

South/West Park Elementary

COVID Safety Plan

2020-2021



*The South/West Park Elementary School COVID School Safety plan integrates California, San Joaquin County, and Tracy Unified School District COVID guidelines into one document that also considers the site-specific needs of South/West Park Elementary School. The plan was created with input from teachers, Food Services, and classified staff members at South/West Park Elementary School.

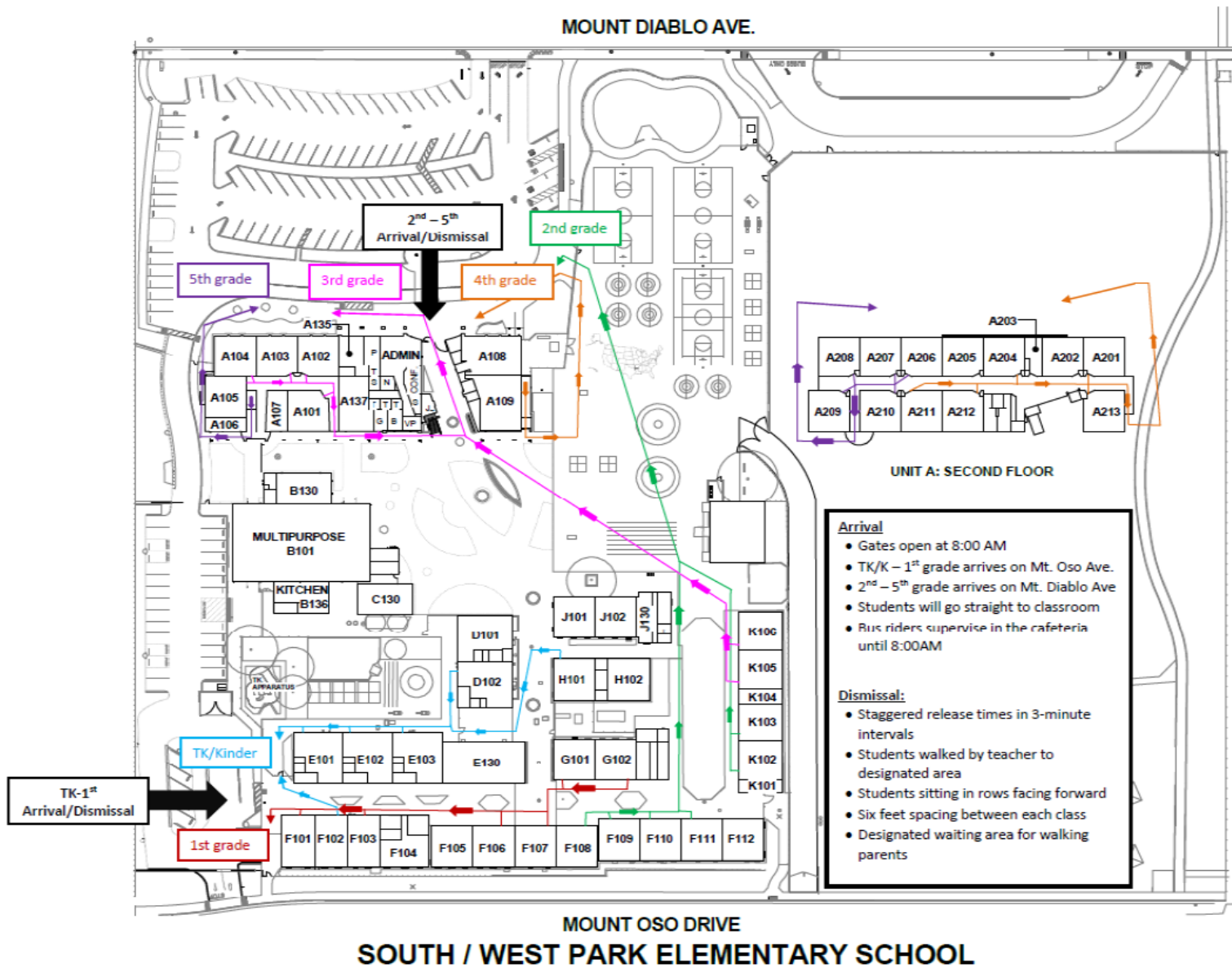
Opening of the Day

Conduct a Self-Health Assessment before Entering the Building

- Utilize TUSD self-symptom checklist daily prior to coming to school
- _____ to take temperatures of students prior to students entering classrooms. Each classroom will have a designated space for students to line up.

