Hygiene Measures</i> .....	7
<i>Face Coverings</i> .....	7
<i>Handwashing</i> .....	9
<i>Other Hygiene Measures</i> .....	9
<i>Gloves</i> .....	9
<i>Cleaning and Maintenance</i> .....	9
<i>Physical Distancing</i> .....	11
MONITORING .....	15
<i>Symptom Screening</i> .....	15
<i>Isolation Area</i> .....	16
<i>School Staff Surveillance Testing</i> .....	16
RESPONSE .....	17
<i>Student, Staff and Visitor Isolation Protocols</i> .....	18
<i>COVID-19 Testing and Reporting</i> .....	19
<i>Response to Suspected or Confirmed Cases and Close Contacts</i> .....	21
<i>Identifying, Reporting and Tracing Cases</i> .....	22
<i>Return to School Policy</i> .....	23
<i>School Closure Criteria</i> .....	23
<i>Response to Confirmed or Suspected COVID-19 Cases and Close Contacts</i> .....	25
<i>Response to Negative Test Result</i> .....	26

INFORMATION AND TRAINING.....	26
COMMUNICATION TEMPLATES.....	28
<i>Letter Template: Close Contact in a Cohort Setting</i> .....	28
<i>Letter Template: Case in a Cohort Setting</i> .....	31
<i>Letter Template: Case in a Non-Cohort Setting</i> .....	34
RESOURCES:.....	38

## UPDATES

Links updated for **COVID-19 Case Reporting Form** and **Information/Training**. - September 21, 2020

## GENERAL

Valley Christian Elementary School (VCES) Fall 2020 Re-Opening Plan (COVID-19 Prevention, Monitoring and Response) will provide our families and the Santa Clara County Emergency Operations Center (EOC), VCES faculty and staff the details and protocols we will implement related to preventing the spread of COVID-19. VCES will monitor the staff and students on campus for illness along with protocols for responding to positive COVID-19 cases within our VCS community.

This plan is in accordance with the current federal, state and local guidelines and directives for Santa Clara County School Districts. This document will be updated as necessary.

**This document has been updated to reflect the latest guidance from August 7, 2020**

<https://www.sccgov.org/sites/covid19/Documents/ReopeningofSantaClaraCountyK12Schools.pdf>

The VCES principal, vice principal and office staff will be responsible for implementing this plan.

## COMMUNICATION & GUIDANCE

We will continue to collaborate and receive feedback from our community including the local health department, VCS parents, Parent Teacher Prayer Fellowship (PTPF), Board of Directors, faculty and staff regarding the plans in place for COVID-19 mitigation strategies.

VCS will regularly review guidance from State and local authorities to determine current disease levels and control measures in our community. The VCS Superintendent and Task Force receive regular updates from the local and state public health offices and the CDC.

VCS will implement the following prevention, monitoring and response measures as part of our phased reopening plan dependent upon local public health conditions and in collaboration with local health officials and other authorities.

In accordance with the county guidelines and recommendations, VCS is actively pursuing the **Elementary School Waiver**. Our request for elementary in-person learning has been submitted and is currently under review by Santa Clara County's Emergency Operations Center (EOC) Department.

The decision to pursue a waiver for in-person learning at the elementary was based upon the state and county health department recommendations and current scientific evidence, including:

- COVID-19 related risks in schools serving elementary age students appear lower than and different from the risks to staff and students in schools serving older students.
- There appears to be lower risk of child-to-child or child-to-adult transmission in children under 12.
- The risk of infection and serious illness in elementary school children is particularly low.
- In-person instruction is academically and socially critical for younger students.

VCS has identified a list of non-negotiables for the 2020-21 school year that will help to guide our planning and COVID-19 mitigation efforts.

Those include:

- Social distancing, including caps on group sizes and distances between individuals.
- COVID-specific safety protocols must be in place at all schools.
- A full-time distance learning option must be available to all students who opt-out of in-person instruction.
- VCS must be able to quickly implement distance learning for 100% of students if rolling closures occur.

## Contacts

The following documents and links to state and local health department contacts are listed below for reference:

Santa Clara County Public Health Department – 408-792-5020  
Emergency Operation Center [schools@eoc.sccgov.ca](mailto:schools@eoc.sccgov.ca)  
VCS Superintendent – Jerry Merza 408-513-2516 [jmerza@vcs.net](mailto:jmerza@vcs.net)  
VCES Principal – Gabe Guven 408-559-4500 [gguven@vcs.net](mailto:gguven@vcs.net)

## CURRICULUM & INSTRUCTION

To ensure our elementary students receive a robust education, VCES is offering full-time in-person or distance learning academic options for our elementary campus. Our current COVID19 situation in Santa Clara County is unstable and flexibility within our learning and operating modes will be critical over the next few months. VCES is ready to implement full distance learning in the case of an outbreak of greater than 5% of our VCES population or in the event of temporary closure for intensive cleaning.

Common public health strategies to reduce the risk of disease transmission in schools and other community settings include:

- Minimizing the number of people who come into contact with each other.

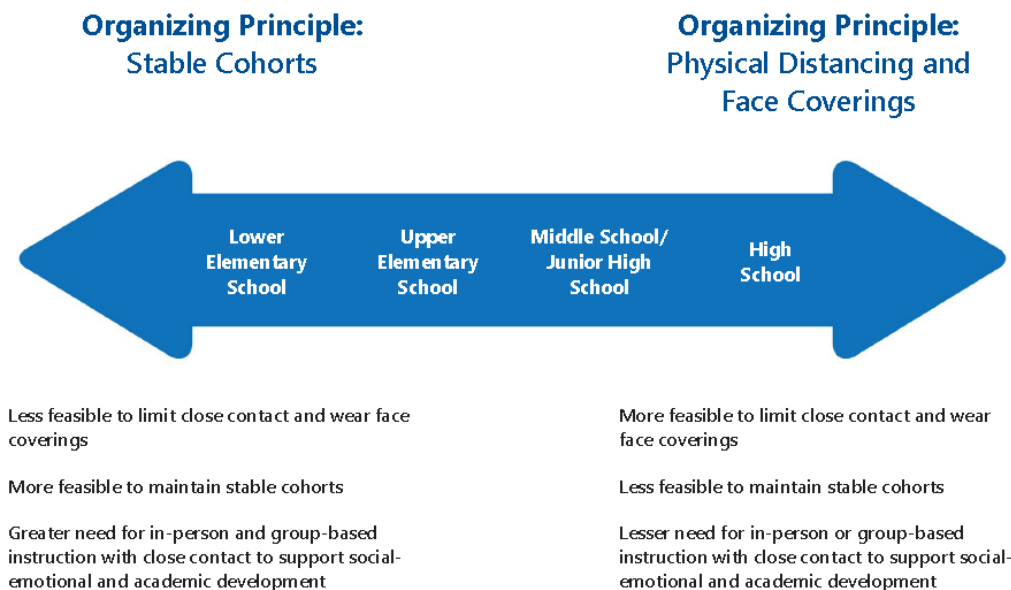
- Maximizing the physical distance between people.
- Reducing the time that people spend in close proximity to others.
- Measures to minimize dispersion of droplets and aerosols (e.g., using face coverings and covering coughs and sneezes).

Because the relative contribution of each of these measures in reducing the spread of COVID-19 is not yet clear, public health experts have generally recommended that they be used collectively where possible. These strategies may be easier or harder to implement in different age groups or settings.

