



# **FAIRMEADOW ELEMENTARY COVID-19 HEALTH AND SAFETY PROTOCOLS**

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**2020-2021**

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# SCHOOL YEAR CALENDAR 2020 -21

JULY 2020						
S	M	T	W	T	F	S
			1	2	H	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	SD	SD	WD	WD	WD	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	H	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	31
NOVEMBER 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	H	12	13	14
15	16	17	18	19	20	21
22	LH	LH	LH	H	LH	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	LH	LH	LH	H	H	26
27	LH	LH	LH	LH		

## Important Dates

8/17/20 .....First Day K-12  
 1/7/21 .....Students Return to School  
 10/9/20 .....End of 1<sup>st</sup> Quarter  
 12/18/20 ...End of 1<sup>st</sup> Semester  
 (83 days - secondary)  
 3/18/21 .....End of 3<sup>rd</sup> Quarter  
 6/2/21 .....End of 2<sup>nd</sup> Semester  
 (97 days - secondary)  
 6/3/21 .....Last Day

## Non-Student Days

9/7 .....Labor Day  
 11/11 .....Veterans Day  
 11/23-27 ...Thanksgiving Break  
 12/21-1/6...Winter Break  
 1/18 .....ML King's Birthday  
 2/15 .....Presidents' Day observed  
 3/15 .....Local Holiday  
 4/5-4/9.....Spring Break  
 5/31 .....Memorial Day

## Legend

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

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

## 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. SPED is included in 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 areal map below shows Fairmeadow's newly identified Academic Zones highlighted in green. A single entry/exit point has been identified for each cohort. Because we have multiple cohorts, we will have social distancing markers placed outside each entrance. All SPED students and staff will be asked to enter and exit through the identified entry/exit locations shown below. Bike racks will be available in or near the Academic Zone to promote active transportation. Specific student and staff restrooms are also assigned to the program. Hand sanitizer 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 will limit access within Fairmeadow's Academic Zones so that only approved students and essential staff may enter. If additional cohorts are added, new classrooms and restrooms will be assigned to avoid mixing cohorts. 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 or staff enter buildings. By now, staff members should be accustomed to filling out a daily symptom screening. The Blackboard 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 15**.



### Check-in Form

Please fill out this survey each day before coming in to work. Please double check your response before you submit. If you answer YES to any one of these questions, you may not enter the facility.

**\* Required**

Email address \*

Your email \_\_\_\_\_

Name \*

## STAFF 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 PAUSD staff symptom Screening Checklist. 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.

**1. Within the last 14 days have you been diagnosed with COVID-19 or had a test confirming you have the virus?**

Yes – STAY HOME and seek medical care.

**2. Do you live in the same household with, or have you had close contact with, someone who in the past 14 days has been in isolation for COVID-19 or had a test confirming they have the virus? Close contact is less than 6 feet for 15 minutes or more.**

Yes – STAY HOME and seek medical care and testing.

**3. a. Have you had any one or more of these symptoms today or within the past 3 days?**

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Fever or chills</li><li>• Cough</li><li>• Loss of taste or smell</li></ul> | <ul style="list-style-type: none"><li>• Shortness of breath or difficulty breathing</li></ul> |
|--|---|

Yes – STAY HOME and seek medical care and testing.

**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?**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Fatigue</li><li>• Muscle or body aches</li><li>• Headache</li></ul> | <ul style="list-style-type: none"><li>• Sore throat</li><li>• Nausea, vomiting, or diarrhea</li></ul> |
|---|---|

Yes – STAY HOME and seek medical care and testing.

