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### School Year Calendar 2020-21

#### JULY 2020
- **S M T W T F S**
  - 1 2 3 4 5 6 7
  - 8 9 10 11 12 13 14
  - 15 16 17 18 19 20 21
  - 22 23 24 25 26 27 28
  - 29 30 31

#### AUGUST 2020
- **S M T W T F S**
  - 1
  - 2 3 4 5 6 7 8
  - 9 10 11 12 13 14 15
  - 16 17 18 19 20 21 22
  - 23 24 25 26 27 28 29
  - 30 31

#### SEPTEMBER 2020
- **S M T W T F S**
  - 1 2 3 4 5
  - 6 7 8 9 10 11 12
  - 13 14 15 16 17 18 19
  - 20 21 22 23 24 25 26
  - 27 28 29 30

#### OCTOBER 2020
- **S M T W T F S**
  - 1 2 3 4 5 6 7
  - 8 9 10 11 12 13 14
  - 15 16 17 18 19 20 21
  - 22 23 24 25 26 27 28
  - 29 30

#### NOVEMBER 2020
- **S M T W T F S**
  - 1 2 3 4 5 6 7
  - 8 9 10 11 12 13 14
  - 15 16 17 18 19 20 21
  - 22 23 24 25 26 27 28
  - 29 30

#### DECEMBER 2020
- **S M T W T F S**
  - 1 2 3 4 5
  - 6 7 8 9 10 11 12
  - 13 14 15 16 17 18 19
  - 20 21 22 23 24 25 26
  - 27 28 29 30

#### JANUARY 2021
- **S M T W T F S**
  - 1
  - 2 3 4 5 6
  - 7 8 9 10 11 12 13
  - 14 15 16 17 18 19 20
  - 21 22 23 24 25 26 27
  - 28

#### FEBRUARY 2021
- **S M T W T F S**
  - 1 2 3 4 5 6
  - 7 8 9 10 11 12 13
  - 14 15 16 17 18 19 20
  - 21 22 23 24 25 26 27
  - 28

#### MARCH 2021
- **S M T W T F S**
  - 1 2 3 4 5 6
  - 7 8 9 10 11 12 13
  - 14 15 16 17 18 19 20
  - 21 22 23 24 25 26 27
  - 28 29 30 31

#### APRIL 2021
- **S M T W T F S**
  - 1 2 3
  - 4 5 6
  - 7 8 9 10 11 12 13
  - 14 15 16 17 18 19 20
  - 21 22 23 24 25 26 27
  - 28 29 30 31

#### MAY 2021
- **S M T W T F S**
  - 1
  - 2 3 4 5 6 7 8
  - 9 10 11 12 13 14 15
  - 16 17 18 19 20 21 22
  - 23 24 25 26 27 28 29
  - 30

#### JUNE 2021
- **S M T W T F S**
  - 1 2 3 4
  - 5 6 7 8 9 10 11
  - 12 13 14 15 16 17 18
  - 19 20 21 22 23 24 25
  - 26 27 28 29 30

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**Important Dates**
- 8/17/20......First Day K-12
- 9/7/20.......Labor Day
- 11/11.......Veterans Day
- 11/23-27...Thanksgiving Break
- 12/21-1/6.....Winter Break
- 1/18...........MLK Jr's Day
- 1/19...........Presidents’ Day observed
- 4/5-4/9......Spring Break
- 5/1-5/3...........Memorial Day

**Non-Student Days**
- 1/7/21......Students Return to School
- 10/9/20.....End of 1st Quarter
- 3/18/21......End of 3rd Quarter
- 6/2/21.......End of 2nd Semester

**Legend**
- **H** = Federal/State Holiday
- **LH** = Local Holiday
- **SD** = Staff Development Day
- **WD** = Teacher Work Day
- **□** = Minimum Day-All Schools

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Prepared by the PAUSD Safety, Security and Disaster Preparedness Office
COVID-19 CAMPUS ZONING – AN EVEN SAFER ACADEMIC ENVIRONMENT

To conform to recent guidelines, PAUSD is creating a temporary campus zoning program designed to maintain a safer and healthier academic environment. PAUSD+ is the first phase of the program and is a tribute to the hard work of so many in our community over the last several months. The aerial map below shows an example of Gunn’s PAUSD+ Academic Zone highlighted in green. All PAUSD+/SPED students and staff are asked to enter and exit through specific entry/exit locations. An example of that can be seen in the image below. Bike racks will be available in Academic Zones to promote active transportation. Specific student and staff restrooms are also assigned to the program. Hand sanitizer with a minimum of 60% alcohol will be available at the entry point.

GOVERNING CAMPUS ZONES
PAUSD seeks to balance state and local guidance with the various needs of our school communities. We are limiting access within Gunn’s Academic Zone so that only approved students and essential staff may enter. As additional stable groups are added, new classrooms and restrooms will be assigned to avoid mixing groups. The Academic Zone will grow as we receive more students. Campus zones highlighted in blue will remain open for staff to support distance learning.
COVID-19 SAFETY INFORMATION

COVID-19 SYMPTOM SCREENING

It is extremely important that health and safety screening takes place before students enter buildings. The ParentSquare platform will be used to send parents/guardians reminders about daily screening before the start of every school day via SMS and email messaging. Screening reminders will include a symptom screening link for immediate access. Site Administrators and Transportation will have access to data every morning AND throughout the day. Students must also complete a symptom screener before boarding PAUSD buses. Transportation dispatchers will communicate to bus drivers which students are cleared to board the bus. Please see the Bus Transportation section for more on Page 18.