For example, a school may be able to ensure that younger elementary school students have fewer contacts by having students stay in one classroom, but young students may be less able to wear face coverings consistently or maintain physical distancing during age-appropriate social and educational activities.

In contrast, high school students encounter more individuals in a typical school day but are likely to have greater ability to maintain physical distancing and to more consistently use face coverings. For these reasons, the requirements, recommendations, and considerations for minimizing disease transmission on school campuses necessarily vary by age group.

**Organizing Principles for Preventing COVID-19 Transmission by Age Group**



## ***In-Person Learning***

In-person learning will take place for grades K-5 with the following protocols in place:

- Assigned seating in classrooms with all students facing the same direction and 6’ distance from the teacher and from each other.
- All classrooms will have 6’ clearance between student desks.
- Consistent groups or cohorts with students staying within their respective classrooms throughout the day.

- Make an effort to assign students to cohorts based on any known associations outside of school.
- Pull out classes such as PE will be held outdoors only, with physical distancing measures in place
- All other pull-out classes will be held outdoors, via Zoom with, or rotating with physical distancing measures in place between teachers and students.
- Face masks to be worn by all adults throughout the day.
- Face masks are mandatory for grades 3-5 and strongly encouraged for Grades K-2 (unless exempt)
- Face masks to be worn by all students while outside the classroom (with the exception of exercise and eating)
- All common materials (including playground equipment and supplies) will be disinfected after each group use.
- Lunch and recess times will be staggered and groups will be consistent.
- Lunch and recess will be held outside (weather permitting).
- Visitors will be limited and screened for wellness prior to entering the premises.
- Parent conferences or meetings will take place outdoors or in a special room. Visitors will not be allowed into the classrooms.
- Parents will perform wellness screenings on their children prior to attending school each day.

## *Distance Learning*

VCS has made an initial investment of resources to enhance our distance learning technology to provide an “in class” experience for those students not attending class in person. The vision for this initiative goes beyond crisis response as we are building a strategy that enhances our teaching and learning capabilities moving forward.

In case of rolling school closures or a complete closure(s) due to COVID-19, VCES is prepared to provide a device for each elementary student for at-home use.

Distance learning will be used in the following circumstances:

- State and local authorities have closed schools for in-person learning due to community spread and VCS is not allowed a waiver for in-person instruction for elementary students by the county public health department.
- Students who are unable to return to school due to health issues, or those who are uncomfortable returning to school on the scheduled start date, can participate in the VCS full-time distance learning program.
- Students who are medically fragile or would be put at risk by in-person instruction, or who are isolating or quarantining because of exposure to COVID19
- Students who live in a household with anybody who is medically fragile

## *Attendance*

Students and staff should not be on campus or in buildings if they are experiencing *any* symptoms of illness.

VCS is reviewing its attendance policies for staff and students. This will include eliminating any attendance recognitions that could encourage attending school when not feeling well. Specific attendance policy changes will be provided before the start of school.

## *Grading Scale (In-Person vs Distance Learning)*

Grading expectations for online students and recommended grading expectations for the Elementary School will be available in the Parent/Student Handbook.

## *Social and Emotional Learning Recourses and Curriculum*

We recognize the importance of providing students and staff with extra social and emotional support as they return to school this year. Expect to see special welcome activities, extra time for building relationships and establishing new routines, and focus on coping strategies.

## *Field Trips*

Field trips will be canceled until further notice.

# PREVENTION

## *Hygiene Measures*

A variety of PPE will be on-site at all VCS schools and administration buildings to help prevent the spread of COVID-19. Below is a look at some of the requirements and protocols in place at the Elementary Leigh Campus.

## *Face Coverings*

### **General**

- Provide face coverings for students and staff who lose their face coverings or forget to bring them to school.
- Except as specifically provided in this document, students and staff should use cloth face coverings whenever face coverings are required. Medical masks, such as N95 and surgical masks, are strongly discouraged for general use due to the global shortage of medical masks needed for healthcare professionals. However, schools may use existing inventories of disposable masks, including N95 and surgical masks, for students and staff if reusable cloth face coverings are not available.
- Masks should adhere to the [California face covering](#) standards.

### **Teachers and staff**

- All adults must wear a cloth face covering at all times while on campus, except while eating or drinking.

- Face shields are not recommended as a replacement for face coverings.
  - Staff excluded from this requirement are those that require respiratory protection according to Cal/OSHA standards.
  - Staff who are unable to wear a face covering for medical reasons shall not be assigned duties that require close contact with students.
  - Teachers may consider using face coverings with clear windows during phonological instruction to enable students to see the teacher’s mouth and in settings where a face covering poses a barrier to communicating with a student who is hearing impaired or a student with a disability.

## **Students**

- All students (Grades K-5) are required to wear cloth face coverings while outside of the classroom, this includes:
  - While arriving and departing from school campus.
  - In any area outside of the classroom (except when eating, drinking, or engaging in strenuous physical activity) if elementary students are outside the classroom where they are only with members of their stable cohort, cloth face coverings are not required.
  - While waiting for or riding on a school bus.
- Students (Grades K-2) are strongly encouraged to wear face coverings in the classroom, but not required. We will ensure there are mask breaks while outside and only interacting with members of their stable classroom cohort while they are physically distanced.
- Students (Grades 3-5) are required to wear cloth face coverings at all times unless exempt.
- Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes.
- Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings.
- Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering.
- Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student’s face and obstructs breathing
- Face shields are not recommended as a replacement for face coverings given concerns over their ability to minimize droplet spread to others. However, teachers and other staff may consider using face shields in combination with cloth face coverings.
- If a student experiences difficulty wearing his/her face covering, allow the individual to remove his/her face covering for a short period of time.
- Students without face coverings should maintain physical distance to extent feasible.
- Masks exceptions include:
  - Anyone who has trouble breathing
  - Anyone who is unconscious or incapacitated
  - Anyone who is otherwise unable to remove the face covering without assistance

## **Communication and Education**

- Signage is posted in high visibility areas.
  - Signage to remind students and staff when and where face coverings are required.
  - Signage to remind students and staff on appropriate use of face coverings.
- Communicate to all staff and families regarding expectations for use of face coverings at school and how to wash face coverings.



- Students to be educated on the rationale and proper use of face coverings.

## **Handwashing**

- Teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.
- Signage to be posted in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
- VCES to ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans.
- Model, practice, and monitor handwashing, particularly for grades K-2.
- Develop routines to ensure students wash their hands or use hand sanitizer (under adult supervision) upon arrival to campus; after using the restroom; after playing outside and returning to the classroom; before and after eating; and after coughing or sneezing.
- Have students and staff wash hands at staggered intervals to minimize congregation.

## **Other Hygiene Measures**

- Minimize sharing of supplies and equipment among staff and students to the extent feasible.
- When items must be shared, clean and disinfect items between uses.
- Minimize staff's and students' contact with high-touch surfaces (e.g., propping open building or classroom doors, particularly at arrival and departure times).
- Hand sanitizer will be provided in each classroom, and any other indoor space used by students and staff, at building entrances/exits, and at locations designated for students and staff to eat.
- Students under the age of 9 should use hand sanitizer only under adult supervision.

## **Gloves**

- Individuals handling or serving food must use gloves in addition to face coverings. Gloves shall be used by employees who are screening others for symptoms or handling commonly touched items
- VCES will be equipped with touchless water dispensers.

