

Stockton Unified School District

COVID-19 Return To School

WELCOME

Health and Safety Plan



REOPENING OF SUSD SCHOOLS



HEALTH & SAFETY PLAN DURING COVID-19

SUSD recognizes this health crisis is a fluid situation and has followed the guidance and coordination efforts of San Joaquin County Public Health Services and recommendations from the Center for Disease Control (CDC). SUSD has developed comprehensive Health and Safety measures, and partnered with local agencies to provide community support, current information, and guidance that is responsive to questions and suggestions from providers, families, and stakeholders. These guidelines and considerations are based on the best available public health data at this time. As new data and practices emerge, the guidance will be updated.

We are establishing new norms within our schools and office spaces- understanding it will take time and constant positive reinforcement to teach and learn these new ways of being. We urge our community to lean into this new normal and create a physically and emotionally safe space for everyone.

The SUSD Health and Safety Plan provides guidance for necessary in-person student supervision and instruction and targeted support services and for those service providers, including school site staff and others, to understand the required health and safety practices needed to prevent the spread of COVID-19 in their settings. This plan was written to share with the public regarding actions being taken in compliance with state and county guidance and to prepare for a transitional re-opening.

As we navigate our new normal, we must support each other in remaining humble and flexible. We continue to learn about COVID-19 and our plans remain flexible and the most recent guidance emerges in order to ensure we remain a district that strives to provide the most suitable learning and working environments for all stakeholders.

Flexibility is key as we try to contain the spread of COVID-19. As the CDC advises, all safety measures are designed to ensure our return to campus activities are organized and adhered to by all stakeholders. As is our customary spirit, our SUSD community will work together with all stakeholders to ensure all students, families, employees, and community members are involved and needs are met.



PUBLIC HEALTH RECOMMENDATIONS



This plan was developed using recommendations from San Joaquin County Public Health, San Joaquin County Office of Education, California Department of Public Health, California Department of Education and the Centers for Disease Control to meet the unique needs of our school community.

HEALTH PRECAUTIONS FOR STUDENTS AND STAFF

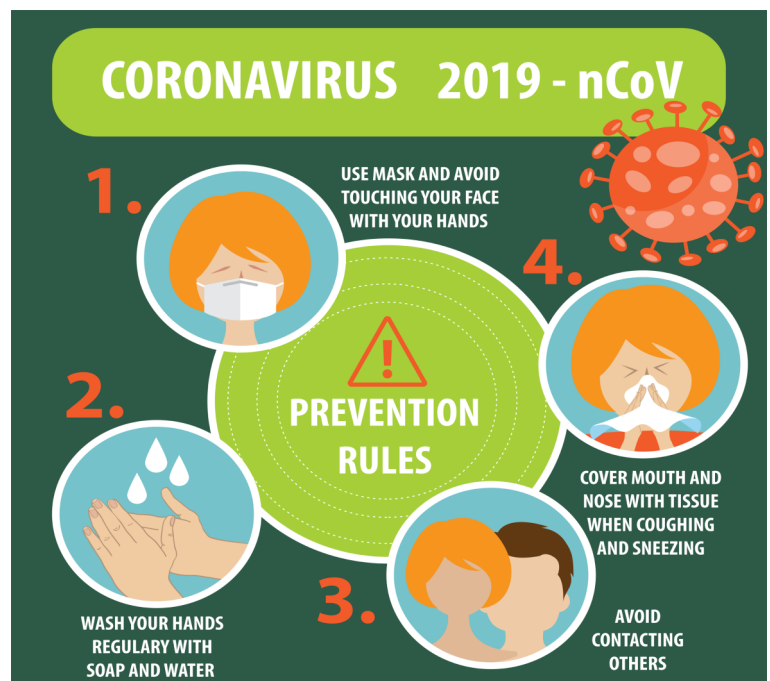
HOW COVID-19 SPREADS

As we discuss mitigation measures, it is important for our community to know how COVID-19 is spread and controlled. COVID-19 is mostly spread by respiratory droplets released when people talk, sing, laugh, cough, or sneeze. There is also evidence that the virus spreads from contaminated surfaces to hands and then to the nose, mouth, or eyes, causing infection.