Social Distancing While Entering Campus

- Social distance signage will be posted at both entrance gates and main office
- Students will be allowed on campus starting at 8:00 a.m. The campus will be closed until 8:00 a.m.
- All families are asked to drop off their children in our car line. Only students get out of their car.
- Only staff and students are allowed to enter campus. No visitors or volunteers are allowed until further notice.
- Any students which arrive earlier than 8:00 a.m., will be asked to wait in their car until 8:00 a.m.
- SWP Staff will be welcoming students as they exit their car from the car line and direct them to their classroom.
- TK/K-Assigned to be dropped off at back of school (Mt. Oso Ave.). Staff will welcome and walk these students directly to their classroom.
- 1st grade-Assigned to be dropped off at the back of school (Mt. Oso Ave) and staff will direct the to their classroom.
- 2nd-5th grade-Assigned to be dropped off at the front of school (Mt. Diablo Ave) and staff will direct the to their classroom.
- If families have multiple children, please drop off all your children at the area assigned to your youngest child.
- All students will go directly to their classroom as they arrive and their teacher will be waiting for them in the classroom.
- Each teacher will take the temperature of each student as they enter the classroom and assess for any symptoms indicating the child is ill. 100.4 or higher is considered a fever and child will be sent to the office. If child has a temperature of 100 and indicates other symptoms of being sick, will also be sent to the office. Office will be waiting for child and contact parent immediately and provide the information indicating the child is ill. Please do not send children to school if they are not feeling well.
- Late arrivals-Any student arriving late to school will still go directly to class, but must arrive only in the front of the school (Mt. Diablo Ave.). Staff will be available outside to direct the student to class. The classroom teacher will mark the student late. No one will be going to the office to be marked late. All students go directly to their classroom. If a child is severely late and no staff is available in front of the school to receive them, the parent needs to call the office (209-830-3335) to inform the office staff the child is outside and is ready to be directed to class. Please do not go into the office, until you get further directions from the office staff. Students need to be in inside their classroom by 8:25 in order not to be marked late



Bussing

- Bussing will be available for students. Please contact TUSD Transportation (209-830-3216) for the process of obtaining a bus pass. Students must always have a pass to board a bus and wearing a face mask. Hand Sanitizer will be available for students when loading and unloading the bus.
- Students arriving to school by bus prior to 8:00 a.m. will be supervised in the cafeteria by SWP staff. The students will be directed to the classroom at 8:00 a.m.
- If a student becomes ill during the school day, the student will not be allowed to use the bus in the afternoon. Parents will need to pick up any ill student at SWP.
- Please verify SWP has all updated phone numbers in case a child becomes ill during the day and needs to go home. The child must go home right away.

Parameters

Establish one directional foot traffic patterns in hallways, offices, and classroom buildings

- SWP directional arrows for walking within the school grounds considers the following:
 - See attached map
- Hallways will have directional arrows indicating entry/exit points.

During School Hours

Social Distancing during Lunch/Breaks

- There will be no recess. Breaks will be with their own class and supervised by their teacher.
- Specific time and locations for breaks have been assigned to each class and will not have contact with other classes.
- Drinking fountains and shared playground equipment and structures will be unavailable.
- Students practice social distancing to the best extent possible

Establish Restroom Procedures

Restrooms/Drinking Fountains

- Restrooms are disinfected and cleaned regularly throughout the day.
- Restrooms are set up to respect social distancing and only two students allowed inside at one time.
- Classes will be assigned to a set of restrooms
- Drinking fountains will not be available. Please send your child with a water bottle.
- Laminated signs in all bathrooms & classrooms for hand washing
- Door of restrooms propped open
- Wash hands after all restroom use; Sanitize hands when hand washing is not practicable.
- Students will hang magnetic restroom pass on restroom door, to indicate whether it is safe to enter. If restroom use is at capacity, students will wait outside of the restroom door, on assigned markers, until one or more people leave the restroom.
- Two socially distant markers will be placed outside of each student use restroom (both boy and girl restrooms)

Office

- Strongly encourage families to utilize email & phone communication
- Office visitors must wear masks in office to conduct business
- Number of visitors in SWP Office Lobby shall not exceed two (2) visitors.

- Entry/Exit procedures, and social distancing markers for lines
- No birthday food/treats @ SWP
- Office staff members must wear masks and face coverings when interpersonally communicating with visitors.
- At this time facility use will not be made available for outside vendors

Physical Distancing in the Classroom

- Students will sit all in one direction facing the front of the class.
- Primary grades that use tables and not desks, will only place two students per table (one on each end) facing the front of the class. Individual desks will be provided for any classes that need additional siting area to ensure a six feet distance between students.
- Students with desks will sit in rows all facing the front of the class.
- Students are allowed to bring their backpack.
- Seating on carpet will be one directional—all students facing forward—and contingent on available classroom space.
- PE and Music—To be conducted virtual during the asynchronous time in the morning when they are not in person at school.
- Students will be provided individual school supplies by SWP, so there will be no need to share supplies. Parents are also welcome to send their children with their own supplies and each teacher can give you specific suggestions.

Protecting Self and Others

- If student needs to come to the office
 - TK-1st grade students should be escorted by adult on campus or another student in class
 - 2nd-5th escort oneself to office.
 - Teacher to notify office ahead of time so custodial staff can prepare to clean surfaces that came in contact with ill student
 - Strongly encouraged for teacher to contact the office by phone to solve the need of the child needing to come to the office instead of sending them to the office
- COVID-19 Symptom Room will be the nurse room in the SWP Office. conference room utilized for non-COVID symptoms
- At this time, parent volunteers, member of SWP Parent Club, Committees and other vendors will not be permitted onto SWP campus

Sanitation Practices and Protocols

- Sanitize/Wash hands before & after entering room. Video and clear procedures of washing hands will be shown to students the first day of returning to school and sent to families to show prior to returning to school. Posters of reminders of washing hands will be placed in all restrooms and sinks in classrooms.
- Follow TUSD Guidelines, and work with Custodial staff to implement and sustain an ongoing sanitization practice for each of the above mentioned school areas.