SCREENING EXAMPLE

Health and safety screening should occur daily for students and staff.

Health and safety guidelines currently include reporting any COVID-19 symptoms before or upon arrival, and before entering buildings. To the left is an example of the ParentSquare symptom Screening platform. All screening questions are provided by the Santa Clara County.
## RECOMMENDED HEALTH SCREENING FOR STUDENTS AND STAFF

Ask these questions. A person who answers “Yes” to any one of these questions must not be allowed to enter the school facility.

<table>
<thead>
<tr>
<th>1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes – STAY HOME and seek medical care.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes – STAY HOME and seek medical care and testing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3. a. Have you had any one or more of these symptoms today or within the past 3 days?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fever or chills</td>
</tr>
<tr>
<td>• Cough</td>
</tr>
<tr>
<td>• Loss of taste or smell</td>
</tr>
<tr>
<td>• Shortness of breath or difficulty breathing</td>
</tr>
<tr>
<td>Yes – STAY HOME and seek medical care and testing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>b. 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?</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fatigue</td>
</tr>
<tr>
<td>• Muscle or body aches</td>
</tr>
<tr>
<td>• Headache</td>
</tr>
<tr>
<td>• Sore throat</td>
</tr>
<tr>
<td>• Nausea, vomiting, or diarrhea</td>
</tr>
<tr>
<td>Yes – STAY HOME and seek medical care and testing.</td>
</tr>
</tbody>
</table>

## COVID-19 STAFF TRAINING

To help prepare PAUSD, we have developed and assigned COVID-19 (C-19) training for all PAUSD employees in accordance with Santa Clara County Social Distancing Protocols. Some of that training includes:

- How to prevent C-19 from spreading
• Handwashing practices, the proper use of face coverings and the importance of social distancing
• Screening for C-19 symptoms
• The need to stay home and get tested if experiencing new or unexplained C-19 symptoms
• When it is safe to return to work or school if symptomatic or tested + for C-19

Optional Training includes:

• C-19: CDC Guidelines for making and using cloth face coverings
• C-19: Cleaning and Disinfecting your work place
• C-19: Managing Stress and Anxiety
• C-19: Preparing your household

SAFETY REMINDERS

Safety reminders are posted at the entrance of each school and throughout each applicable area of campus reminding staff and students to wear their face covering, to frequently wash their hands, use hand sanitizer, to keep a six-foot distance from others, to avoid unnecessary contact, and to NOT enter school facilities if they are experiencing C-19 symptoms. School employees will also share reminders with students throughout the day.
VISITORS, VOLUNTEERS AND CONTRACTORS

Only necessary visitors or volunteers are allowed on campus at this time. Any visitor or volunteer must wear all appropriate PPE and complete a symptom screening before the start of their shift before entering any PAUSD facilities. This is to include contractors for the purpose of maintenance or construction work.

GUIDANCE RELATED TO STABLE GROUPS FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH – UPDATED SEPTEMBER 4, 2020 CAN BE FOUND HERE

OVERSIGHT OF PROTOCOLS

Site administrators and supervisors will oversee and serve as a resource for employees and students related to safety protocols and equipment. Screening results are to be reviewed by administrators or their designees daily.

ASYMPTOMATIC STUDENTS AND STAFF

Many people infected with COVID-19 show mild symptoms, especially during the first stages of the disease. Thus, you can still catch the disease from an infected person who only has a mere cough and does not feel ill. All safety precautions must be followed including face coverings for staff and students, as well as social distancing.

ARRIVAL AND DEPARTURE

It is important to minimize close contact between students, staff, families and the broader community during arrival and departure times. The following methods will be utilized:

- Designated entry and exit routes on campus
- Parent/guardian drivers will be instructed to remain in their vehicles to the extent possible
- When in-person drop off or pick-up is needed, only a single parent or guardian should bring their student to their designated entry/exit point
- All adults including parents are required to wear a face covering when on PAUSD property except when medically inadvisable
• Supervision will be provided to disperse student gathering during arrival and departure times

CLASSROOM SETTINGS

In order to provide stable classroom groups, we are assigning set seating arrangements for students to ensure that close contact within classrooms are minimized and easily identifiable.