## **Cleaning and Maintenance**

Cleaning and disinfecting products used by VCS will adhere to state and local guidelines.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

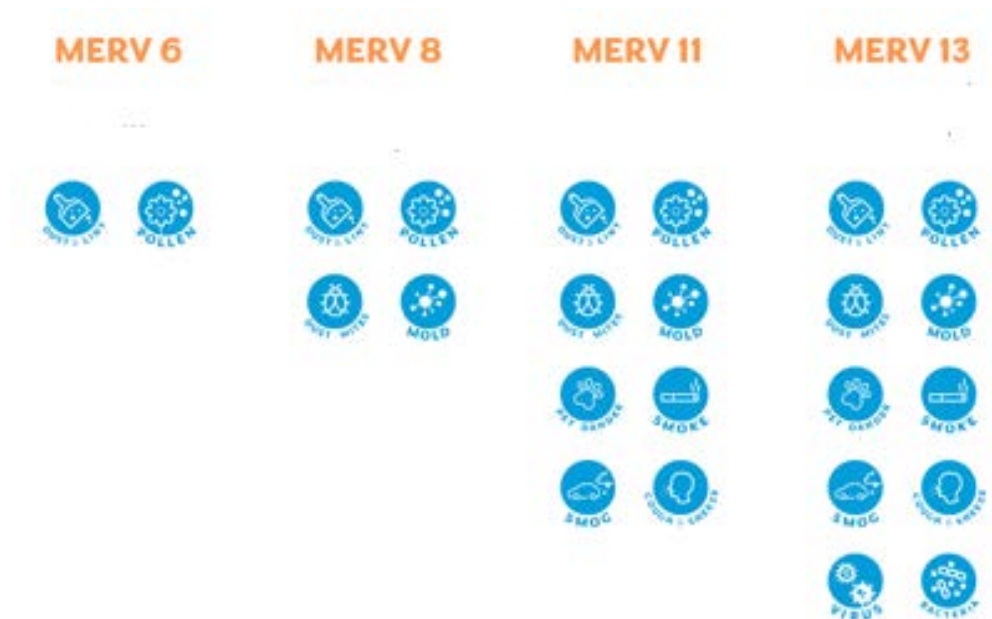
### **Classrooms**

- Nightly disinfecting of all classrooms, offices, restrooms and common areas.
- Every 5 days all classrooms, offices, restrooms and common areas are disinfecting with an electrostatic fogging machine.
- All classrooms will be equipped with disinfectant and paper towels.

- Teachers and custodians will be responsible for cleaning common contact surfaces, such as desks and tables/counters, door handles, light switches, playground equipment at regular intervals throughout the day.
- Teachers will also create age-appropriate procedures where students will clean their own desks.
- All common use items will be disinfected between uses.
- After an illness, limit access to areas used by sick person until cleaned and disinfected.
- Increase circulation of outdoor air as much as possible by opening windows and doors, unless doing so would pose a health or safety risk to individuals using the facility.
- VCS is discouraging the use of shared classroom materials to help prevent the spread of COVID-19.
- Every effort will be made to reduce the amount of materials, supplies and personal belongings going to and from school. The same consideration should be given to reducing student exposure to high-touch, shared resources at school. The following will apply:
  - VCES will discourage sharing items that are difficult to clean or disinfect.
  - If supplies must be shared, a use limit will be placed on supplies and equipment to one group of children at a time — with cleaning and disinfecting between uses.
  - Sharing electronic devices, toys, books, and other games or learning aids will be avoided. (Exceptions include if materials can be cleaned between uses, or if a 24-hour period has passed between uses of materials.)
- Provide adequate training and personal protective equipment to protect custodial staff who will be cleaning and disinfecting areas used by any sick person. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable.

### Ventilation

- VCES has replaced all central air filtration for HVAC systems with MERV 13 filters.



### Common Spaces

- Custodial staff will clean and disinfect all areas such as offices, bathrooms, common areas, commonly touched surfaces, and shared electronic equipment routinely and frequently.

## **Buses**

- School buses will be disinfected at the end of the morning and afternoon routes.
- Drivers will clean contact surfaces between service tiers using approved chemicals and paper towels.
- A garbage can will be available on each bus for disposal of paper products.
- Garbage will be emptied at the end of each bus service. Hand sanitizer will be available for student use.

## ***Physical Distancing***

While in VCES schools and administrative offices, staff and students are required to maintain 6 feet apart while on campus. This will be administered in classrooms, in lunch areas, on playgrounds and in offices. Where 6' distancing is not attainable, barriers will be used for extra protection.

## **Arrival and Departure**

- Minimize close contact between students, staff, families, and the broader community at arrival and departure through the following methods:
- Designate routes for entry and exit and decrease crowding at entry and exit points.
- Instruct drivers to remain in their vehicles, to the extent possible.
- When in-person pick-up or drop-off is needed, only a single parent or caregiver should enter the facility.
- All adults entering the campus must wear a face covering.
- Supervised arrival and departure to disperse student gatherings.
- Specific markings are placed around campus where students/staff are expected to cluster or form lines to promote physical distancing

## **Classroom**

- Students and staff will remain in stable classroom cohorts by keeping same students and teacher or staff together for the entire school day.
- Assigned seating in classrooms with 6' distance from the teacher and from each other.
- Students spaced 6' apart and facing forward in all classrooms.
- Teacher desks shall be at least 6' distance away from students to minimize transmission.
- Stable seating arrangements will be assigned for each classroom cohort.
- Prioritize stable classrooms cohorts over physical distancing of face covering use.
- Reduce the amount of furniture and equipment to facilitate distancing and reduce high-touch surfaces.
- Teacher desks shall be at least six feet distance away from students to minimize transmission.
- Pull-out classes will be conducted outside, virtually, or with 6 feet distance between teachers and students.
- Substitute teachers will be assigned to one classroom cohort at a time and VCES will only use substitutes that have not rotated from other schools unless they have isolated for 14 days in between rotations.

## **Lunch**

- Lunch will take place inside their assigned classrooms.
- Students will have the choice to bring their lunch from home or choose a pre-packaged option to be delivered to the classroom.

### **Food Services**

- Menu choices may be reduced to expedite lunch service time. Pre-packaged items will only be served. Students should not share food.
- All meals will be individually wrapped/packaged and can easily be carried by students to another location, (i.e., to a classroom for consumption if necessary).

### **Recess and Playground Use**

- Recess release times will be staggered to reinforce physical distancing.
- Recess will still take place outside and social distancing will be maintained. Only one classroom/cohort will be at a designated play area at a time.
- Playground supervisors will carry first aid kits that include hand sanitizer, face coverings and gloves.
- Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes.
- Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings.
- Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering.
- Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing

### **Emergency Drills**

- VCES will designate 20 specific areas on the courts and fields to be used for the 20 stable classroom cohorts to assemble during an emergency or drill.

### **Chapel, Choir, Band and Extracurricular Activities**

- Chapel will be offered live via Zoom each week. Students will watch from home or remain in their assigned classrooms and cohorts during chapel. Choir and Band will not be offered until restrictions are lifted by the county.
- Extracurricular activities may be conducted outdoors or virtually (e.g., remote broadcasting of musical and theatrical practice and performances) or while maintaining stable classroom cohorts.
- In-person choir, band, and vocal cheerleading activities may be conducted if they do not include aerosol-generating activities such as singing, playing of wind and brass instruments, cheering, or chanting. In-person class time can be used for non-aerosol generating activities, such as rhythm study, music theory, music history, composition, and analysis.