PPE and Cleaning

- All students will be provided a cloth facemask and face shield as needed. Parents will send children to school wearing a mask every day.
- County's Guidelines:

-K-2 face coverings strongly recommended

-3-5 face covering required

-Daily disinfecting

-South/West Park is asking all students to wear a face mask for everyone's safety.

- Parents report any medical needs of child so school can prepare a plan of action to support child's safety.
- All rooms have disinfectant and spray hand sanitizer. Students will wash their hands or use hand sanitizer each time they enter and exit a room. Parents may also send a small hand sanitizer to school with their child.
- All classrooms and non-classroom spaces will be thoroughly cleaned and disinfected daily.

After School Release of Students and Staff

- Teacher will walk their class to the designated pickup area.
- Parents will pick up students in the car line.
- Students will be placed in rows by class to wait for their car.
- TK, K and 1st grade will be picked up on Mt. Oso Ave.
- 2nd through 5th grade will be picked up on Mt. Diablo Ave.
- If a family has multiple children, they will need to be picked up at their designated area to ensure everyone's safety. We will not be mixing students, therefore they need to be with their class. We ask for family's full support in this matter. Families will need to pick up one child and drive to the other side to pick up their second child if designated areas are different. We understand this takes more time, but will ensure everyone's safety. Thank you to our families for their support in this matter.

Communication Plan

- Email, Text, School Messenger, Social media (Facebook & videos created by principal)
- Written procedures regarding SWP COVID-19 Plan in TUSD Safety Plan
- Monthly/weekly reminders sent out
- Parent orientation to review SWP Reopening Plan

Training

- Staff: Site Pre-service on COVID-19 plan & protocols, Keenan Training, thermometer training
- Students: Administrators create video of above guidelines. Share video with all teachers to show video in class on first day of school.
- Parents: videos, emails, texts, social media posts, school messenger system

Cleaning and Disinfection:

All trained TUSD employees will clean and disinfect commonly touched surfaces within school and on school busses, as frequently and practicably throughout the day. When using air-conditioning, use the setting that brings in fresh air and check air filters to ensure optimal air quality.

- a. Ensure staff clean and disinfect frequently touched surfaces within school and on school busses daily and as practicable throughout the day by trained staff
- b. TUSD has suspended student use of all playground equipment until further notice
- c. Use approved cleaning products intended to minimize exposure to COVID-19 by CDC (Centers for Disease Control) and follow product instructions
- d. Establish a cleaning and disinfectant schedule in order to avoid both under and overuse of cleaning products
- e. Ensure safe and correct application of disinfectant and keep products away from students
- f. Ensure proper ventilation during cleaning and disinfecting
- g. All TUSD air conditioning units are equipped with economizers allowing 10%-20% outside fresh air depending on outside temperatures. Fresh air from outside of the buildings replenishes the oxygen level and reduces the carbon dioxide level in the room, helping to maintain good quality air.
- h. TUSD uses high quality anti-microbial air filters with a MERV 9 rating to filter any particulates exiting the room to avoid returning to the room. Air filters will be regularly checked for replacement as needed.

Cohorting:

TUSD Students will return to school within a Hybrid Model. The purpose of this instructional design serves to minimize the numbers of students interacting in class, and at school:

- a) Group A (student last name beginning with A-L) cohort shall attend in person learning on Mondays and Thursday of each week. During weeks that do not have five student days so that half of the week's days will be assigned for cohort A to attend in person learning.
- b) Group B (student last name beginning with M-Z) cohort shall attend in person learning on Tuesday and Friday of each week. A calendar will be created for weeks that do not have five student days so that half of the week's days will be assigned for Group B to attend in person learning.
- c) TUSD identified Wednesday (each week) for both Cohort A, and Cohort B to engage in distance learning. Thus, Unit Members may perform all professional duties for both the in-person and distance learning. Teachers will have the option to work from home on this day, including attendance at professional development and staff meeting activities.
- d) TUSD suspended students' use of all shared playground structures and equipment until further notice.
- e) All shared classroom supplies will be limited and strongly discouraged.

Face Coverings and Other Essential Protective Gear:

COVID-19 Face Covering Quick Guide for TUSD Students

Face coverings may help reduce the spread of potentially infectious droplets within the community when combined with physical distancing and hand washing.

Per California Department of Public Health (CDPH) guidance dated August 25th, 2020: Physical distancing, in combination with the use of face coverings, decrease the risk of COVID 19 from respiratory droplets. Physical distancing between adults must be maintained as much as possible, and adults and students must use face coverings at all times, pursuant to the CDPH Schools Guidance. See the CDPH Guidance on Schools and School Based Programs (PDF) and Child Care (PDF) for additional considerations regarding, face mask, meals, cleaning, drop off/pick up, and health screenings.

Face Coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained below. Face Coverings are particularly important in places such as indoor environments, on school buses, and areas where physical distancing alone is not sufficient to help prevent disease transmission.

How to Use:

The San Joaquin County Department of Public Health encourages the public to wear a face covering over your nose and mouth when you must be in public for essential activities (e.g., shopping at the grocery store). Face Coverings are for those who cannot maintain a minimum of 6 feet distance with other people in their work environment and require little to no interaction with the general public. Wearing a face covering does not eliminate the need to physically distance yourself from others and to wash your hands frequently.