• Students and staff will remain in stable classroom groups by keeping the same students and teachers or staff together for the entire school day. Students and staff should not mix with other stable classroom groups
• All teacher/staff and student desks are distanced at least six feet away from each other to minimize risk of transmission
• Student belongings will be kept separate so that student’s do not come into contact with other student belongings
• Although some furniture will stay, we are reducing the amount of furniture and equipment in classrooms to facilitate distancing and to reduce high touch surfaces
• Physical distancing markers are placed on classroom floors to facilitate physical distancing
• Staff and students will have hand sanitizer available to them in office spaces and classrooms
• Physical distancing markers will be painted as standing markers outside each classroom to further promote physical distancing while waiting to enter

NON-CLASSROOM SETTINGS

• Staff Break Rooms are currently closed for dining
• Restroom usage will be staggered and limited to specific groups use as much as practicable
• Food Services will deliver meals directly to classrooms wearing face coverings and gloves
• Route arrows will be placed throughout campus including near bike cages and racks to help direct a safe flow of foot and bike traffic
• Six-foot markers have been placed in bike cages and around bike racks to further promote physical distancing
• We are limiting congregate activity in hallways and throughout campus as much as practicable through campus supervision

PERSONAL PROTECTIVE EQUIPMENT (PPE)

• All adults and students must wear a face covering at all times while on campus, except when medically inadvisable, while eating or drinking
• 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
• All students (9th through 12th grade) are required to wear face coverings:
  • While arriving and departing from school campus; in any area inside or outside of the classroom (except when medically inadvisable, eating or drinking), including while waiting for or riding on a school bus.
  • Students excluded from face covering requirements include:(1) anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance and (2) students with special needs who are unable to tolerate a face covering

All necessary personal protective equipment (PPE) will be provided for staff members per Cal OES and Santa Clara County Public Health Department guidance which will, in the appropriate circumstances, include:

• Masks for staff in an amount sufficient to meet the site’s needs
• Face shields with sealed bottoms for educators
• Disposable gloves in an amount sufficient to meet the site’s needs
• Smocks to wear over clothes for staff in an amount sufficient to meet each site’s needs
• Plexiglass shields for work that requires closer distance than the recommended six feet.
• Hand sanitizer with a minimum of 60% alcohol
• Hand washing stations

DISTRICT PPE STOCK

PPE FOR STUDENTS
PPE FOR GENERAL ED TEACHERS

PPE FOR SPED TEACHERS
HOW TO USE A MASK DURING COVID-19

• Before wearing a mask, wash your hands with an alcohol-based disinfectant or with soap and water.
• Cover your mouth and nose with the mask and make sure the mask is firmly pressed against your face.
• Do not touch the mask while you are wearing it; if you do, wash your hands with an alcohol-based disinfectant or with soap and water afterward.
• Replace the mask as soon as it gets wet and do not reuse disposable masks.
• Remove the mask from behind (do not touch its front side); throw it away and then wash your hands with an alcohol-based disinfectant or with soap and water.

SOCIAL DISTANCING

Social distancing has two main components: keeping individuals at a safe distance from one another and reducing the number of people with whom an individual interacts face-to-face with. PAUSD is diligently working to accomplish this where it is possible by reducing class sizes, keeping students in a stable group classes, seating students six feet apart with assigned seats, installing temporary clear shields where needed, canceling large-scale gatherings such as assemblies and sporting events, and using staggered school schedules when needed so that fewer students attend school at the same time or are congregated in common areas at one time. Floor markers and route arrows will also be placed throughout applicable areas of campus to help with the flow of foot traffic and to avoid unnecessary contact.
HYGIENE AND CLEANING

We will teach and reinforce proper handwashing technique, avoiding contact with one’s eyes, nose and mouth, and covering coughs and sneezes. Frequent handwashing for 20 sec. with soap and water is recommended sometimes as often as every hour or more. Handwashing stations will soon be brought in for classrooms that do not have sinks. Posters and videos have been created to support PAUSD schools’ teaching of healthy habits such as avoiding contact with one’s eyes, nose, and mouth, covering coughs and sneezes. Guidance requires school employees to receive training on hygiene standards. Santa Clara guidance allows for the use of wipes and hand sanitizer with 60% or more alcohol in the case that water and soap is not accessible.

Regular cleaning is occurring in high traffic areas and high-contact surfaces including restrooms, door handles, handrails, counters, desks, tables, elevators, telephones, etc. are frequently being disinfected. We have also deployed electrostatic spray technology, which uses an electrical charge to allow appropriate sanitizers and disinfectants to wrap up around and evenly coat all types of surfaces for a more complete clean. The following pictures show the electrostatic sprayer being used in classroom spaces and school buses. Checklists are posted, signed and dated by custodial supervisors to assure that each area has been serviced effectively.

ELECTROSTATIC SPRAYER BEING USED IN CLASSROOMS
ELECTROSTATIC SPRAYER BEING USED ON BUSES

INDOOR AIR QUALITY

Over the years, PAUSD has identified ways to improve building infrastructure, optimize energy consumption, and reduce annual utility costs. The solutions developed have improved safety and comfort, reduced carbon footprint, and optimized facility-wide operations. With the utilization of economizers, outside air temperature and humidity levels are evaluated. When exterior air levels are appropriate (which is often the case in the Bay Area), outside air is used to help cool our school buildings. Economizers also help to improve indoor air quality through increased ventilation. They help to bring in fresh air, while exhausting stale air that may be in the building. An academic study published by the University of North Texas estimated that economizers provided savings of up to $16,000 annually, thanks to reduced sick days from air pollutants. More about that study can be found here.