PERSONAL PREVENTATIVE MEASURES

To help prevent additional spread and to keep our schools open, our students and staff will be required to practice the following personal prevention measures:

- Physical distancing
- Hand hygiene
- Face coverings
- Cough/sneeze etiquette
- Daily symptom check health screening




MITIGATION REQUIREMENTS FOR STUDENTS AND STAFF




HEALTH PASSIVE (SELF)SCREENING

- Staff and students must self-screen for symptoms at home daily. This is called *passive screening*.
- If a person is sick or exhibits symptoms of COVID-19, they may not come to school and will follow Stay at Home and Return to School Requirements (Page 30).
- Signs of illness include fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea per CDC guidelines.
- Any student or staff with a temperature of 100.4 degrees or higher, or signs or symptoms of illness per Stay at Home Requirements shall return home. Students and staff must enter through required controlled entry and exit locations at each site. Sites shall set up controlled entry and exit screening locations and ensure staff and students understand and follow disease prevention precautions. Students and staff approaching the entry must be wearing a cloth face covering (if able). Face coverings will be available for those who do not have their own.


STAY HOME IF YOU HAVE ANY OF THESE SYMPTOMS




sore throat




cough




fever




headache




ailment




diarrhea




sneezing




vomiting and nausea




muscle pain



runny nose



tachycardia



hemoptysis

PROCESS FOR DAILY STUDENT SCREENING

- Students must self-screen for symptoms at home daily. All students will complete the Daily Symptom Self Check virtual survey. Signs of illness include fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea per CDC guidelines
 - If a person is sick or exhibits symptoms of COVID-19, they may not come to school and will follow Stay at Home and Return to School Requirements
 - Signage with reminders about distancing, masks, hygiene, and stay at home rules will be posted.
 - Parents/guardians and students must wear a face cloth covering if able.
 - If possible, have the parent/guardian remain with the student while screening occurs, in case the student is not well enough to attend school.

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- Staff are encouraged to monitor student wellness:
- Ask if any signs or symptoms of illness – how are you today? Are you sick at all?
- Look at the person for any visible signs of illness.
- If the student has any sign of illness and the parent is not present, send them to a designated isolation space to call the parent and return home. Provide the parent with the Stay at Home Policy information sheet.
- If staff is unable to reach the parent, the student must be isolated in a Sick Student Area following the Guidelines for Caring for Sick Children on site until the parent can be reached.



EVERYONE MUST PRACTICE PHYSICAL DISTANCING

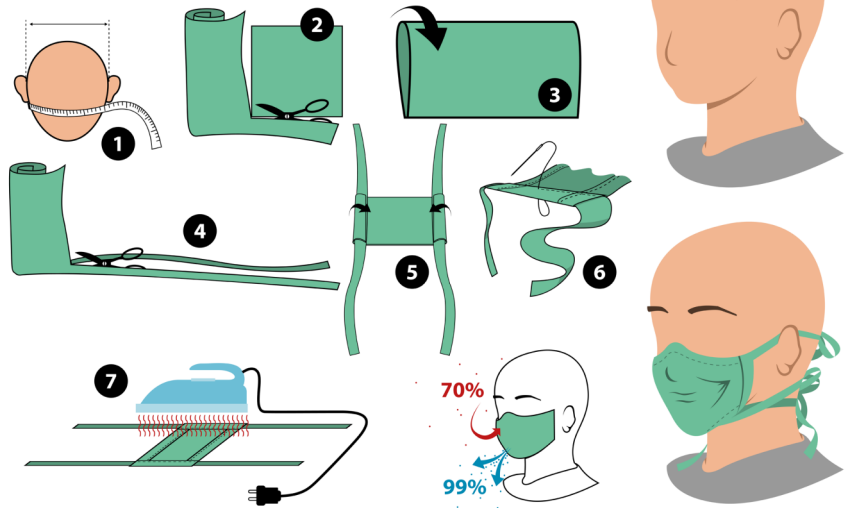
Maintain 6 feet of distance between all individuals. In most cases 6 feet distance is recommended while classrooms can support 3-foot radius between students (recommended by the American Pediatrics Association) Maintaining adequate space is one of the best tools available to avoid exposure to COVID-19 and slow its spread. Appropriate physical distancing can sometimes be difficult to maintain, such as when walking in a busy hallway or in large crowds, making required face coverings even more vital.

FACE COVERINGS

Wear a cloth face covering.

