

Tracy Unified School District
School Site Safety & Operations Plan
McKinley Elementary School
2020-2021



School Site Safety and Operations Plan
School Name: McKinley Elementary School

PLAN

Opening of the Day

Conduct a Self-Health Assessment before Entering the Building

- Utilize TUSD self-symptom checklist daily prior to coming to school
- Teachers 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

- Gates are to be entered in one-direction only
- TK and Kinder students line up outside the gates until the 8:00 AM start time
- Social distance signage will be posted at both entrance gates and main office

Identify Drop off Zones, Entry Points, and student line up locations with Social Distance

Parameters

- TK and Kinder parents may drop off students beginning at 7:50 along the car line
- 1st thru 5th grade parents may drop off students beginning at 8:05 along the car line
- Gates are to be entered in one-direction only

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

- MES directional arrows for walking within the school grounds considers the following:
 - See attached map
- Students in grades TK/K/1 will enter campus at the gate next to the Kinder playground and line up outside of their designated classroom door while social distancing as much as possible.
- Students in grades 2 and 3 will enter campus through the gate between the office and MPR.
- Students in grades 4 and 5 will enter campus through the gate between the MPR and the Staff Parking Lot

During School Hours

Social Distancing during Lunch/Recess/Breaks

- Recess will be scheduled one grade-level at a time.
- Encourage limited numbers of students playing a game and/or waiting in line to play.
- Students practice social distancing to the best extent possible
- Students will be encouraged to play games that include social distancing

Establish Restroom Procedures

- Laminated signs in all bathrooms & classrooms for hand washing
- Door of restrooms propped open
- Guidelines and Recommendations for “no more than 2 people at a time in restrooms” (signs on doors, number determined by size of restroom)
- Wash hands after all restroom use; Sanitize hands when hand washing is not practicable.
- Students will hang 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 boys and girls restrooms)

Establish Signage locations for Social Distance Parameters

Input necessary signs here

- Restrooms—Limited to not more than 2 people—based on number of stalls/urinals
- Office
 - Strongly encourage families to utilize email & phone communication
 - Office visitors must wear masks in office to conduct business
 - Number of visitors in MES Office Lobby shall not exceed two (2) visitors.
 - Entry/Exit procedures, and social distancing markers for lines
 - No birthday food/treats @ MES
 - Office staff members must wear masks and/or 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

- Desks and group tables seated in rows with one directional faced seating
- Music—Chairs in rows with one directional faced seating
- Seating on carpet will be one directional—all students facing forward—and contingent on available classroom space.
- PE—To be conducted with social distancing in effect
- Social distancing as much as possible

Protecting Self and Others

- If student needs to come to the office
 - TK-2nd students should be escorted by adult on campus or another student(s) in class
 - 3rd-thth 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
- COVID-19 Symptom Room will be the AP’s Office in the Main office. Nurse’s room utilized for non-COVID symptoms

- At this time, parent volunteers, member of PTO, Art Docents, and other vendors will not be permitted onto MES campus

Sanitation Practices and Protocols

- Sanitize/Wash hands before & after lunch, restrooms, recess, library & computer lab visits (teacher supervised)
- Follow TUSD Guidelines, and work with Custodial staff to implement and sustain an ongoing sanitization practice for each of the above mentioned school areas.

After School Release of Students and Staff

Social Distancing during release time

Identify pick up and exit points with social distance parameters

- Dismissal in one-direction at Exit Gates
- Students will exit campus through the same gate they entered through. Students will wait in lines by class/teacher until called.
- Identify and demarcate specific areas for families to wait and collect children during dismissal from school (outside scope of driveline)
- Cones and Signs to notify families to stay backed away from dismissal gate. Encourage Social Distancing amongst families outside of driveline

Communication Plan

- Email, School Messenger, Social media (Facebook & YouTube)
- Welcome Back “Assembly”/BTSN presentations/Zooms include this same information or YouTube video link
- Monthly/weekly reminders sent out

Training

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

Co. Spec Ed
Pre-School (24)