Leaving doors open to improve air quality is a viable solution as long as it does not create a safety risk for students or employees. Utilizing open windows and existing HVAC systems are especially good options for improving indoor air quality. HVAC filters have been changed Districtwide and are regularly changed every two months. The Minimum Efficiency Reporting value, better known as MERV, is a rating system designed by the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) to report the effectiveness of air filters. It is important to know that higher-rate filters allow less air to flow through an HVAC system. The wrong type of air filter can force an HVAC system to work harder and increase the risk of it breaking down. Our HVAC systems are equipped with the highest rated filter that the systems are designed to handle.
Learning spaces are being physically examined and will be internally certified prior to the return of school. Our facilities cover millions of square feet. We expect our teachers and site administrators to report any issues for immediate attention. District maintenance, operations, and safety staff are also examining every room systematically. Classrooms with filtration or air flow issues will be considered for additional measures, including air purifiers.

**OUTSIDE AIR QUALITY (SMOKEY AIR DAYS)**

Outdoor air quality has taken on new importance due to guidance around doors and windows being utilized as a COVID-19 prevention measure. The District will evaluate next-day projections at 4:00pm each afternoon. Schools will temporarily revert to distance learning on days when AirNow.gov projects the “red” category or 150+ air quality index (AQI) for the following day. If a school was not projected for 150+ AQI by 4:00pm the previous day, schools will be open. If conditions slip into the red category during the school day, schools will be open and students will be moved to the most acceptable locations on the campus. Parents may remove students from school if they are concerned about air quality that worsens during the day.

We selected the 4:00pm time to avoid creating issues for families with very short notice. Using this approach, families would receive notification in the early evening the night before a school temporary closure.

The U.S. EPA developed the Air Quality Index, or AQI scale, to make the public health impacts of air pollution concentrations easily understandable.

### AIR QUALITY INDEX KEY

The Air Quality Index, or AQI, much like an air quality “thermometer,” translates daily air pollution concentrations into a number on a scale between 0 and 500. The numbers in this scale are divided into six color-coded health ranges, as seen below.

<table>
<thead>
<tr>
<th>Numerical Value</th>
<th>Health Concern</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 50</td>
<td>Good</td>
<td>No health impacts are expected when air quality is in this range.</td>
</tr>
<tr>
<td>51 to 100</td>
<td>Moderate</td>
<td>Unusually sensitive people should consider limiting prolonged outdoor exertion.</td>
</tr>
<tr>
<td>101 to 150</td>
<td>Unhealthy for Sensitive Groups</td>
<td>Active children and adults, and people with respiratory disease, such as asthma, should limit outdoor exertion.</td>
</tr>
<tr>
<td>151 to 200</td>
<td>Unhealthy</td>
<td>Active children and adults, and people with respiratory disease, such as asthma, should avoid prolonged outdoor exertion; everyone else, especially children, should limit outdoor exertion.</td>
</tr>
<tr>
<td>201 to 300</td>
<td>Very Unhealthy</td>
<td>Active children and adults, and people with respiratory disease, such as asthma, should avoid all outdoor exertion; everyone else, especially children, should limit outdoor exertion.</td>
</tr>
<tr>
<td>301 to 500</td>
<td>Hazardous</td>
<td>Health warning of emergency conditions: everyone is more likely to be affected.</td>
</tr>
</tbody>
</table>

**ACCESS AND FUNCTIONAL NEEDS STUDENTS**

It will be important to individually support access and functional needs students who may be at increased risk of becoming infected with COVID-19 or having unrecognized illness due to
COVID-19 with a tailored plan using existing student health plans to identify any additional accommodations.

Working with each student’s family may help to identify any unknown concerns and can help staff to make additional preparations needed for classroom and non-classroom environments. Site specific hazard assessments should be conducted to limit risk.

**FOOD SERVICES**

When food is served to students, it will be much different than the buffet style food lines that we usually see in schools. Pre-packaged boxes or bags will be prepared and delivered to students directly by food service workers wearing proper PPE including face masks and gloves. Recyclable or compostable “clamshells” will be used. Cold items will be wrapped in plastic and hot food will be wrapped in foil. Students will throw all food and utensils into the proper waste bin, either compost, recycling, or landfill.

**ACTIVE TRANSPORTATION**

Promoting active transportation is part of the Health Element under Santa Clara County’s (SCC) General Plan adopted in 2015, and is recommended through SCC’s Public Health Order for COVID-19.

Encouraging students to use active transportation as an option to get to and from school provides opportunities for students to be physically active supports the CDC’s efforts to promote **one hour of daily exercise** recommended for children; leads to improved concentration and academic performance and is vital for student physical, mental, and emotional well-being. Reducing traffic congestion around schools creates safer street conditions, provides better access for buses, and reduces idling and air pollution such as CO2 emissions that contribute to climate change.

**CDC Health Equity** guidance suggests that in order to reduce the spread of COVID-19 and move toward greater health for all, we must ensure active transportation resources are available to everyone, including culturally and linguistically tailored activities, materials, and outreach.