Cloth Face Covering Care:

Wash cloth face covering frequently, ideally after each use, or at least daily - Launder with detergent and hot water - Dry on hot cycle - Wash your hands when putting on and removing your face covering and avoid touching your face.

Some examples of Face Coverings:

Homemade sewn cloth, Scarf, Tightly woven fabric, cloth mask, disposable mask, etc.

Per California Department of Education, at a minimum face covering should be worn:

- While waiting to enter the school campus.
- While on school grounds (except when eating or drinking).
- While leaving school
- While on a school bus

The following individuals are exempt from wearing a face covering per CDPH Guidance dated June 18, 2020

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- 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 hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.

- Persons who are seated at a restaurant or other establishment that offers food or beverage service, while they 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 such as swimming, walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others.

Note: Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

STUDENTS

| Age | Face Covering Requirement |
|-------------------------------------|---------------------------|
| Under 2 years old | No |
| 2 years old-2 nd grade | Strongly Encouraged** |
| 3 rd grade - High School | Yes, unless exempt by MD |
| | |

**Face coverings are strongly encourage for young children between two years old and second grade, if they can be worn properly. A face shield is an acceptable alternative for children in this cohort who cannot wear them properly.

Resources:

California Department of Education (2020, June). <https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>

CDPH (2020, June). <https://www.cdph.ca.gov/Programs/OPA/Pages/NR20-128.aspx>

CDPH (2020, August). <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>

Cloth Face Covers (CDC). <http://tiny.cc/cdc-diy-face-cover>

San Joaquin County Public Health. <http://www.sjcphs.org/>

Health Screenings for Students and Staff:

All students will have their temperature checked upon entering their 1st period/homeroom class, daily.

Students with a temperature of less than 100.4 degrees will be permitted to enter the class and participate in live instruction for the day.

Students with a temperature of 100.4 degrees or higher will be sent to the office in a quarantined area of the office to be sent home.

a. Before students and staff come to school, they will need to conduct a self- check for signs and symptoms of COVID-19

b. Anyone who has been exposed to someone with COVID-19 in the past 14 days, has COVID-19 symptoms, or who is not feeling well should not go to the school site

- c. Those who develop signs and symptoms throughout the day will be sent to an identified “sick room” when feasible. The identified “sick room” should be an area in which others do not regularly pass, where symptomatic individuals can remain until they can go home.

Healthy Hygiene Practices:

All schools will teach and reinforce washing hands, avoiding contact with one’s eyes, hands, and mouth, and covering one’s coughs and sneezes. Students and staff will have access to hand sanitizer throughout the school. The district will require all staff and students to wear cloth face coverings/masks (unless an individual has a health/medical condition that prohibits it, or other verifiable exemption reason), which are most essential when physical distancing is not possible. Food Service workers and staff in routine contact with the public should use gloves and facial coverings.

- a. All rooms with running water will have soap and paper towels available
- b. Liquid hand sanitizer will be available in all rooms
- c. Office space departments will have designated locations with hand sanitizer available
- d. All hand sanitizer bottles will be refilled as needed
- e. Cloth face coverings, masks, or face shields will be required (unless an individual had a health/medical condition that prohibits it), especially when social distancing cannot easily be maintained such as indoor facilities, school busses, or other settings where space may be insufficient
- f. Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings
- g. Ensure adequate supplies of the following to support healthy hygiene behaviors, including soap, tissue, no touch trash cans, face coverings, and hand sanitizers
- h. Provide staff with face coverings

Identification and Tracing of Contacts:

Presenting Symptoms While on TUSD Campus:

When an employee or student becomes ill and/or symptomatic while on campus/district, he/she will immediately, report to the sites dedicated health/isolation room and a school/district designee (see appendix A) will complete an incident/case form.

Once the employee or student arrives at the health/isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the potential spread of the virus.

- The designated staff member must complete the attached HANDOUT: TUSD suspected COVID 19 case/incident form (appendix A). If medically safe, then direct the symptomatic individual to leave work, or call a parent/family member to transport home, or follow up with their health care provider. The designated staff member will determine if emergency services is to be called based on symptoms with the assistance of COVID-19 Screening Flow Chart (appendix C).
- The designated staff member and others attending to the symptomatic person is advised to wear personal protective equipment (PPE) while attending to the person displaying symptoms.






- The TUSD designated staff member will identify persons who may have come in close contact with the person displaying symptoms on a TUSD site/campus with the TUSD Cohort log (appendix B). Unless required by the local health authority, TUSD will maintain confidentiality, in accordance with State/Federal HIPAA and FERPA compliance laws.
- Individuals identified as a close contact (any individual within 6 feet for at least 15 minutes), with another individual who has been diagnosed with, or is suspected to have COVID-19, will be notified that they may have been exposed, using the attached letter (appendix D). Persons potentially exposed should follow current guidelines and advice from the San Joaquin County Public Health Officer.
- Human Resources staff will complete contact tracing protocols for staff members at risk of potential exposure to COVID-19.
- In determining next steps, please see Appendix E.