### **After School Care**

- Groups and cohorts will be maintained.
- Appropriate social distancing must occur in addition to following all safety protocols.

## Teachers and Staff

- Staff shall maintain 6' physical distancing from each other to reducing transmission between adults.
- All staff shall use face coverings in accordance with CDPH guidelines and Cal/OSHA standards.
- Conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually, where physical distancing is a challenge.
- Minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.
- All teachers and staff must be screened for symptoms by Darcy daily and receive the appropriate wrist band to visually show they have been verified and passed the daily health screening. See supplemental information for details on Darcy screening.
- Staff are prohibited from eating in break room. Staff Break Rooms will be closed for eating until further notice.

## School Offices

- Socially distanced office areas.
- Hybrid alternating work schedule for staff who share workspaces.
- Plexiglas barrier for staff protection.
- Space staff at least six feet apart.
- Reorganize workspaces to prevent risk of transmission (e.g., orienting staff away from each other in shared workspaces).
- Place markings on the ground to remind students/staff to maintain physical distancing.
- Increase ventilation by increasing outdoor air circulation (e.g., by opening windows) or using high-efficiency air filters and increasing ventilation rates.

## Visitors and Volunteers

Due to COVID-19, VCS is restricting all school nonessential visitors, volunteers, and activities involving external groups. This policy will be in place until restrictions are removed by the county.

- Only VCES staff and students will be permitted on campus. Exceptions will include:
  - Outside vendors or contractors whose services are required for the safe provision of school services.
  - VCS district support staff employees who must be on-site as part of their responsibilities to school.
  - Individuals requested due to an emergency or extraordinary circumstance.
- Parents/guardians:
  - Restricted to the drop-off and pick-up areas of campus and must remain in their vehicles at all times.
  - Upon arrival, parents or guardians will remain in the vehicle while children are dropped-off in the designated drop-off zone.
  - At drop-off, students will be escorted by school personnel to the Darcy wellness check-in center.
  - The same process will be used in reverse upon pick up from school, with the exception of conducting a Darcy wellness check upon departure.
  - In the limited case/s where a parent/guardian may be required to come to pick up a student at a time that is other than the standard drop-off or pick-up hours, they will be

required to call the office from their vehicle and the child will be escorted to the vehicle by school personnel at the designated pick-up location.

- All parent/guardian meetings will be held virtually until further notice.
- If a parent/guardian is requested on to campus due to an emergency or extraordinary circumstance, security or office personnel will assist them upon arrival.
- Visitors:
  - Visitors will only be allowed if necessary.
  - Visitors must notify office in advance of entering campus and check-in with security upon arrival.
  - Complete a Darcy wellness screening upon arrival.
  - May be limited to specific areas of campus.
- Ensure staff can maintain 6' or more of distance from any necessary visitors.
- Visual signs and/or barriers are installed to maintain physical distancing from staff.
- No outside organizations will utilize VCES facilities until further notice.

### **Communication and Education**

- VCES will communicate with all staff and families regarding hygiene practices and physical distancing requirements and recommendations.
- VCES will post signage reminding students and staff about physical distancing in prominent locations throughout the campus.
- Training will be provided for students and staff on protocols for physical distancing for both indoor and outdoor spaces.

### **VCS Buses**

- Maintain 6' clearance between bus driver and seated students.
- Seats will be adjusted to achieve maximum social distancing.
- Signage will be used to encourage healthy hygiene practices.
- There will be 6 ft. minimum clearance between the driver and first row of students on any bus.
- Students will be expected to arrive at the bus stop wearing masks.
- Masks must also be worn by all students on VCS buses.
- Signage will be used to encourage healthy hygiene practices.
- School buses will be disinfected at the end of the morning and afternoon routes.
- Drivers will clean contact surfaces between service tiers using approved chemicals and paper towels.
- A garbage can will be available on each bus for disposal of paper products
- Garbage will be emptied at the end of each bus service.
- Parents/Guardians must use the Darcy screening of students prior to boarding a school bus. VCS staff or designated personnel will be available at bus stops to verify the student Darcy clearance prior to allowing student to enter the bus.
- Students from the same family or classroom will be instructed to sit together.
- Increase ventilation on buses by opening windows, to the greatest extent possible.
- Provide bus drivers with extra face coverings for students who lose or forget to bring their face coverings.
- Provide bus drivers with disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces during the day.

# MONITORING

The health and safety of VCS staff and students is paramount. Trained staff will help to educate and screen for COVID-19 illnesses on campus.

- Office staff will be the point people and trained in COVID-19 concerns.
- The Superintendent will work directly with faculty and staff regarding COVID-19 concerns.
- The Superintendent and office staff will help ensure faculty and staff are wearing face coverings.
- Signs will be posted at all entrances instructing students, staff, and visitors not to enter campus if they have any COVID-19 symptoms. COVID-19 symptoms include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, loss of taste or smell, nausea/vomiting or diarrhea.
- All students and staff must be screened for symptoms each day. Staff and students' parents or guardians will conduct symptom screening at-home, prior to arrival on campus using the Darcy app.
- **See supplemental information regarding the Darcy at home symptom screening and on-site monitoring process that is in place at all VCS locations.**
- Contact thermometers should only be used when a fever is suspected and if appropriate PPE can be used (facemask, eye protection, and disposable gloves). Contact thermometers must be properly cleaned and disinfected after each use.
- Students or staff with any identified COVID-19 symptoms and/or a temperature of **100.0** or higher must be sent home immediately until testing and/or medical evaluation has been conducted.
- Communicate screening requirements to all staff and families. Provide periodic reminders throughout the school year.

## *Symptom Screening*

VCES has invested in and installed high-tech equipment “Darcy” to aid in identifying whether individuals are wearing face coverings, sufficient physical distancing is taking place in high-traffic areas and detects signs of fever of individuals as they enter buildings and move throughout the campus.

- Trained personnel will be on-site to screen students and staff who may be exhibiting COVID-19 symptoms. Proper protocols will be followed in the event of positive cases in schools or administrative buildings.
- Symptom screening is required at home by families and can be helpful to determine if a student or staff member:
  1. Currently has an infectious illness that could impair their ability to learn, or
  2. Is at risk of transmitting an infectious illness to other students or to school staff.

Daily Health Screening Questions: A person who answers “Yes” to any one of these questions must not be allowed to enter the school facility.

1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?
  - **Yes – STAY HOME and seek medical care.**

2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.
  - **Yes – STAY HOME and seek medical care.**
3. Have you had any one or more of these symptoms today or within the past 3 days?
  - Fever or chills
  - Cough
  - Loss of taste or smell
  - Shortness of breath or difficulty breathing
  - **Yes – STAT HOME and seek medical care.**
4. Have you had any one or more of these symptoms today or within the past 3 days and that are new or not explained by another reason?
  - Fatigue
  - Muscle or body aches
  - Headache
  - Sore throat
  - Nausea, vomiting, or diarrhea
  - **Yes – STAY HOME and seek medical care and testing.**

## *Isolation Area*

VCS campus will provide a designated isolation area for individuals exhibiting cold/flu like symptoms. Individuals will be screened for COVID-19 symptoms in an isolated area removed from other faculty and staff. This area will be monitored by an adult while the individual is in isolation and until the individual has departed the campus.