PAUSD will encourage families and students to walk, bike, scooter, and wheel to school, etc., while following physical distancing protocols. School travel policies and procedures will be developed to support physical distanced, active and shared transportation options for all modes of transportation.
PAUSD will work with the City and the Safe Routes to School program and the Office of Transportation and Public Works to identify highly used bicycle or pedestrian routes to school, and support safe social distancing safety mitigation at traffic lights, stop signs or busy intersections. Commute options will include the development Park and Walk locations, and volunteer-based walking school busses and bike trains, when feasible. More information about these treatments is available at [http://www.walkingschoolbus.org/](http://www.walkingschoolbus.org/).

Walking and Bicycling Suggested Route Maps will be modified to provide updated safety information about school routes and physical distancing. Links to school specific transportation information is readily available on District, school, PTA, and other parent club websites or social media pages.

**BUS TRANSPORTATION SERVICES**

School bus drivers should follow all safety protocols as indicated for other staff including the use of facial coverings and personal hygiene. In addition, bus drivers will need to wear gloves and are supplied with disinfectant wipes. If students are being lined up before boarding, students should be wearing facial coverings unless medically inadvisable and bus drivers or bus stop aides will need to ensure that students are practicing social distancing. Drivers are provided with extra face coverings for students who lose or forget them.

All students must complete the symptom screening process and answer “NO” to all screening questions before boarding their bus. If they answer “YES” to any of the questions, they cannot board the bus with other students. A bus stop aide will wait with the student at the bus stop until another bus can be deployed to pick them up. They will be taken the student’s school where the student will wait in the isolation room until a parent or guardian can pick them up.

We will help to maximize physical distancing between students at bus stops by placing ground markings. A six-foot distance must be maintained between the bus driver and students when seated. Floor decals, colored tape, or signs to indicate to students where they should not sit or stand near the bus driver should be deployed. Maximize physical distancing between students while seated on the bus by limiting available seats to the extent practicable. Students from the
same family and/or the same classroom should be instructed to sit together whenever possible to minimize exposure to new contacts.

Air circulation must also be maintained as much as possible. This can be done though opening windows or using HVAC systems if available. When leaving the bus, students will need to maintain social distancing and will need to check in with the school. School buses will be thoroughly cleaned and disinfected daily and after transporting an individual who is exhibiting C-19 symptoms.

To provide active transportation access to student bus commuters, we will consider developing supervised drop-off points that enable assigned stable groups to actively commute to school together.

CARPOOLS AND SHARED RIDES

We will advise staff and families who are carpooling, to rideshare with their assigned stable groups, to open windows and maximize air circulation when feasible, and to wear a face covering at all times.

**INFECTIONOUS DISEASE AND PANDEMIC RESPONSE**

Infection control equipment suggested for use by the Public Health Department will be provided for staff and students including cloth face coverings. Disposable face masks will also be provided for substitute teachers. Students or staff with any identified C-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.

**COVID-19 MONITORING, TESTING AND REPORTING**

**ON CAMPUS RESPONSE**

- Students identified with COVID-19 symptoms are to be reported to the school office or health office, separated from the school population by assigned employees and escorted to the Isolation Room until they can be transported home or to a healthcare facility, as soon as practicable. **For serious illness, call 911 without delay**
- Contact thermometers can be used when a fever is suspected and if appropriate PPE can be used (facemask, eye protection, and disposable gloves)
- The designated employee is to use existing procedures to contact parent or guardian and request a school pick up. It will be very important for all student emergency contact information to be current
- The school office or health office will provide written instructions to parents regarding next steps (isolation at home, clinical evaluation by a physician, testing, etc.)
- If transportation is not immediately available, the school office will hold the student in isolation for the remainder of the school day. The designated employee will provide a comfortable resting place for the student if necessary
• The school office or health office may arrange transportation to a healthcare setting, if necessary
• The school office or health office will file necessary forms, per existing procedures for return of the possible COVID-19 infected student to a parent or guardian.
• The District Nurse or administrator should report any confirmed cases of COVID-19 to the Safety Manager
• The Safety Manager will notify the Santa Clara County Public Health Department within 4 hours of being updated of any positive C-19 case
• All staff and families in the school community must be notified of positive C-19 cases while maintaining confidentiality as required by state and federal laws. Information concerning confidentiality can be found here

MEDIA INQUIRIES

Please have all C-19 media inquiries forwarded to the District office at mijacobs@pausd.org and khendricks@pausd.org. All inquiries will be shared with the Superintendent.

POSITIVE TEST RESULTS

Students and staff are recommended to get tested as soon as possible after they develop one or more C-19 symptom or if one of their household members or non-household close contacts tested positive for C-19.

• Parents/guardians and staff are required to notify school administration immediately if a student or staff member has tested positive for C-19 or if one of their household members or non-household close contacts tested positive for C-19.
• Upon receiving notification that a student or staff member has tested positive for C-19 or has been in close contact with a C-19 case, take actions as required in Scenario 2 or 3 on Page 21.