Following CA Public Health Department guidelines, the contaminated area(s)

- Area will sit idle for 24 hours
- Appropriate PPE equipment shall be utilized by cleaning staff

COVID-19 Illness and Quarantine Guidelines

In all cases please inform your school administrator and TUSD Health Services

| PERSON A | PERSON B | PERSON C | PERSON D |
|---|--|---|---|
|  <p>Any person who has tested positive for COVID-19. Confirmed with lab result.</p> <p>With symptoms: Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> ✓ 10 days since symptoms first appeared and ✓ 24 hours (1 day) with no fever (without the use of fever-reducing medicine) and ✓ <u>Symptoms</u> have improved <p>The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p>Without symptoms (Asymptomatic): Quarantine for 10 days from test date:</p> <ul style="list-style-type: none"> ✓ Monitor self for symptoms, take temperature twice a day ✓ Released from quarantine after 10 days have passed as long as no symptoms have been present |  <p>Any person who lives in the same household with Person A</p> <p>NO symptoms:</p> <ul style="list-style-type: none"> ✓ Quarantine immediately ✓ Quarantine while Person A is ill and isolated ✓ Quarantine an additional 14 days after Person A has recovered and been released <i>only if</i> the infected person living with you and cannot be isolated in a separate room. ✓ Quarantine can last up to 24 days or longer |  <p>Any person with close contact to Person A (>15 min, < 6 feet)</p> <p>Quarantine for 14 days following date of last exposure</p> <ul style="list-style-type: none"> ✓ Contact your local Health Department with any questions. ✓ Monitor self for symptoms, take temperature twice a day ✓ Notify Primary Care Provider if symptoms develop |  <p>Any person who has had exposure to Person B or C</p> <p>NO QUARANTINE OR ACTION REQUIRED <i>unless</i>:</p> <p>Person B develops symptoms OR tests positive and Person D had contact with within 14 days <i>then</i>:</p> <ul style="list-style-type: none"> ✓ contact Primary Care Provider to see about testing ✓ Contact Health Services with questions regarding timing and exposure ✓ Clear on daily self-health screening tool |
|  <h2>Recovered and Released</h2> <p>Definitions:</p> <p>Isolation separates infected people with a contagious disease from people who are not sick.</p> <p>Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.</p> <p>Close Contact defined as anyone who was within 6 feet of an infected person for at least 15 minutes, starting from 48 hours before the person began feeling sick until the time the person was isolated.</p> | | | |

Physical Distancing:

A Hybrid Learning Model will be implemented in the event of San Joaquin County Health Department providing guidance of required social distancing

- Social Distancing Model with two (2) day in person classroom attendance & three-day distance learning program
- All students and staff are required to wear masks, with the exception of those who have a medical/health condition that prohibit it again when attending the two (2) day in person of instruction at school.

Student engagement through instructional best practices with blended learning embedded

All TUSD school sites will implement Operational COVID-19 Safety Measure Plans

- a. Established arrival and departure processes & protocols
- b. Student desks are spaced to promote physical distancing where practicable—with one directional seating
- c. Remove all excess furniture to allow for maximum distancing within a classroom.
- d. Non-Classroom Space will have established processes & protocols for one directional foot trafficking

Staff Training and Family Education:

Staff and families will be educated on the application and enforcement of the plan.

- a. All staff and families will be provided TUSD Reopening Guidelines prior to the reopening of schools and will be trained to implement the guidelines that are relevant to them, upon their return to school.
- b. TUSD will follow San Joaquin County Health Guidelines regarding testing of students and staff.

Triggers for Switching to Distance Learning:

TUSD will follow all San Joaquin County Health Guidelines regarding triggers to switch to Distance Learning.

Criteria for closing a school

Individual school closure may be appropriate when:

- Within a 14 Day period:
 - The percentage of confirmed cases exceeds five (5) percent of the total number of teachers, students, and/or staff members on site—depending on the size and physical layout of the school.
 - The Local Health Officer may determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Following a school closure, schools may reopen after a 14-day timeline—provided the following have occurred:

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

Criteria for closing the Tracy Unified School District

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

Following a school district closure, TUSD may reopen following a 14-day timeline, and consultation with the local public health department.

www.cdph.ca.gov

Communication Plans:

How the superintendent/site principals will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

TUSD will utilize multiple methods of communication with students, staff and families such as: bimonthly informational sessions, automated phone calls, email, social media, and personal outreach.

TUSD also maintains a COVID-19 webpage that provides current information for the public.

TUSD will send home a notification of COVID-19 Exposure Letter (consistent with privacy requirements) found in Appendix D.

APPENDIX

- Appendix A Employee/Student Presenting Symptoms on Campus Form
- Appendix B Cohort Log
- Appendix C COVID-19 Screening Flow chart
- Appendix D Exposure Letter to Families
- Appendix E COVID-19 Illness and Quarantine Guidelines
- Appendix F PPE for TUSD staff

Appendix A:

TRACY UNIFIED SCHOOL DISTRICT
EMPLOYEES/STUDENTS PRESENTING SYMPTOMS WHILE ON CAMPUS

Name: _____ Employee _____ Student _____

Date: _____

Location in District: _____

Symptoms noticed:

- | | |
|--|---|
| <input type="checkbox"/> Temperature 100.4 or higher | <input type="checkbox"/> Fatigue and/or muscle pain |
| <input type="checkbox"/> Shortness of breath and/or difficulty breathing | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Chills |
| <input type="checkbox"/> New loss of taste or smell | <input type="checkbox"/> Congestion or runny nose |
| <input type="checkbox"/> Headache | <input type="checkbox"/> Nausea or vomiting |
| <input type="checkbox"/> Sore throat | |