- Wearing a cloth face covering prevents a person from spreading respiratory droplets while talking, singing, breathing, or coughing. They are primarily meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

Protective Face Mask



Cloth face coverings protect our community from the spread of COVID-19:

- Face Coverings and Other Essential Protective Gear: CDPH’s face covering requirements will be satisfied and enforced. SUSD requires employees, students, and visitors in school facilities to wear masks or cloth face coverings. Masks and other face coverings are a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when we talk, cough, or sneeze. The use of a mask or face covering is not a substitute for physical distancing.
- General Information and Guidance:
 - All masks or face coverings should fully cover the nose and mouth, secure under the chin, and fit securely against both sides of the face. The CDC does not recommend using masks if they have an exhalation valve or vent.
 - All school staff and students in 3rd grade and above must wear masks. Students in 2nd grade and below are encouraged to wear masks or face shields. Two year old and up are encouraged to wear a face covering.



- Surgical and other medical-grade masks may be recommended for specific situations such as:
 - Students/staff who become ill at school
 - Staff who are screening or caring for a student/staff who is ill
 - Staff working with students/staff who require health care supports
- Desks will have safety shields separating students from each other.
 - While on a school bus
 - Engaged in work, whether at the workplace or performing work off-site, when:
 - ◊ Interacting in-person with any member of the public;
 - ◊ Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.



Face Shields

- Face shields may be used by teachers to enable students to see their faces and to avoid potential barriers to phonological instruction.
- Face shields may be worn in addition to a mask, but not in place of a mask or face covering. (Exceptions in consideration of documented respiratory health conditions and disabilities precluding individuals from wearing masks)
- Face shields with a cloth drape can be used for those who are unable to wear face coverings for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom and tucked into the shirt.



Guidance for daily use of face coverings

- Use a freshly washed or clean face covering for each on-site visit.
- Clean your hands with soap and water or hand sanitizer before touching the face covering.
- If you are not already wearing it, apply your face covering before coming onto the worksite.
- Avoid eating or drinking while wearing the face covering.
- Cloth face coverings should not have valves, as these permit droplet release from the covering, putting others nearby at risk. SUSD will not permit face coverings with valves.





How to remove a face covering

- Wash your hands with soap and water or use hand sanitizer before touching the face covering. Avoid touching the front of the covering, which may be contaminated.
- Only handle the face covering by the ties, bands or loops.
- Throw any disposable face covering in a waste container.
- Wash your cloth face covering by hand with warm water and soap or in the washing machine.
- Wash your hands with soap and water or use hand sanitizer.

A cloth face covering should not be worn in the following situations:

- Young children, especially those under age 2.
- A physician has recommended avoiding use due to an existing condition, for example individuals with respiratory health conditions, such as asthma.
- For those with hearing impairments, or communicating with a person who is hearing impaired, where the ability to see their mouth is essential for communication. Face shields would be recommended in this situation.
- 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 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 when alone.

The cloth face covering guidance is based on the current public health orders, however these procedures may be revised if additional relevant guidance is issued.

How to Safely Wear and Take Off a Mask

How to Safely Wear and Take Off a Mask
 Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

WEAR YOUR FACE MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: [cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



PRACTICE HAND HYGIENE

Wash or Sanitize Hands Frequently

All students and staff must wash hands frequently. If soap and water are not available use district-approved greater than 60% alcohol-based hand sanitizer. This district will provide written instruction and signage on proper hand washing techniques. The following guidelines are recommended for school settings. At minimum, students and staff must wash their hands or use hand sanitizer:

- Upon arrival to the school site
- Before leaving the site
- Upon entry to any new classroom
- When using the restroom
- When visibly dirty
- After using a tissue, coughing into hands
- Upon arriving home

USE RESPIRATORY HYGIENE

Use respiratory hygiene at all times on site.

- Once a tissue is used, throw it away in a waste container and then wash hands with soap and water or use hand sanitizer. Do not touch the face. Reinforce respiratory hygiene or cough/sneeze etiquette, including use of tissues and elbows by using signage, training, and lessons.



[Wash Your Hands PDF](#)



STAFF WORKING IN THE COMMUNITY

When going into the community for essential contact such as home visits, always use personal hygiene and distancing precautions. This includes hand washing/sanitizing, wearing a cloth face covering, distancing at least 6 feet, and respiratory hygiene. Consult with Health Services for specific questions, or for recommendations about situations that may put you at higher risk of exposure or may expose others to communicable disease such as COVID-19



MITIGATION STANDARDS FOR SUSD SITES

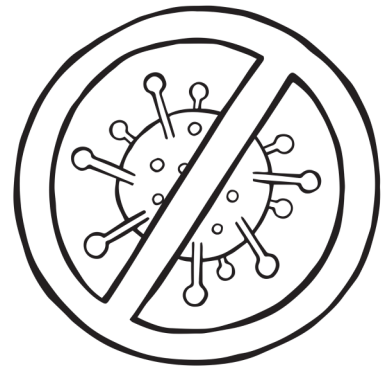


To protect students, staff and visitors to school sites, SUSD staff will evaluate all spaces and make modifications in order to maximize ventilation and meet physical distancing requirements of at least 6 feet.