NEGATIVE TEST RESULTS

• Symptomatic students or staff who test negative for C-19 are to remain home until at least 24 hours after resolution of fever (if any) and improvement in other symptoms.
• Asymptomatic non-household close contact to a C-19 case will remain at home for a total of 14 days from the date of last exposure even if they test negative.
• Asymptomatic household contacts should remain at home until 14 days after the C-19 positive household member completes their isolation period.

ROUTINE TESTING

PAUSD has partnered with a local medical organization to conduct onsite routine testing of teachers and staff. All PAEA bargaining unit members working in-person are required to tested twice a month except for weeks that are designated as employee holidays. All other staff working in-person are strongly encouraged to get tested as well.
Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Immediate Steps</th>
<th>Interpreting Results</th>
<th>Return to School/Work</th>
</tr>
</thead>
</table>
| Scenario 1: Individual exhibits one or more COVID-19 symptoms | • Send student/staff home.  
• Recommend immediate testing.  
• Notify school administration and COVID-19 Designee.  
• Classroom remains open.  
• If student/staff is not tested, must obtain medical note explaining why not tested OR follow instructions for positive case. | • If test is negative, stay at home until 24 hours after resolution of fever and other symptoms improve.  
• If test is positive, isolate at home for at least 10 days after the first symptoms started and at least 24 hours after resolution of fever and other symptoms improve. Send out letters. | • If negative, return to school 24 hours after resolution of fever and improvement in other symptoms; provide evidence of negative test or medical note explaining why testing was not performed.  
If positive, can return once full isolation period is completed. |

Scenario 2: Student or staff identified as a Close Contact to a person who has tested positive for COVID-19  
A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive.*  
<table>
<thead>
<tr>
<th>Immediate Steps</th>
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<th>Return to School/Work</th>
</tr>
</thead>
</table>
| • Send home with instructions to quarantine for 14 days after last exposure.  
• Recommend testing around day 7 after last exposure or, if symptomatic, test immediately. If test done earlier than day 7, repeat test towards end of quarantine.  
• Notify school administration and COVID-19 Designee.  
• Send out appropriate letters.  
• Classroom remains open.  
• All test results should be reported to the school. | • If test is negative, quarantine for a full 14 days after last exposure to COVID-19 case.  
If continuously exposed to a case during the case's isolation (e.g. household member), quarantine ends 14 days after the case's isolation periods end.  
If test is positive, isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND other symptoms improve.  
(If never symptomatic, isolate for 10 days after date of positive test.) | • Return to school/work once full 14-day quarantine is completed (or if contact became positive, full isolation period is completed).  
• No medical note is needed. |

Scenario 3: A student or staff member tests positive for COVID-19 in a cohort or non-cohort setting  
<table>
<thead>
<tr>
<th>Immediate Steps</th>
<th>Interpreting Results</th>
<th>Return to School/Work</th>
</tr>
</thead>
</table>
| **COHORT** – Classroom closes  
Case: Send home with instruction to isolate.  
Contact: Send home all members of the class cohort and any other campus close contacts. Then follow SCENARIO 2.  
• Notify school administration and COVID-19 Designee.  
• Notify Public Health Department.  
Non-COHORT – Classroom remains open  
Case: For student/staff whose test is positive, isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND other symptoms improve.  
(If never symptomatic, isolate for 10 days after date of positive test.)  
Contact: FOLLOW SCENARIO 2 | | |

Scenario 4: Routine COVID-19 screening (no symptoms, not a close contact)  
<table>
<thead>
<tr>
<th>Immediate Steps</th>
<th>Interpreting Results</th>
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</tr>
</thead>
</table>
| • Continue at school/work until results are available. | • If negative, no action needed.  
If positive, FOLLOW SCENARIO 3. | • If negative, continue at school/work.  
No documentation needed.  
If positive, FOLLOW SCENARIO 3. |

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*Close contact can be 15 minutes of continuous contact OR repeated short-duration interactions with the infected person. Being considered a close contact does not depend on whether the contact or the infected person was wearing a face covering during their interaction.

Who Does What When a Student/Staff Tests Positive for COVID-19?

**School**

- Provides early notification to case to isolate at home per Public Health Department (PHD) Isolation Guidance and ensures case does not return to school/work before completing isolation.
  - If case is on campus at the time of awareness of test result, ensures that case isolates immediately and goes home.
  - PHD Isolation Guidance: Isolate for at least 10 days since symptoms first appeared and at least 24 hours with no fever and improvement in symptoms. If case has no symptoms, isolation ends 10 days after collection date of positive test.

- Identifies on-campus close contacts inside the classroom setting using class rosters (cohort) & seating charts (non-cohort).
  - Provides phone number for county isolation and quarantine support resources to case and on-campus close contacts inside the classroom setting.

**Public Health Department**

- PHD contacts the case after receiving the lab result or report from the school and gives instructions to isolate at home per PHD guidance.
  - PHD Isolation Guidance: Isolate for at least 10 days since symptoms first appeared and at least 24 hours with no fever and improvement in symptoms. If case has no symptoms, isolation ends 10 days after collection date of positive test.