## COVID-19 STAFF TRAINING

To help prepare staff, we have developed COVID-19 (C-19) training in accordance with Santa Clara County Social Distancing Protocols. All PAUSD employees have been assigned these training modules. The training modules include:

- 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 COHORTS FROM THE CALIFORNIA DEPARTMENT OF PUBLIC HEALTH – UPDATED SEPTEMBER 4, 2020 CAN BE FOUND [HERE](#)**

**PHYSICAL EDUCATION, PLAYGROUNDS, AND RECESS**

- We will hold activities in separated areas designated by class and/or staggered throughout the day
- Conduct activities outdoors whenever possible, with appropriate physical distancing within groups to the extent practicable
- Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing
- Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes

- Activities that require heavy exertion should be conducted outside in a physically distanced manner
- Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing
- Playground recess supervisors will have first aid kits that include hand sanitizer, face coverings, and gloves nearby and accessible during recess

## **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 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
- 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 enter the facility to pick-up or drop-off the student
- All adults including parents are required to wear a face covering if entering PAUSD facilities unless medically inadvisable
- Supervision will be provided to disperse student gathering during arrival and departure times

## **CLASSROOM SETTINGS**

In order to provide stable classroom cohorts, classroom teachers will assign set seating arrangements for students to ensure that close contact within classrooms are minimized and easily identifiable.

- Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day. Students should not mix with other stable classroom cohorts



- Distance teacher and staff desks at least six feet away from students to minimize the risk of adult-to-child disease transmission
- Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable
- Student belongings will be kept separate so that student's do not come into contact with other student's belongings
- We will reduce the amount of furniture and equipment in the classroom to facilitate distancing and to reduce high touch surfaces
- Markings on classroom floors will be placed to facilitate social distancing
- Staff and students will have hand sanitizer available to them in office spaces and classrooms

## **NON-CLASSROOM SETTINGS**

- Staff Break Rooms are currently closed for dining
- Restroom usage will be staggered and limited to specific cohort use as much as practicable
- Food Services will deliver meals to each cohort directly
- We will limit congregate activity in hallways as much as possible
- Physical distancing reminders have been placed at various locations throughout campus including bike cages

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- All adults must wear a face covering at all times while on campus, except 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 (transitional kindergarten through 12th grade) are required to wear face coverings:
  - While arriving and departing from school campus; in any area outside of the classroom (except when eating, drinking, or engaging in physical activity) while waiting for or riding on a school bus
- Students in 2<sup>nd</sup> grade and below should be encouraged, but are not required, to wear a face covering within their stable classroom cohort
- Students in 3<sup>rd</sup> grade and above must use face coverings when in the classroom even if they are in a stable classroom cohort
- 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

The following Personal Protective Equipment (PPE) will be provided:

- Masks for staff and students in an amount sufficient to meet the site's needs
- Face shields for nurses, clinical technicians, educators and paraprofessionals
- Disposable gloves in an amount sufficient to meet the site's needs including nitrile gloves if needed
- Smocks to wear over clothes for staff in an amount sufficient to meet the site's requirements if needed (Special Education staff & employees working in isolation rooms)
- Plexiglass shields for work that requires closer distance than the recommended six feet
- Hand sanitizer in office spaces, applicable entry points and classrooms

#### **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 homeroom class, seating students farther apart with assigned seats, installing temporary clear shields where needed, avoiding 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 will also be placed throughout applicable areas of campus to help with the flow of foot traffic and to avoid unnecessary contact.