Additional Notes or other COVID 19 signs or symptoms not listed above:

Date and time of fever or onset of symptoms:

Date _____ Time _____

Location and time of isolation at TUSD:

Location _____ Time _____

Where is employee/student being referred to (MD., E.R., urgent care, etc.):

Reporter Name/Title: _____

Appendix B:



Cohort_Logs.pdf

Cohort Logs

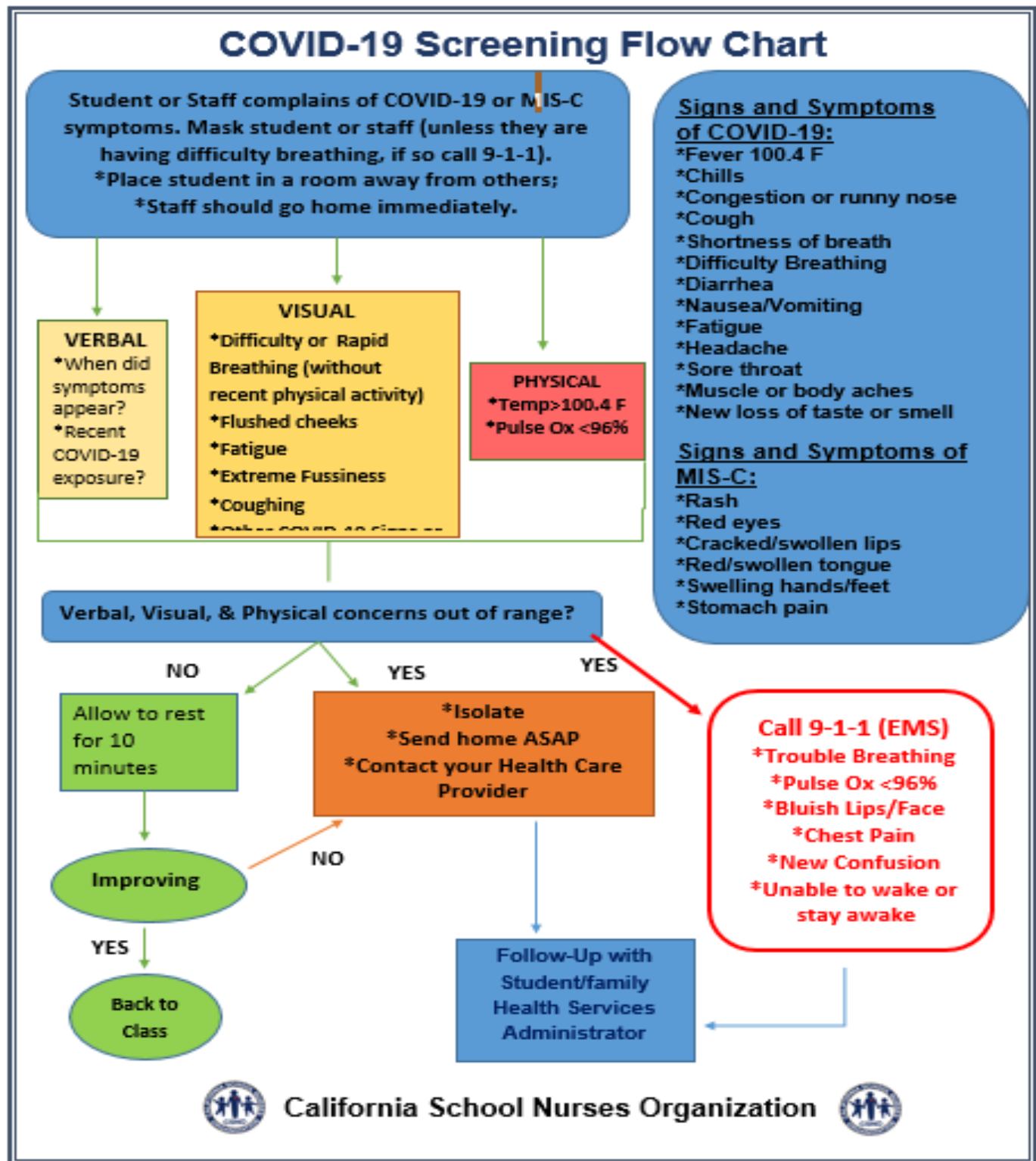
Cohort Identifiers

School: _____ Cohort Location: _____ Grade(s) _____

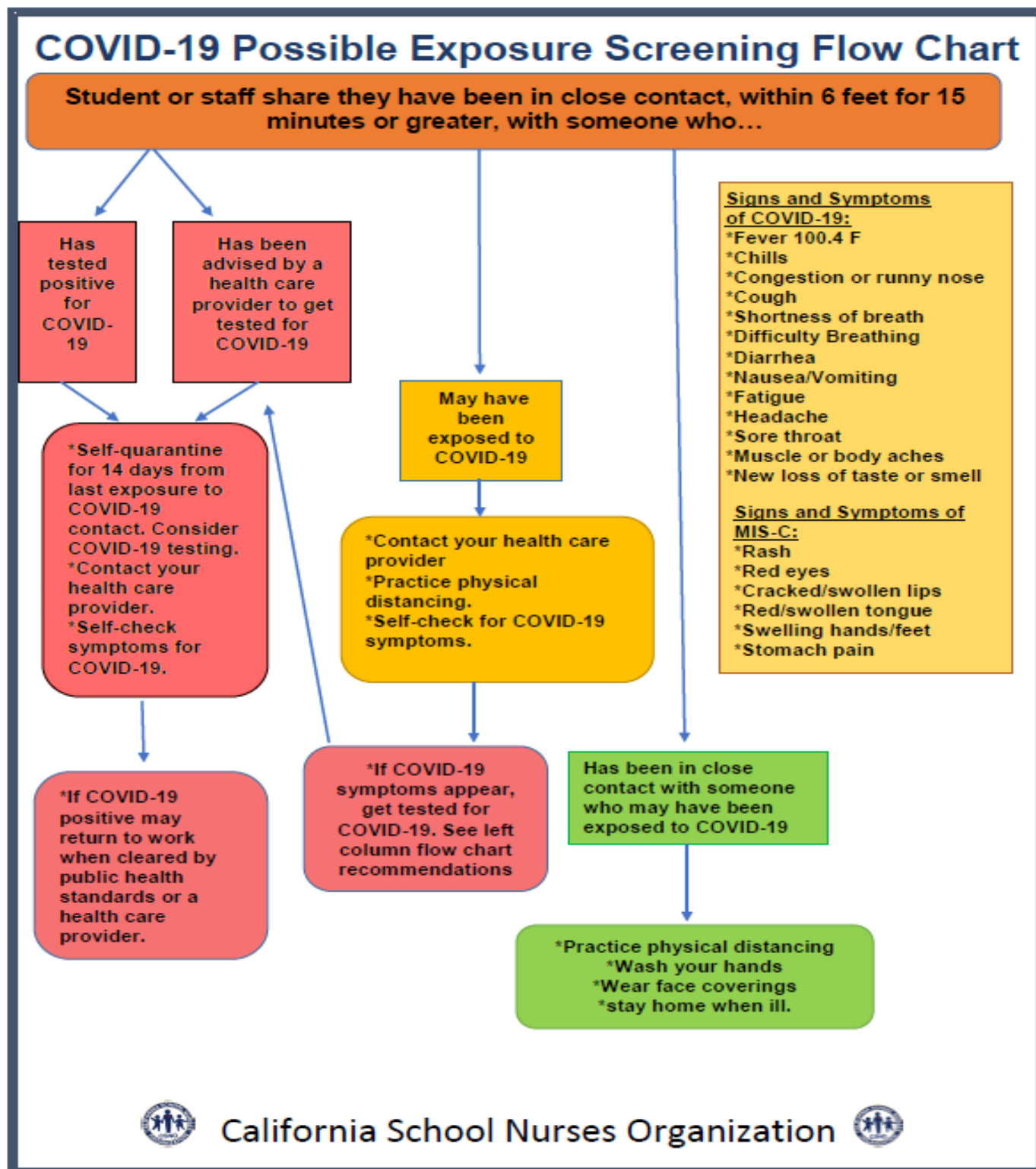
Dates of log: _____

[illegible]

Page ____ of ____



***If a student has a temperature of 100.0 F or greater, send them up for further COVID signs/symptoms screening.**



***If a student has a temperature of 100.0 F or greater, send them up for further COVID signs/symptoms screening.**

COVID-19 Now What Flow Chart

I just found out...

I'm COVID-19 positive

***Self-isolate at home for 10 days; on the 11th day you may return to work (see below)**
***Avoid infecting others**

You may return to work/school when:

You have been fever free for 24 hours, without fever reducing medication, your COVID-19 symptoms have improved and at least 10 days have passed since your symptoms first appeared.

I've had close contact, <6 ft & >15 minutes, with someone that is COVID-19 positive

***Self-quarantine for 14 days from last exposure to COVID-19**
***Check for signs and symptoms of COVID-19 daily for 14 days.**
***Call your healthcare provider if symptoms appear**
***Get COVID-19 tested**
***Avoid infecting others in case you are COVID-19 Positive**

You may return to work/school:

After 14 days have passed since your last COVID-19 exposure
If you test positive see measures on the column to the left entitled "I'm COVID-19 Positive."

I may have been exposed to someone with COVID-19

***Continue to physical distance and check for COVID-19 symptoms**
***Get tested if symptoms appear**

You may to work/attend school
Remember to:
Wash your hands
Physical distance
Wear face coverings
Stay home if you are ill

I have symptoms of COVID-19

***Get tested for COVID-19**
If COVID-19 positive see the left column, "I'm COVID-19 positive."
If COVID-19 negative see below

You may return to work/school:
***If test results are negative, you may return to work/school in 4 days if symptoms improve**



California School Nurses Organization



Appendix D (page 1):

Dear TUSD Families:

Our district has been working with our local public health department monitoring the 2019 novel coronavirus (COVID-19). When responding to infectious diseases, it is important to know that our school district follows the directions and recommendations made by the state and county health departments.

Please be aware your child may have been exposed to COVID 19. The information provided below does not replace talking with your health care provider if you or your child is ill. If you or your child have symptoms, please seek diagnosis and treatment from your health care provider as soon as possible.