- Interviews the Case:
  1. Identifies on-campus close contacts outside of the classroom setting that the Site Administrator/Human Resources may not be aware of (e.g., friends in different classrooms or socialization amongst staff members) and non-campus close contacts (e.g., household contacts)
  2. Collects detailed clinical information
  3. Clarifies PHD Isolation Guidance, if needed, and ensures case is appropriately isolating
  4. Provides guidance on monitoring for development of or worsening of symptoms
  5. Provides isolation support services (makes referral directly)

- Provides notification of exposure to all close contacts and of need to quarantine per PHD Quarantine Guidance
  - PHD Quarantine Guidance: At least 14 days since last exposure to case

- Interviews Close Contact:
  1. Clarifies PHD Quarantine Guidance and ensures close contact is appropriately quarantining
  2. Provides guidance on monitoring for development or worsening of symptoms
  3. Provides guidance on when and how to get tested
  4. Provides quarantine support services (makes referral directly)

Prepared by the PAUSD Safety, Security and Disaster Preparedness Office
**SCENARIO 1:**
**Student or Staff Exhibits One or More Symptoms**

<table>
<thead>
<tr>
<th>Student or Staff exhibits any COVID-19 symptoms</th>
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<tbody>
<tr>
<td>• Individual exhibits one or more symptoms or a temperature of 100.0 or higher.</td>
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<table>
<thead>
<tr>
<th>Site or Department Administrator</th>
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<tbody>
<tr>
<td>• Immediately mask and isolate student/staff member and send them home.</td>
</tr>
<tr>
<td>• Gives isolation instructions to student/staff member and instructs them to get tested.</td>
</tr>
<tr>
<td>• Immediately notifies COVID-19 Designee.</td>
</tr>
<tr>
<td>• Ensures all required cleaning protocols are completed.</td>
</tr>
<tr>
<td>• Distributes communication forms/letters as directed by COVID-19 Designee.</td>
</tr>
<tr>
<td>• Ensures student/staff stays home until permitted to return to school/work.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COVID-19 Designee¹</th>
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</thead>
<tbody>
<tr>
<td>• Works with Site/Department Administrator to provide instructions for isolation until test results return.</td>
</tr>
<tr>
<td>• Provides Site/Department Administrator with appropriate forms/letters for communications (students/staff).</td>
</tr>
<tr>
<td>• Advises Facilities/Site Administrator on required cleaning.</td>
</tr>
<tr>
<td>• Works with Site/Department Administrator to track test results.</td>
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<tr>
<td>• Based on test results, follows Test Result Decision Tree actions and advises Site/Department Administrator.</td>
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<tr>
<td>• If staff member, notifies HR administrator.</td>
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</table>

**If individual is a staff member:**

<table>
<thead>
<tr>
<th>HR Administrator¹</th>
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<tbody>
<tr>
<td>• HR Administrator contacts staff member to discuss isolation conditions &amp; leave options.</td>
</tr>
<tr>
<td>• HR Administrator maintains communication with the Site/Department Administrator and Superintendent Designee regarding test results and when staff member can return to work.</td>
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</tbody>
</table>

¹Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.
SCENARIO 2:
Student or Staff Identified as a Close Contact\(^1\) to a Person Who Has Tested Positive for COVID-19

\(^1\)A Close Contact is someone who has been within 6 feet for 15 minutes or more of someone who tested positive for COVID-19.

### Site or Department Administrator
- Immediately mask and isolate student/staff member and send them home.
- Gives quarantine instructions to student/staff member and instruct them to get tested (If symptomatic: test immediately; If not symptomatic: test around day 7)
- Immediately notifies COVID-19 Designee.
- Ensures all required cleaning protocols are completed, if needed.
- Distributes communication forms/letters as directed by Superintendent Designee.
- Ensures student/staff stays home until completion of their full quarantine period.

### COVID-19 Designee\(^2\)
- Works with Site/Department Administrator to provide instructions for quarantine until test results return.
- Provides Site/Department Administrator with appropriate forms/letters for communications (students/staff).
- Works with Site/Department Administrator to track test results.
- Based on test results, follows Test Result Decision Tree actions and advises Site/Department Administrator.
- Advises Facilities/Site Administrator on required cleaning, if needed.
- If staff member, notifies HR administrator.

#### If individual is a staff member:

### HR Administrator\(^2\)
- **HR Administrator** contacts staff member to discuss quarantine conditions & leave options.
- **HR Administrator** maintains communication with the Site Administrator and Superintendent Designee regarding test results and when staff member can return to work.

\(^2\)Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.
NEGATIVE TEST
Student/Staff Tests Negative for COVID-19
After Scenario 2 (Close Contact)

Student or Staff tests negative after close contact

Close contact in household

Site or Department Administrator
• Notifies COVID-19 Designee.
• Ensures student/staff does not return to school until 14 days after COVID-19 positive household member completes their isolation (may be 24 days or longer).

Close contact NOT in household

Site or Department Administrator
• Notifies COVID-19 Designee.
• Ensures student/staff does not return until 14 days since last exposure.

COVID-19 Designee
• Works with Site/Department Administrator to provide quarantine instructions.
• If staff member, notifies HR administrator.