## *School Staff Surveillance Testing*

At VCS expense, the school is contracted with Carbon Health, a professional health service organization, to conduct on-campus COVID-19 testing for all employees. This service is provided at no charge to the employee.

### **Who will be tested?**

- School employees are essential workers. Employees includes administrators, teachers, office support staff, security, food handlers, day shift janitors, bus drivers, or any other school employee that has frequent contact with students or other staff.
- New employees, Part-time or seasonal staff (e.g. coaches, mentors, substitutes, etc.) will require baseline testing and must provide VCS HR department with negative test results **prior** to engaging in-person with students or staff.
  - After baseline testing is performed, they will be added to the 60-day VCS testing cycle.

### **How often will surveillance testing occur?**

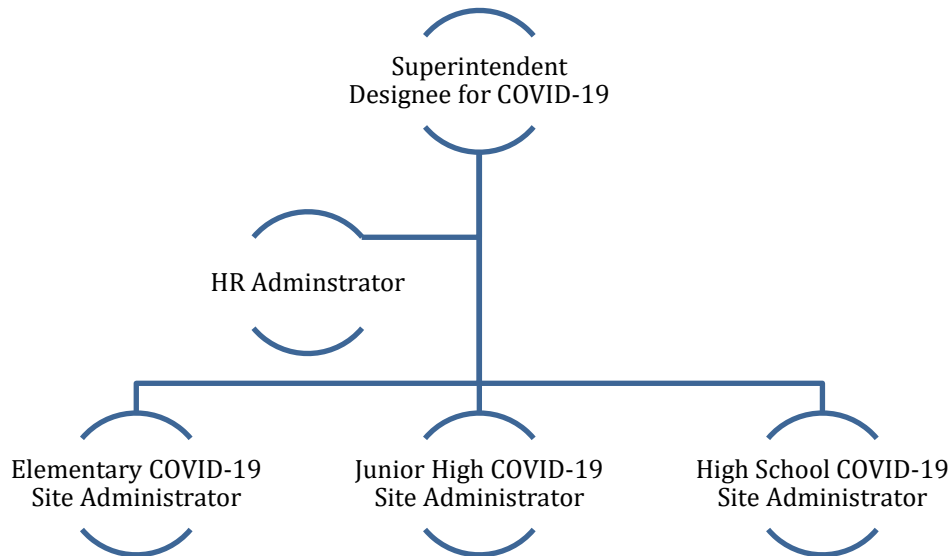
Beginning, September, 2020, all VCS employees will be baseline tested by Carbon Health. All VCS employees or other contracted individuals that may have frequent contact with students or other staff will be tested every 60 days.



Surveillance testing will be in accordance with SCC Public Health authority directives.

## RESPONSE

COVID-19 or is a close contact to case VCS COVID-19 RESPONSE TEAM



### **Superintendent Designee for COVID-19 (Jerry Merza):**

- COVID-19 expert and lead for the district
- Point-of-Contact with Public Health Department for case communication
- Ensures each member of the COVID-19 response team has training on their role and responsibility
- Assures campus responds to identified symptomatic individuals, close contacts, and cases
- Directs actions of Site Administrator: provide appropriate forms/letters, advices on required cleaning, works with Site Administrator to track test results, follows flowchart of action, works with Site Administrator to identify and report school-based close contact to the Education Portal within 4 hours of notification of a student/staff testing positive
- Coordinates with Facilities/Operations to direct necessary cleaning
- Coordinates with HR when positive case or close contact is a staff member
- Attends regular training with Public Health Department

### **HR Administrator (Diana Stieg):**

- Contacts staff members who are positive cases or close contacts to determine isolation/quarantine requirements and leave options
- Ensures that employees have received the training recommended by the county

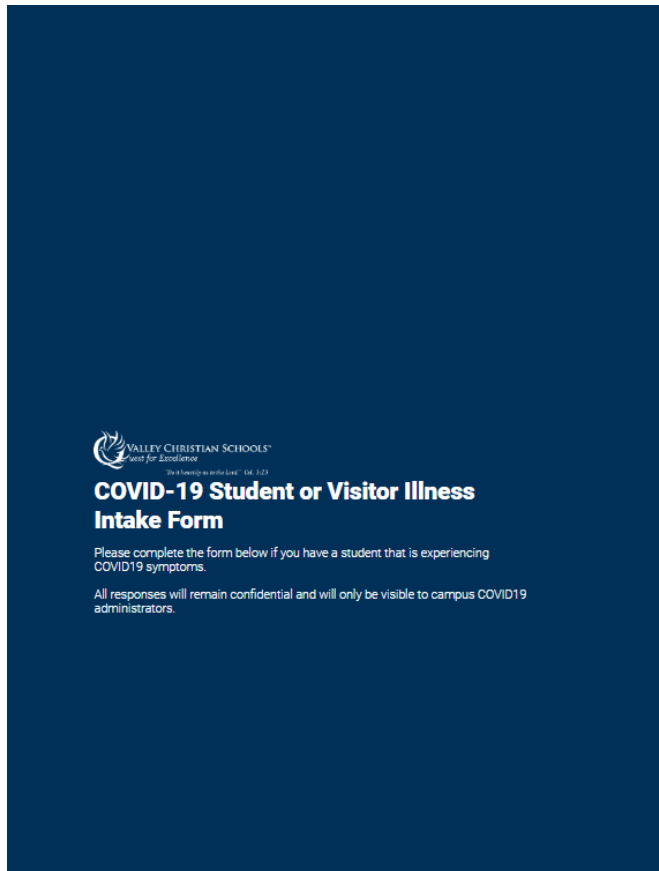
### **Site Administrator (Campus Principals):**

- Assures PHD guidance is followed, i.e. isolation, quarantine, cleaning protocols
- Provides communication forms/letters to parents/staff as directed by Superintendent Designee for COVID-19
- Notifies Superintendent Designee for COVID-19 immediately when a student/staff tests positive for

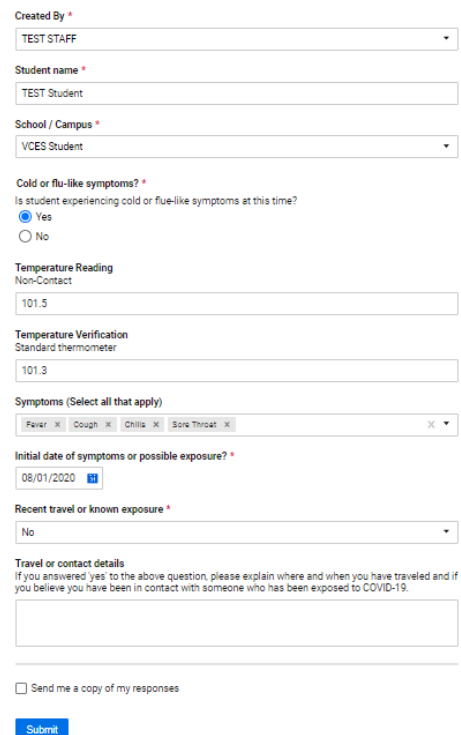
## Student, Staff and Visitor Isolation Protocols

Some students or staff may develop symptoms of infectious illness while at school. VCS will take action to isolate individuals who develop these symptoms from other students and staff. Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 immediately.

An **Illness Intake Form** will be used to screen individuals who are developing symptoms while on campus or if a fever is detected by the monitoring system.