Co. Spec Ed
Pre-School (23)

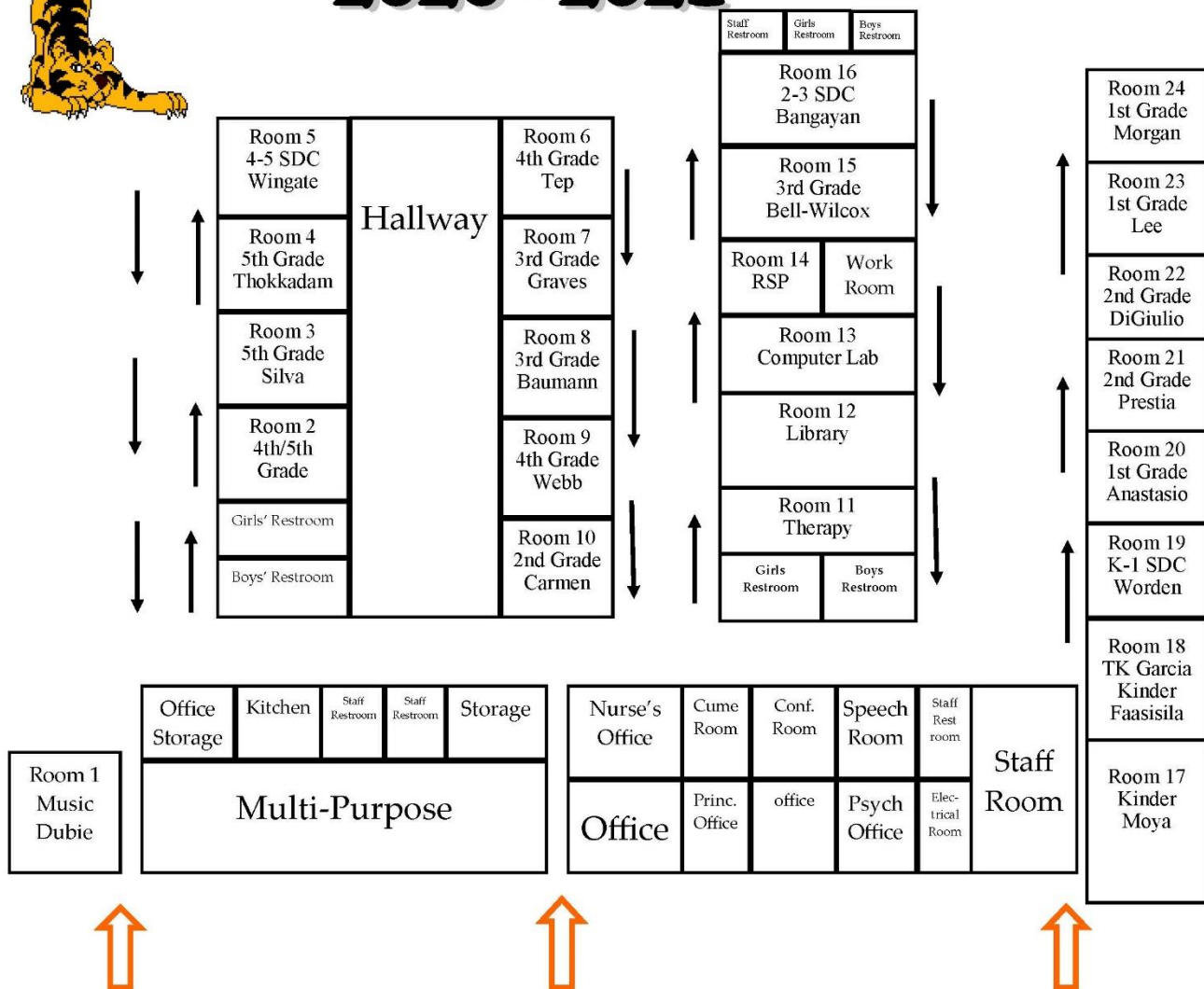
Side by Side
Preschool

County Special Ed./
Physical Therapy Unit

McKinley Elementary School

2020 - 2021

Storage Trailer



Tracy Unified School District School Site Safety Plan

Cleaning and Disinfection:

All trained TUSD employees will clean and disinfect commonly touched surfaces within school and on school busses, as frequently and practicable 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 degrees will be permitted to enter the class and participate in live instruction for the day.