#### **FAIRMEADOW ELEMENTARY SCHOOL MAIN OFFICE WITH SD MARKERS 6FT APART**



#### **FAIRMEADOW ELEMENTARY SCHOOL MAIN OFFICE WITH SD MARKERS 6FT APART**

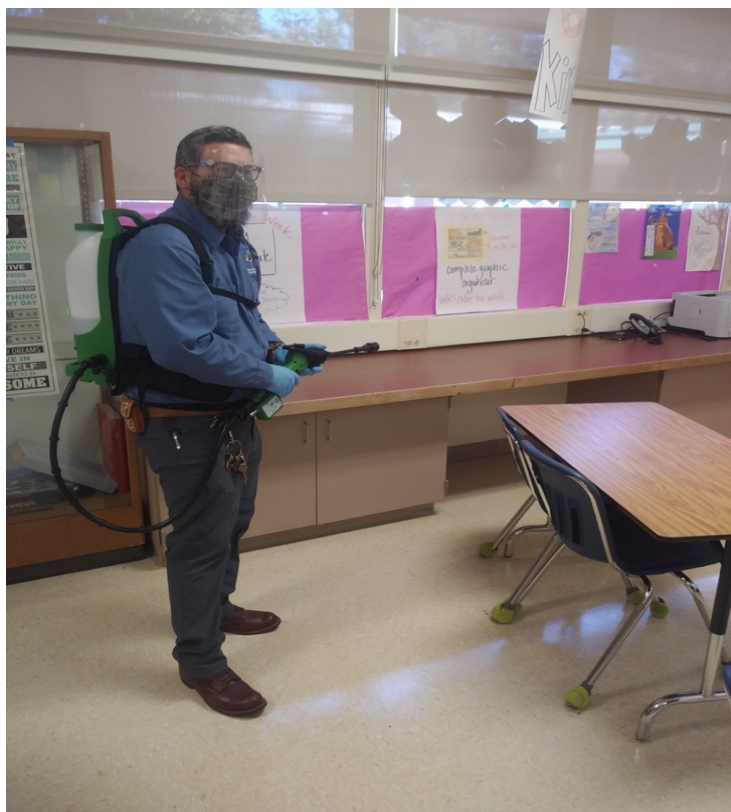


## HYGIENE AND CLEANING

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 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

Leaving doors open to improve air quality is acceptable as long as it does not create a safety risk for students or employees. Oscillating fans are prohibited at this time.

Utilizing open windows and existing HVAC systems are good options for maintaining indoor air quality. All HVAC filters have been changed Districtwide. Indoor air quality will also be important for custodial staff during cleaning and disinfecting. If windows are open during cleaning, it will be necessary to close windows when finished.

## 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 delivered by food service workers wearing proper PPE including face masks and gloves.

## 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, which 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. Additional benefits include reducing traffic congestion around schools, which creates safer street conditions, provides better access for buses, and reduces idling and air pollution such as CO2 emissions that contribute to climate change.

Lastly, the [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 use active transportation to and from school such as walking, biking, scooting, wheelchair, etc., while following physical distancing protocols. School travel policies and procedures will be developed to support physical distance, active and shared transportation options for all modes of transportation.

PAUSD will work with the City and the Safe Routes to School program to assure that safety patrol or crossing guards are properly trained and following protocols to encourage safe walking behaviors, such as wearing a face covering and staying six feet apart from others. At least six feet of distance between safety patrol volunteers, crossing guards, and students should be maintained as practicable at controlled intersections.

PAUSD will work with the Safe Routes to School program in collaboration with local municipalities, such as the Public Works Department or Transit Agency, 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 be incorporated that promote social relationships within stable cohorts such as cohort-based Walking School Busses and Bike Trains, Pop Up Park and Walk locations.

Walking and bicycling route map will be developed, providing safety information about practicing active school commutes and sharing links to transit maps and other transportation information readily available on District, school, PTA, and other parent club websites or social media pages.

## **BUS TRANSPORTATION SERVICES**

School bus drivers will 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 to 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 through 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 cohorts 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 cohort, to open windows and maximize air circulation when feasible, and to wear a face covering at all times.

# INFECTIOUS 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 a 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 should only 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 immediately of any positive C-19 case by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling **408-855-4214**
- All staff and families in the school community must be notified of any positive C-19 case 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](mailto:mijacobs@pausd.org) and [khendricks@pausd.org](mailto:khendricks@pausd.org). All inquiries will be shared with the Superintendent.

## **POSITIVE TEST RESULTS**

Students and staff are required 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 the student or staff 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 staff or student has tested positive for C-19 or been in close contact with a C-19 case, take actions as required in **Scenario 1, 2 or 3 on Page 18**

## **NEGATIVE TEST RESULTS**

- Symptomatic students or staff who test negative for C-19 are to remain home until at least 72 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
- Documentation of negative test results must be provided to school administration and Human Resources

## **ROUTINE TESTING**

The California Department of Public Health recommends routine testing for all staff. Testing is now widely available at testing sites and through healthcare providers.

## STEPS TO TAKE IN RESPONSE TO CONFIRMED OR SUSPECTED C-19 CASES AND CLOSE CONTACTS

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

## **EMERGENCY SCHOOL DISMISSAL**

- 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 Blackboard system to pick up their child
- 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 and show it upon request
  - 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\***