The image shows the top portion of a dark blue form titled "COVID-19 Student or Visitor Illness Intake Form". It includes the Valley Christian Schools logo and the text: "Please complete the form below if you have a student that is experiencing COVID19 symptoms. All responses will remain confidential and will only be visible to campus COVID19 administrators."



The image shows the input fields of the form, including: "Created By" (TEST STAFF), "Student name" (TEST Student), "School / Campus" (VCES Student), "Cold or flu-like symptoms?" (Yes selected), "Temperature Reading Non-Contact" (101.5), "Temperature Verification Standard thermometer" (101.3), "Symptoms" (Fever, Cough, Chills, Sore Throat), "Initial date of symptoms or possible exposure?" (08/01/2020), "Recent travel or known exposure" (No), and "Travel or contact details" (empty text area). A "Submit" button is at the bottom.

- Individuals that are presenting COVID-19 symptoms while at school should be placed in an isolation area separate from staff and other students:
  - School staff (e.g., workers, teacher aides, and school health staff) who interact with an individual who becomes ill while at school should use [standard and Transmission-Based Precautions](#) when caring for sick people.
  - Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.

- If a school needs to call an ambulance or bring an individual to the hospital, they should first alert the healthcare staff that the student may have been exposed to someone with COVID-19.
- After the individual is placed in an isolation area, school staff who work in the isolation area should follow CDC's [Considerations for Cleaning and Disinfecting your Building or Facility](#).
- **Note:** In developing plans for placing students with symptoms in an isolation area, VCS will be mindful of appropriate safeguards to ensure that students are isolated in a non-threatening manner, within the line of sight of adults, and for very short periods of time.

### ***Home Isolation Quarantine Guidelines***

<https://www.sccgov.org/sites/phd-p/Diseases/novel-coronavirus/Documents/Home-Isolation-Quarantine-Guidelines.pdf>

### ***COVID-19 Testing Sites***

<https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>

### ***COVID-19 Testing and Reporting***

## *Requirements*

- Require students and staff to get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19.<sup>1</sup>
- Positive test results:
  - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
  - Upon receiving notification that staff or a student has tested positive for COVID-19 or been in close contact with a COVID-19 case, take actions as required in Section 3 below.
- Negative test results:
  - Symptomatic students or staff who test negative for COVID-19 should remain home until at least 72 hours after resolution of fever (if any) and improvement in other symptoms.
  - Asymptomatic non-household close contacts to a COVID-19 case should remain at home for a total of 14 days from date of last exposure even if they test negative.
  - Asymptomatic household contacts should remain at home until 14 days after the COVID-19 positive household member completes their isolation.
  - Documentation of negative test results must be provided to school administration.

## Response to Suspected or Confirmed Cases and Close Contacts

### Requirements

#### Suspected COVID-19 Case(s) Response:

- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable. For serious illness, call 9-1-1 without delay.

#### Confirmed COVID-19 Case(s) Response:

- School administrators should notify the County of Santa Clara Public Health Department immediately of any positive COVID-19 case by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214. Notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. (Information concerning confidentiality can be found [here](#).)
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours, wait as long as practicable. Ensure a [safe and correct application](#) of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.
- For elementary schools and other settings in which stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- For middle schools/junior high schools, high schools, and any settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.
- For all settings: Provide information regarding close contacts to the County of Santa Clara Public Health Department via secure fax or email.
- No actions need to be taken for persons who have not had close contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

## *Identifying, Reporting and Tracing Cases*

VCES will follow local, state and national guidelines for reporting individual cases of COVID-19, if detected.

If a COVID-19 positive case is probable or confirmed, VCS will notify those individuals that were in close contact (within 6' distance for a minimum of 15 minutes)

Exposure notifications will be sent by phone, email or text via the **VCS Exposure Notification** within 24 hours of VCS becoming aware of a case.

- Individuals and their families will be advised that the local health department may contact the family for contact tracing. If contacted, families should notify the contract tracer that the student attended school.

## *COVID-19 Case Reporting*

<https://aca-prod.accela.com/sccgoveh/Welcome.aspx>

## *Return to School Policy*

### Return to Campus after Testing:

#### Positive test results

- Symptomatic individuals who test positive for COVID-19 can return at least 10 days since symptoms first appeared AND at least 3 days with no fever AND improvement in other symptoms.
- Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result.

#### Negative test results

- Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 72 hours after resolution of fever (if any) and improvement in symptoms.
  - Documentation of a negative test result should be provided to school administrators.
  - In lieu of a negative test result, allow students and staff to return to work with a medical note by a physician that provides alternative explanation for symptoms and reason for not ordering COVID-19 testing.
- Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.

Questions regarding return to school should be jointly decided in consultation with HR, parents or caregivers, school personnel, and the individual's healthcare provider.

Students who are excluded from school will be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty.

## *School Closure Criteria*

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. The Local Health Officer may also

determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen? Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department



## Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Actions	Communication
<p><u>Scenario 1:</u> A student or staff member either exhibits COVID-19 symptoms or has a temperature of 100.00 or above.</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• School administration notified</li> <li>• Student/staff instructed to get tested</li> <li>• Classroom remains open</li> </ul>	<p>No action is needed</p>
<p><u>Scenario 2:</u> A family member or someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home</li> <li>• School administration notified</li> <li>• Student/staff instructed to get tested</li> <li>• Student/staff instructed to quarantine, even if they test negative, for a full 14 days after date of last exposure to COVID-19 case</li> <li>• Classroom remains open</li> <li>• If student/staff tests positive during quarantine, see Scenario 3 below</li> </ul>	<p><i>Template Letters:</i></p> <p>Letter to Student/Staff Member who is a Close Contact of a COVID-19 Case</p> <p>AND</p> <p>Letter to Cohort Members (in Cohort Settings)</p>
<p><u>Scenario 3:</u> A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> <li>• Student/staff sent home if not already quarantined</li> <li>• School administration notified</li> <li>• Public Health Department notified</li> <li>• Student/staff instructed to isolate for at least 10 days after symptom onset AND at least 3 days after resolution of fever AND improvement in symptoms (If never symptomatic, isolate for 10 days after date of positive test.)</li> <li>• School-based close contacts identified and instructed to test &amp; quarantine for 14 days               <ul style="list-style-type: none"> <li>○ In stable elementary classroom cohorts: entire cohort.</li> <li>○ In other settings: use seating chart, consult with teacher/staff</li> </ul> </li> <li>• In cohort settings, classroom closes.</li> </ul>	<p><i>Template Letters:</i></p> <p><u>For Cohort Settings</u> Letter to the Student/Staff Member Who is a COVID-19 Case</p> <p>AND</p> <p>Letter to Cohort Members</p> <p><u>For Non-Cohort Settings</u> Letter to the Student/Staff Member Who is a COVID-19 Case</p> <p>AND</p> <p>Letter to Close Contacts</p> <p>AND</p> <p>Letter to All Other Community Members</p>

## Response to Negative Test Result

Scenario	Immediate Actions	Communication
A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic)	<ul style="list-style-type: none"> <li>Student/staff may return to school 72 hours after resolution of fever and improvement in other symptoms</li> </ul>	Student family/staff to bring evidence of negative COVID-19 test or medical note if testing not performed
A student or staff member tests negative after Scenario 2 (close contact)	<ul style="list-style-type: none"> <li>Student/staff must remain in quarantine for a full 14 days after date of last exposure to COVID-19 case</li> <li>If a close contact continues to be exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.</li> </ul>	No action is needed
A student or staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	<ul style="list-style-type: none"> <li>Can return to school/work immediately</li> </ul>	No action is needed

*Note: All communications regarding exposures will be compliant with FERPA and HIPAA regulations.*

## INFORMATION AND TRAINING

[CDPH Reopening Framework](#)

[Santa Clara County Office of Education \(SCCOE\)](#)

State Guidance Information: [California Department of Public Health](#), [California Department of Education](#) and [California Department of Public Health](#).