Students with a temperature of 100 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 ✓ Symptoms 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 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 _____

Appendix C:



**SAN JOAQUIN COUNTY
OFFICE OF EDUCATION**



December 2, 2020

Guidance Amendment #6: 2020-2021 School Year Planning: A Guide to Address the Challenges of COVID-19

On July 17, 2020, the California Department of Health (CDPH) released its [COVID-19 and Reopening In-Person Learning Framework](#). The framework was developed to support school communities in making decisions about when and how to resume in-person instruction since mid-March, when schools in San Joaquin County and the state closed campuses and began to provide distance learning to reduce transmission of COVID-19.

The framework has been one of the guiding documents schools and school districts have followed during the 2020-21 academic year as they have resumed in-person instruction as allowed by the state. Schools have had options to resume in-person instruction, including:

- To provide instruction and specialized support services to small cohorts of students, such as students with special needs;
- If they successfully applied for a waiver allowing resumption of in-person instruction for students from transitional kindergarten through sixth grade;
- If a TK-12 school was located in a county that had been designated to be in the Substantial (red) tier under California's [Blueprint for a Safer Economy](#) for two weeks.

The CDPH framework from July 17 includes guidance for schools open to in-person instruction to follow when a confirmed COVID-19 case, suspected COVID-19 case, or exposure to COVID-19 is identified among students or school employees.

The San Joaquin County Office of Education (SJCOE) is issuing this December 2, 2020, Guidance Amendment #6 to the 2020-2021 School Year Planning: A Guide to Address the Challenges of COVID-19 to provide clarification and guidance for schools in San Joaquin County to follow when confirmed or suspected COVID-19 cases are identified in a school community. Guidance Amendment #6 was approved by the San Joaquin County Public Health Officer.

The steps schools in San Joaquin County should follow are outlined in the [San Joaquin County Public Health Services \(SJCPHS\) School Resource grid](#) to provide specific guidance based on the CDPH framework. The guidance document updates and replaces previous COVID-19 response flowcharts. For reference, the [Replaced COVID-19 Flowcharts](#) are available online.

The school planning document for San Joaquin County -- 2020-2021 School Year Planning: A Guide to Address the Challenges of COVID-19 -- was developed by the SJCOE and SJCPHS in collaboration with superintendents from the county's 14 school districts before its release on June



**SAN JOAQUIN COUNTY
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17, 2020. Aligned with CDPH recommendations and approved by the San Joaquin County Public Health Officer, the document was based on the best available information about COVID-19 in the county at the time of its development and publication. The guidance in the document was subject to revision as circumstances related to COVID-19 changed.

The original planning documents and all amendments can be found at <http://www.sjcoe.org/healthsafety>.

More information and guidance documents can be found at the state's COVID-19 information website at covid19.ca.gov and the CDPH website at cdph.ca.gov.



School Resource: Steps to take for COVID-19 symptoms (close contact or confirmed COVID-19)