When staff and students return to campus, they will return to a physical space that enables all individuals to follow recommended health precautions. This includes signage in every space with occupancy limits and health hygiene reminders. To limit potential exposure, physical spaces will be designed in a way to limit close contact between individuals. Below is a list of standards to be followed at each SUSD site.

VENTILATION AND AIR FLOW

- HVAC: SUSD has committed to the following HVAC adjustments:
 - Air circulation has increased by 30% including daily activation 2 hours before school continued until 2 hours after school.
 - Ionizers (air purifiers) installed in classroom units
 - Classroom units upgraded to MERV-13 filters
- Reprogram HVAC systems to run when windows and doors are not open.
- During optimal weather, keep windows and doors open, if possible, to increase airflow.



ENTRANCES & EXITS (PICK-UP & DROP-OFF)

SUSD will take every measure to minimize crowding at drop-off and pick-up times:

- Consider staggering start and end times.
- Student pick-up and drop-off should occur outside the school gates/entrance. Encourage parents to stay in cars when picking students up.
- Add visual cues or barriers to direct traffic flow and ensure distancing if there is queuing.
- Develop signage and processes to minimize interactions between families.
- If possible, divide student entry points rather than funneling all students through the same entry space. These approaches can limit the amount of close contact between students in high-traffic situations and times.
- Schools may need to lock entrances that are not set up with screening staff.
- Provide access to hand washing or hand sanitizer and cloth face coverings at entrances.

OFFICE SPACES

- Provide plexiglass barriers when close contact is likely such as at the front desk that do not allow for physical distancing of at least 6 feet.
 - Arrange staff desks at least 6 feet apart.
 - Arrange desks and equipment away from flow of other staff members using the office.
 - Provide individualized supplies for each workstation - limiting the number of individuals using shared objects.
 - Provide additional access to hand washing or hand sanitizer - especially near shared objects like photocopiers, etc .



DESIGNATED “CARE ROOM”



- Sites must designate an area for sick individuals where they can be isolated while waiting to be assessed and go home. These spaces cannot be utilized for any other purpose. In addition, these spaces should be used on a rotating basis to reduce the possibility of exposure.
- Ensure good ventilation.
- Ensure the following supplies are available: hand sanitizer, face coverings, disinfectant, thermometer, trash can with liner.
- Room must be disinfected after each use.
- Room must be close to staff and supervised.
- If more than one individual is sick, maintain as much physical distance and ventilation as possible.

CLASSROOMS

- Hand sanitizer will be placed in every classroom.
- Classrooms should open windows and doors, if possible, to maximize ventilation during optimal weather.
- Classroom layout should include:
 - In most cases 6 feet distance is recommended while classrooms can support 3-foot radius between students (recommended by the American Pediatrics Association)
 - Continuous spacing of 6 feet must be provided for teaching staff at the front of the classroom
 - Enough room near walls for students to move out of their desks
 - Limited use of large tables where students may slide around and breach the 6 ft of spacing between individuals. If using tables, mark off areas and alternate seating at each end of the table to ensure distancing
- Develop activities that model and reinforce good hygiene and physical distancing practices
- Limit sharing of materials/supplies; consider individual supply bags versus communal bins
- For younger students:
 - Modify activities that bring students close together to maintain distance between students
 - Use classroom materials to help students visualize the required 6-foot distance between people
- Provide supplies and protocol for disinfecting surfaces between classes or when student groups change
- Provide access to hand washing or hand sanitizer and cloth face coverings at entrances.
- If necessary, utilize other campus spaces for instructional activities (e.g..., lecture halls, gyms, auditoriums, cafeterias, outdoors).



COMMON AREAS



- Evaluate areas such as yards, quads, library, cafeteria, playground, and make modifications to encourage social distancing, for example: dots 6 feet apart, squares, lines, arrows, and taped off barriers.
- Drinking fountains are closed. Encourage the use of reusable water bottles for students to use throughout the day

SUPPORT AREAS

- Consider providing a safe place for students who need additional supports, study areas, after school tutoring, or internet access during distance learning.
- Set up these areas to comply with distancing guidelines using tape, signage etc.
- Provide access to hand washing or hand sanitizer and cloth face coverings at entrances.
- Post clear signage for occupancy, hygiene, distancing.
- Provide supplies for disinfecting surfaces between students.