[Center for Disease Control and Prevention](#)

[CDPH Guidance for the Use of Face Coverings](#)

COVID Questions <https://www.sccgov.org/sites/phd/news/Pages/covid-19-call-211.aspx>

[School Readiness and Planning Tool](#)

[Slow the Spread](#)

[How to Protect Yourself and Others](#)

[How to Safely Wear Face Coverings](#)

[Cloth Face Coverings](#)

[Wash Your Hands](#)

[Cover Your Sneezes](#)

[Stop the Spread of Germs 1](#)  
[Stop the Spread of Germs 2](#)  
[Germs Are All Around You](#)  
[Hand Washing is Your Superhero Poster](#)  
[Symptoms of Coronavirus \(COVID-19\)](#)  
[Checklist for Parents](#)  
[Checklist for Teachers](#)  
[Support for Teens and Young Adults](#)  
[Managing COVID Symptoms at Home](#)  
[Guidance for Cleaning and Disinfecting](#)  
[Reopening Buildings after Closure](#)  
[Cleaning and Disinfecting Decision Tool](#)  
[Coronavirus Self Checker \(Code\)](#)  
[Symptoms of COVID-19](#)

# COMMUNICATION TEMPLATES

## *Letter Template: Close Contact in a Cohort Setting*

To be utilized when a student or staff member in a cohort lives with a person or has been in close contact<sup>1</sup> with a person who has tested positive for COVID-19

*Note: These templates should be used immediately upon learning of the exposure and communication should not be delayed while awaiting consultation with the County of Santa Clara Public Health Department. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

### **Actions and Communications**

- If a student or staff member is a close contact to a case, the student's parent/guardian or staff member is expected to report this to the site administrator immediately, and the student or staff is excluded from the cohort.
- The cohort remains open for in-person instruction.
- If the student or staff member has a household member who is COVID-19 positive, all household members of the COVID-19 case must quarantine, monitor symptoms, and contact their health care providers to schedule testing. If there are household members who attend other schools/programs, they must be excluded from the school/program, and the other school/programs should be notified by the site administrator.
- All families of students and staff members of the cohort should be notified that a student or staff member has a household member or other close contact that has tested positive for COVID-19.
- The site administrator should gather information regarding any other individuals on campus who the student or staff member was in close contact with and forward this information to the County of Santa Clara Public Health Department (by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214).
- The Public Health Department will advise of any additional next steps.

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<sup>1</sup> A close contact is someone who has been within 6 feet of the positive person while they were infectious for 15 minutes or more, even if one or both people were wearing face coverings. COVID-19 positive persons are considered infectious from 48 hours before their symptoms began (or 48 hours before they were tested for COVID if they never had symptoms).

## LETTER TO CLOSE CONTACT

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [your child is/you are] a close contact to a confirmed COVID-19 case. You may receive additional notification by the Public Health Department that will include options for supportive services and monitoring. In the meantime, the Public Health Department directs that [your child/you] immediately quarantine, even if [your child doesn't/you don't] have symptoms. If the COVID-19 case that [your child has/you have] been exposed to is a member of your household, then all other people living in your household will also need to quarantine.

Instructions on how to quarantine can be found [here](#) and at <http://sccstayhome.org>. If [your child is/you are] unable to remain separated from the confirmed COVID-19 case (for example, a parent with COVID-19 infection who must actively care for a child), then the quarantine will end 14 days after the case finishes isolating.

If [your child develops/you develop] COVID-like symptoms or [your child becomes/you become] sick, you should contact a healthcare provider so that [your child/you] can be evaluated and get tested immediately.

If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please work with your healthcare provider to schedule testing around 7 days after the last exposure to the case. If [your child is/you are] unable to remain separated from the confirmed COVID-19 case, then testing should be done 7 days after the case finishes isolating.

If [your child does not/you do not] have a healthcare provider, additional testing resources are available through the Public Health Department at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>. Be sure to let the provider know that [your child is/you are] a close contact to a confirmed COVID-19 case. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus.

We will be notifying the other parents, students, and staff in [your child's/your] cohort immediately that a member of the cohort is being quarantined, while keeping [your child's/your] identity confidential. While [your child/you] are quarantined, the cohort will remain open for in-person instruction/activity. If [your child/you] ends up testing positive for COVID-19, we may need to quarantine the cohort ONLY IF [your child/you] exposed the cohort to COVID-19 during [your child's/your] infectious period.

[Information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Sincerely,

[Site Administrator]  
[School/Program Name]

## LETTER TO COHORT MEMBERS

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort has reported that he/she has been in close contact with a person who has tested positive for COVID-19.

The affected individual has been directed to quarantine, monitor for COVID-19 symptoms, and work with their healthcare provider to get tested as directed by the County of Santa Clara Public Health Department.

**In accordance with Public Health Department guidance, the cohort will remain open for in-person instruction.** If the student or staff member who was in close contact with a COVID-19 case subsequently tests positive for COVID-19, the Public Health Department will provide guidance on whether additional action is needed by our school, staff, or families.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [your child/yourself] for symptoms of illness every day, and [have your child stay home if he/she is sick/stay home if you are sick]. Please contact your healthcare provider if [your child /you] develop symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]  
[School/Program Name]

## Letter Template: Case in a Cohort Setting

To be utilized when a student or staff member of a cohort tests positive for COVID-19

*Note: These templates should be used immediately upon learning of the exposure and communication should not be delayed while awaiting consultation with the County of Santa Clara Public Health Department. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

### Actions and Communications

- The student's parent/guardian or the staff member is expected to report a positive test to the site administrator immediately, and the student or staff is excluded from the cohort.
- The cohort will be closed for 14 days from last known exposure.
- All household members of the COVID-19 case should quarantine, monitor symptoms, and contact their health providers to schedule testing. If there are household members who attend other schools/programs, they must be excluded from the school/program, and the other school/programs should be notified by the site administrator.
- All families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive. All students and staff in the cohort should be instructed to quarantine for 14 days from date of last exposure to the case during his/her infectious period.
- The site administrator should gather information regarding any other individuals on campus who the student or staff member was in close contact with during his/her infectious period and forward this information to the County of Santa Clara Public Health Department (by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214). In the interim, these individuals should similarly be instructed to quarantine for 14 days.
- The entire cohort of staff and students, along with any additional identified close contacts, should be tested by working directly with their healthcare providers and/or Public Health.
- The Public Health Department will advise of any additional next steps.

## LETTER TO CASE

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [your child is/you are] has tested positive for COVID-19. You will receive additional information from Public Health that will include options for supportive services and monitoring. In the meantime, Public Health directs that [your child/you] immediately isolate at home, even if [they/you] don't have symptoms. [Your child/you] must stay isolated for at least 10 days since symptoms began AND at least 3 days after your fever resolves and your other symptoms improve. If there are no symptoms, [your child/you] should isolate for 10 days from the date of test collection. [You/your child] do not need any additional testing since [they/you] have already tested positive.