The student/staff member who was confirmed for COVID-19, attended school premises on the following date/s _____ . If you are receiving this notification it is because a 14-day quarantine is required per CDC and CPHD guidelines before the student receiving this notification can return to school. Out of an abundance of caution, we advise you to monitor your health, follow CDC and Public Health guidelines and contact your primary care physician if you have any symptoms or concerns. In accordance with FERPA and HIPPA laws, we are not allowed to disclose any further information regarding the student/staff member who tested positive for COVID 19.

It has been determined that the end of the 14 day self-quarantine period for the student receiving this notification will be _____.

What is COVID 19?

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

What are *some* of the symptoms?

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New loss of taste and/or smell
- Sore throat
- Nausea and/or vomiting
- Diarrhea
- Headache

What is the school district doing?

We are staying in close contact with local and state health officials to ensure we are taking the appropriate steps under the current circumstances, including:

- Thorough and frequent cleaning and disinfecting of high touch surfaces.
- Enhanced infection control precautions, such as wearing personal protective equipment (PPE) when working with students and others.
- Increasing the availability of hand sanitizer.

Appendix D (page 2):

- Screening of students and staff for COVID 19 symptoms, as well as anyone else who must enter our facilities.
- Providing and requiring face masks for students and staff to wear.
- Requiring all others entering our facilities to wear face coverings to help prevent the spread of COVID 19.
- Practicing Social distancing as indicated by CDC and Public Health.

Keeping our students and staff safe is our top priority. In our district, we are following high standards and strict procedures for frequent and thorough cleaning and disinfecting.

What can I do to stay healthy?

- Multiple times a day, wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after blowing your nose, coughing, or sneezing.
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home from work or school if you are not feeling well.
- Seek medical attention if you have reason to believe you have been exposed to coronavirus or influenza. Call your healthcare provider before visiting a healthcare facility.
- Monitor your health daily.
- Practice social distancing.

You can also review the CDC website for information about COVID 19, including its symptoms, how it spreads, and actions you can take to protect your health: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Please know that the district is monitoring this situation. Our focus is maintaining the safety of students and staff. We will continue to update staff and families with any new information.

For more detailed information contact TUSD Health Services or your local Public Health Department. More resources are provided below.

Sincerely,
Erica Contreras
Coordinator of Health Services
Tracy Unified School District

Appendix E:

References

California Department of Education. (2020, June). Stronger together, a guidebook for the safe reopening of California public schools. <https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf>

CDPH. (2020, August). COVID-19 industry guidance for schools and school-based programs. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>

CSNO. (2020, August). Health services recovery plan resource guide in educational settings. <https://docs.google.com/document/d/1s2EdTE7AHRaBxc4OOYJqr9cFOtjBRHLkOH5X5IJp0/edit?ts=5f4c5659>

San Joaquin County of Education. (2020, July). 2020-2021 School year planning: a guide to address the challenges of COVID 19. <https://www.sjcoe.org/newsDetails.aspx?ID=4942>

Appendix F:

Protective Equipment Recommendations for TUSD School Staff

- When is it necessary?
- What kind is necessary?

| <i>Classification of Individual Wearing Protective Equipment:</i> | <i>N95 Mask</i> | <i>Face Shield</i> | <i>Disposable Gloves</i> | <i>Disposable Gowns/Other Body Coverings</i> | <i>Any Approved Face Coverings</i> | <i>Disposable Mask</i> |
|--|-----------------|--------------------|--------------------------|--|------------------------------------|--|
| Staff in care areas of students with suspected COVID-19 | X | X | X | X (recommended) | | X (with face shield if N95 mask is not available) |
| Staff in the same facility but not in the care areas for students with suspected COVID 19 | | | | | X (including disposable mask) | |
| Staff providing or present during aerosol generating procedures such as nebulizer treatment. | X | X | X | X (recommended) | | |
| Staff providing personal care to students WITHOUT suspected COVID 19 but who may potentially be exposed to bodily fluids. | | X | X | X (recommended) | | X |
| Transportation staff/riders who must come in direct contact with student-passengers (e.g. buckling/unbuckling, performing wheelchair services, etc.) | | | X | | X (including disposable mask) | |

*Information was gathered from resources listed below and is subject to change based on most current guidelines and recommendations.

**Not applicable for staff with medical exemptions.

Protective Equipment Recommendations for TUSD School Staff

Resources:

CDC. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>

CDC Considerations for Schools. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC Guidance for Optimizing PPE. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/index.html>

CDC Guidance for Using PPE. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

California Department of Education. <https://www.cde.ca.gov/ls/he/hn/strongertogetherhealth.asp>

California Department of Public Health. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/UseofPersonalProtectiveEquipmentduringCOVID19.aspx>

Emergency Use Authorizations for PPE. <https://www.fda.gov/medical-devices/coronavirus-disease-2019-covid-19-emergency-use-authorizations-medical-devices/personal-protective-equipment-euas>

FDA Emergency Use Authorization for Respiratory Protection. <https://www.fda.gov/medical-devices/letters-health-care-providers/certain-filtering-facepiece-respirators-china-may-not-provide-adequate-respiratory-protection-letter#1>

OSHA. <https://www.osha.gov/personal-protective-equipment>