If individual is a staff member:

HR Administrator
• HR Administrator contacts staff member to discuss quarantine conditions & leave options.
• HR Administrator maintains communication with the Site Administrator and Superintendent Designee regarding test results and when staff member can return to work.

¹Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

10/19/2020
Santa Clara County Public Health Department
SCENARIO 3:
Student or Staff Member Tests Positive for COVID-19 in a COHORT or NON-Cohort Setting

Student or Staff tests positive for COVID-19

Site or Department Administrator

- If student/staff member on site, immediately mask, isolate, and send them home.
- Gives isolation instructions to student/staff member.
- Works with COVID-19 Designee to identify and isolate all close-contact students/staff, who must quarantine.
- Sends home (a) all members of a cohort and (b) any other Close Contacts on campus and provide quarantine instructions.
- Ensures all required cleaning protocols are completed.
- Distributes communication forms/letters as directed by Superintendent Designee.
- Ensures all students/staff complete isolation/quarantine, as directed, before returning to school/work.

COVID-19 Designee

- Works with Site/Department Administrator to provide instructions for isolation and quarantine until test results return.
- Provides Site/Department Administrator with appropriate forms/letters for communications (students/staff).
- Advises Facilities/Site Administrator to perform required cleaning.
- Works with Site/Department Administrator to identify and report school-based Cases and Close Contacts to the Education Portal within four hours of notification of the student/staff testing positive.
- Works with Site/Department Administrator to track test results of close contacts.
- Based on test results, follows Test Result Decision Tree actions and advises Site/Department Administrator.
- If staff member, notifies HR administrator.

HR Administrator

- Contacts staff member to discuss isolation/quarantine conditions & leave options.
- HR Administrator maintains communication with the Site Administrator and Superintendent Designee regarding test results and when staff member can return to work.
- HR Administrator collaborates with Superintendent Designee and Site/Department Administrator to identifies school-based Close Con
SCENARIO 4: ROUTINE COVID-19 SCREENING
(No Symptoms, Not Close Contacts)

Student or Staff, who does not have symptoms and is not a close contact to a COVID-19 case, gets a routine screening test

Student/staff member can continue attending school/work while awaiting test results

If negative,

Site or Department Administrator

Student/Staff can remain at school/work

If positive,

Site or Department Administrator

Follow Scenario 3

COVID-19 Designee and HR Administrator¹

No action is needed.

COVID-19 Designee and HR Administrator¹

Follow Scenario 3
Isolation and Quarantine Recommendations While Awaiting and After Receiving COVID-19 Test Results

**SYMPTOMATIC**
COVID-19 symptoms: YES
Close contact: NO

- Isolate immediately while awaiting test results
- COVID test immediately¹
  - Negative: Return to school/work 24 hrs after fever resolution & improvement in other symptoms
  - Positive: Isolate for at least 10 days and at least 24 hours after fever resolution & improvement in other symptoms

**CLOSE-CONTACT**
COVID-19 symptoms: YES or NO
Close contact: YES

- Quarantine immediately while awaiting test results
  - Symptoms:
    - Yes: Isolate and COVID test immediately²
      - Negative: Quarantine for 14 days from last exposure
      - Positive: Isolate for at least 10 days and at least 24 hours after fever resolution & improvement in other symptoms
    - No: COVID test
      - Negative: Continue at school/work
      - Positive: Isolate for at least 10 days and at least 24 hours after fever resolution & improvement in other symptoms

**SCREENING**
COVID-19 symptoms: NO
Close contact: NO

- Continue at school/work while awaiting test results
- COVID test
  - Negative: Continue at school/work
  - Positive: Isolate for at least 10 days and at least 24 hours after fever resolution & improvement in other symptoms

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¹ If not tested, obtain medical note explaining why not tested OR follow instructions for positive case.
² If test done earlier than 7 days after last exposure, repeat testing towards the end of the quarantine period. If not tested, quarantine for 14 days.
EMERGENCY SCHOOL DISMISSALS

- In an infectious disease outbreak that requires emergency school dismissal, the District Office Emergency Operations Center (EOC) will be activated
- Staff from the Safety, Security, and Disaster Preparedness Office will join site leadership.
- Parents will be notified through voice, text and email messaging using the ParentSquare system to pick up their student if needed.
- Parents or guardians are to use the site assigned pick-up location at the front of the school to pick up their student(s) and are to stay in their vehicles.
- It is important that we are able to release students in a controlled environment to their parent/guardian.
  - The Student Release area shall be staged where parents/guardians can easily pull up without getting out of their vehicles.
  - Parents/guardians will need to identify the name and grade level of their student(s).
  - Parents/guardians will need to bring their photo ID, show it upon request.
  - Staff will need to make sure that the parent/guardian is authorized to pick up the student according to their emergency contact information.
  - Staff will radio for the student(s) to be released from their classroom(s), escorted to the pickup spot by campus supervision or other and released to parent/guardian care.
  - Once a parent/guardian retrieves their student(s), they are to leave right away and allow for the next vehicle to pull up.

*IT WILL BE VERY IMPORTANT THAT EMERGENCY CONTACT CARDS ARE UPDATED*
REFERENCES AND RESOURCES