In addition, all other people living in your household will need to quarantine at home for at least 14 days. If other household members are unable to remain separated from [your child/you] (for example, a parent who must actively care for a child with COVID-19 infection), then their quarantine will end 14 days after [your child's/your] finishes isolating. If household members attend other schools/programs, then you should notify those schools/programs as well.

Instructions on how to isolate and quarantine can be found [here](#) and at <http://sccestayhome.org>.

We will be notifying the other parents, students, and staff in the classroom cohort immediately that a member of the cohort has been diagnosed with COVID-19, while keeping [your child's/your] identity confidential. While [your child/you] are isolating at home, the classroom cohort will close and all members will be quarantined.

[Information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Please contact your healthcare provider if [your child/you] develops new or worsening symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]  
[School/Program Name]



## LETTER TO COHORT MEMBERS

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. **This letter is to inform you that a student or staff member in your child's cohort at [XXX School] has tested positive for COVID-19.** The last date of known exposure to the classroom cohort was [last-exp-date].

You may receive additional notification by the Public Health Department that will include options for supportive services and monitoring. In the meantime, the Public Health Department directs that [your child/you] immediately quarantine for 14 days, even if [your child doesn't/you don't] have symptoms. Instructions on how to quarantine can be found [here](#) and at <http://sccstayhome.org>.

If [your child develops/you develop] COVID-like symptoms or [your child becomes/you become] sick, you should contact a healthcare provider so that [your child/you] can be evaluated and get tested immediately.

If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please work with your healthcare provider to schedule testing around 7 days after the last exposure to the case.

If [your child does not/you do not] have a healthcare provider, additional testing resources are available through the Public Health Department at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>. Be sure to let the provider know that [your child is/you are] a close contact to a confirmed COVID-19 case. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus.

The classroom cohort will be closed through at least [last-exp-date + 14 days] to allow students and staff to be quarantined and tested to avoid further spread of the virus.

[Information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Sincerely,

[Site Administrator]  
[School/Program Name]

## ***Letter Template: Case in a Non-Cohort Setting***

### **Actions and Communications**

- The student's parent/guardian or the staff member is expected to report a positive test to the site administrator immediately, and the student or staff is excluded until completion of isolation.
- All household members of the COVID-19 case should quarantine, monitor symptoms, and contact their health providers to schedule testing. If there are household members who attend other schools/programs, they must be excluded from the school/program, and the other school/programs should be notified by the site administrator.
- The site administrator should gather information regarding any individuals on campus who the student or staff member was in close contact with and forward this information to the County of Santa Clara Public Health Department (by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214).
- The site administrator should notify all close contacts with a phone call that they have been exposed and instruct them to immediately quarantine for 14 days from date of last exposure to the case during his/her infectious period. Close contacts should be tested by working directly with their healthcare providers and/or Public Health.
- The site administrator may consider notifying all other families of students and staff members in the school community that a student or staff member has tested positive for COVID-19 but that they have not been identified as a close contact and therefore do not need to take any specific actions.
- The Public Health Department will advise of any additional next steps.

To be utilized when a student or staff member **tests positive** for COVID-19 in a non-cohort setting.

*Note: These templates should be used immediately upon learning of the exposure and communication should not be delayed while awaiting consultation with the County of Santa Clara Public Health Department. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

## LETTER TO CASE

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [your child is/you are] has tested positive for COVID-19. You will receive additional information from Public Health that will include options for supportive services and monitoring. In the meantime, Public Health directs that [your child/you] immediately isolate at home, even if [they/you] don't have symptoms. [Your child/you] must stay isolated for at least 10 days since symptoms began AND at least 3 days after your fever resolves and your other symptoms improve. If there are no symptoms, [your child/you] must isolate for 10 days from the date of test collection. [You/your child] do not need any additional testing since [they/you] have already tested positive.

In addition, all other people living in your household will need to quarantine at home for at least 14 days. If other household members are unable to remain separated from [your child/you], then their quarantine will end 14 days after [your child's/your] isolation period ends (this could mean around 24 days of quarantine for other household members). If household members attend other schools/programs, then you should notify those schools/programs as well.

Instructions on how to isolate and quarantine can be found [here](#) and at <http://scstayhome.org>.

We will be immediately notifying the other parents, students, and staff who have been identified as close contacts to [your child/you] that they have been in close contact with someone who has been diagnosed with COVID-19, while keeping [your child's/your] identity confidential. While [your child/you] are isolating at home, all identified close contacts will be quarantined.

[Information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Please contact your healthcare provider if [your child/you] develops new or worsening symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]  
[School/Program Name]

## LETTER TO CLOSE CONTACTS

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. **This letter is to inform you that have been identified as a close contact to someone who has tested positive for COVID-19.** Close contact means being within 6 feet of someone for more than 15 minutes while they are infectious with COVID-19. The last date of known exposure to the COVID-19 case was [last-exp-date].

You may receive additional notification by the Public Health Department that will include options for supportive services and monitoring. In the meantime, the Public Health Department directs that [your child/you] immediately quarantine for 14 days, even if [your child doesn't/you don't] have symptoms. Instructions on how to quarantine can be found [here](#) and at <http://sccstayhome.org>.

If [your child develops/you develop] COVID-like symptoms or [your child becomes/you become] sick, you should contact a healthcare provider so that [your child/you] can be evaluated and get tested immediately.

If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please work with your healthcare provider to schedule testing around 7 days after the last exposure to the case.

If [your child does not/you do not] have a healthcare provider, additional testing resources are available through the Public Health Department at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>. Be sure to let the provider know that [your child is/you are] a close contact to a confirmed COVID-19 case. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus.

[Information related to distance learning/participation to be completed by district/school/program]

Please contact your healthcare provider if you develop symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]  
[School/Program Name]

## LETTER TO NON CLOSE-CONTACTS

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member at [School name] has tested positive for COVID-19.

Public Health has been notified and is taking further steps. The affected individual has been isolated and their immediate family/household members and all identified close contacts have been directed to quarantine, monitor for COVID-19 symptoms, and work with their healthcare provider to get tested as directed by the County of Santa Clara Public Health Department.

You are receiving this notice because [you/your child] have **NOT** been identified as a close contact to the individual during their infectious period. Close contact means being within 6 feet of someone for more than 15 minutes while they are infectious with COVID-19.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [yourself/your child] for symptoms and stay home if [you/they] are sick. Please contact your healthcare provider if you develop symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]  
[School/Program Name]

## RESOURCES:

[Mandatory Directive for Schools – July 17, 2020 – Santa Clara County Public Health](#) (updated September 8, 2020)

[COVID-19 Prepared: Reopening of Santa Clara County K-12 Schools for the 2020-2021 School Year – June 30, 2020 - Santa Clara County Public Health Department](#) (Updated August 7, 2020)

[Stronger Together: Recovery and Reopening Santa Clara County Schools – Santa Clara County Office of Education](#)

[COVID-19 Industry Guidance: Schools and School – Based Programs – August 3, 2020 – California Department of Public Health](#)

[COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year – July 17, 2020 – California Department of Public Health](#)

[Mandatory Directive for Programs Serving Children or Youth – July 13, 2020 – Santa Clara County Public Health](#) (updated September 5, 2020)