Student or Staff	Action	Communication
1 Symptoms of COVID19 without known exposure	<ul style="list-style-type: none"> Send home Recommend testing <ul style="list-style-type: none"> If positive, see #3 if negative, see #4 School/classroom remain OPEN 	No action needed
2 Close contact with confirmed COVID-19	<ul style="list-style-type: none"> Send home and follow SJC PHS Quarantine Orders and Instructions Quarantine for 14 days from last exposure. Recommend testing day 7-12 (negative result will not shorten 14- day quarantine) School/classroom remain OPEN 	Consider notifying staff and families of children in the cohort.
3 Student or staff has confirmed COVID-19 infection	<ul style="list-style-type: none"> Notify SJC PHS: Phone: (209) 468-3822 or Email: schools@sjcphs.org Keep home with instructions to isolate at home for at least 10 days since symptoms first appeared <u>and</u> there has been at least 24 hours of no fever, without using fever-reducing medication <u>and</u> symptoms have improved. Follow SJC PHS Isolation Orders and Instructions. Identify close contacts to include the entire classroom/cohort of the person with COVID-19. <ul style="list-style-type: none"> Instruct to Quarantine at home for 14 days after the last date the person with COVID-19 was at the school/ program while infectious. Get COVID- 19 tested immediately if symptomatic. If no symptoms, testing recommended at 7-12 days after exposure (but will not shorten 14-day quarantine if negative). Clean and disinfect spaces where the person with COVID-19 spent significant time. Classroom/cohort CLOSED for 14 days after last exposure. Non-exposed classroom/cohorts remain open. 	<p>Notify staff and families of children who are close contacts using the SJC PHS <i>EXPOSURE LETTER TEMPLATE</i>.</p> <p>Enter close contacts information into the School Portal for Outbreak Tracking (SPOT).</p> <p>Consider notifying all other staff and families about the COVID-19 case using the SJC PHS <i>NO EXPOSURE LETTER TEMPLATE</i>.</p>
4 Negative test after symptoms of COVID19 without known exposure	<p>Return when all the following are true:</p> <ul style="list-style-type: none"> May return to school 3 days after symptoms resolve No fever for 24 hours, without using fever-reducing medication Documentation of child's negative test result Physician's note not required and does not allow an earlier return date School/classroom/cohort remain open 	No action needed
5 Symptoms of COVID19 with or without known exposure and was not tested or is waiting for the test result	<p>Return when all the following are true:</p> <ul style="list-style-type: none"> Symptoms have improved 10 days have passed since symptoms first occurred No fever for 24 hours, without using fever reducing medications Physician's note not required and does not allow earlier return date 	If known exposure, see #3

Appendix D (page 1):



*"The future belongs
to the educated"*

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Superintendent
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(209) 830-3204 Fax

Dr. Rob Pecot
Associate Superintendent
of Business Services
(209) 830-3230
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Associate Superintendent
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(209) 830-3260
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1875 W. Lowell Ave.
Tracy, CA 95376

www.tracy.k12.ca.us
[Facebook.com/TracyUnifiedSD](https://www.facebook.com/TracyUnifiedSD)

Date: _____

This is to inform you that a case of COVID-19 has been identified in our school. **All students and staff in your child's classroom(s) were exposed and must go home immediately, even if not ill.** The last date of exposure at the school was on _____.

COVID-19 is spread from person to person. This occurs between people who are in the same classroom or in close contact with one another (within 6 ft for 15 minutes or more) when an infected person coughs, sneezes or talks. There is a smaller risk of spread from touching a surface or object that has the virus on it and then touching your own mouth, nose, or eyes.

Symptoms can occur from 2 to 14 days after exposure. **Symptoms of COVID-19 are fever, chills, cough, difficulty breathing, tiredness, body aches, headaches, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, and respiratory difficulty.**

Your child must do the following:

- Stay home.
- Quarantine through _____.
- Follow San Joaquin County Public Health Services Quarantine Orders and Instructions http://www.sicphs.org/Isolation_Quarantine.aspx

Covid-19 testing is strongly recommended for all exposed staff and students.

- COVID-19 testing is recommended immediately if symptoms develop. Call the school or TUSD Health Services to let them know about the symptoms.
- If there are no symptoms, testing is recommended at least seven to twelve days after exposure.
- Call your doctor to arrange testing. Free testing is available. Find information for testing sites in San Joaquin County at www.sjready.org
- Immediately notify the school or TUSD Health Services of a positive COVID-19 test result.
- A negative COVID-19 test result during quarantine does **NOT** allow an early release from quarantine.

If you have any questions, please contact TUSD Health Services (209)830-3241

Sincerely,

Erica Contreras
TUSD Health Services Coordinator
(209)830-3241

Appendix E:

References

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