BATHROOMS

- Ensure all bathrooms have soap and paper towels, refuse containers.
- Evaluate stalls and urinals to ensure at least 6 feet distancing of users. Tape off or install barriers.
- Post clear signage for occupancy, hygiene, distancing.
- Avoid taking large groups to the bathrooms at once (e.g., avoid having all classes use the bathroom during passing periods or recess) or maintain distancing in a line.

HALLWAYS

- Evaluate traffic flow and post arrows, signs and floor decals to guide flow in one direction. Advisable to utilize delineator cones, stanchions or guide-ropes that create lanes in larger hallways.
- Post signage that encourages safe greetings, the use of cloth face coverings, and reminders to stop talking, yelling, singing, etc. while moving along hallways.

RECESS/YARDS AND PLAY SPACES

- Maintain cohorts or small groups; discourage mixing of large groups of students.
- Stagger playground use rather than allowing multiple classes to play together.
- Limit activities where multiple classes interact.
- Wash hands or use hand sanitizer before and after recess.
- Maintain at least 6 feet of space from other children as much as possible.
 - When possible, build in visual cues that demonstrate physical spacing.
- Evaluate feasibility of opening play structures with the need to disinfect, as well as the risks of disinfecting high touch areas of the play structure between groups. Play structures may be sectioned off to avoid use.

LARGE GATHERINGS (E.G. FIELD TRIPS, ASSEMBLIES, ETC.)

- Cancel activities and events like field trips, participant assemblies, athletic events, practices, special performances, program-wide meetings, or spirit nights where large groups would gather.
- Transition field trips to free virtual opportunities.
- Change events to a virtual format, where appropriate.



PE CLASSES/ATHLETICS

Physical education (PE) and intramural/interscholastic athletics should be limited to activities that do not involve physical contact with other students or equipment until advised otherwise by state/local public health officials.



- Ensure **Personal Hygiene Requirements** locker rooms, including physical distancing of 6 feet and use of face masks. This will result in fewer students in the locker room at a time.

SCHOOL BUS/TRANSPORTATION

All Personal Hygiene Requirements must be followed on the school bus.

In order to practice physical distancing on a school bus, the seating capacity must be reduced. This may necessitate the use of a seating chart to designate which seats are available.

- Ensure 6-foot distancing at bus stops and while loading and unloading.
- Educate parents and students on the steps they must take to keep others safe during loading and unloading.
- Parents will be asked to check their child for symptoms before boarding the bus. If students have symptoms follow **Stay at Home Requirements**.
- All riders should wear a cloth face covering while waiting for the bus and while riding the bus, unless the individual is precluded from doing so.
- Ensure good ventilation with open/partially open windows.
- Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.
- Bus drivers should be provided disinfectant and disposable gloves to support disinfection of frequently touched surfaces during the day.



SUSD DISINFECTING MATERIALS



Due to the unprecedented nature of the Coronavirus (COVID-19), and the awareness surrounding it, the Stockton Unified School District understands the desire to protect students and ourselves from possible infection.

Some items an individual may normally use at home are not allowed for use in schools due to State and Federal policies in place for student health and safety, unless properly trained by the California Department of Pesticide Regulations.

Aerosol spray containers are not allowed on school property for safety reasons.

While the district is making every effort to ensure that supplies are replenished at our school sites, the following is a list of items recommended for individual procurement and use:

HAND SANITIZER

It is recommended that hand sanitizer be at least 60%-65% alcohol based in order to kill the virus and any other bacteria.

DISINFECTING WIPES

Disinfecting wipes are effective and allowable, but it is important to read and follow all instructions. If the product is not allowed to dwell on the surface long enough (typically 5 minutes) it will not kill all virus or bacteria. Also the wipe is only effective for use in a small area. For example, a large table or multiple desks would require more than one wipe.

It is critical that individuals read and follow the directions for any cleaning product every time before use.



PROPER DISINFECTING PROCEDURES



Regularly disinfect high-touch areas throughout the day. Frequently touched surfaces in the school include, but are not limited to:

- Door handles
- Light Switches
- Sink handles
- Bathroom surfaces
- Tables
- Student Desks
- Chairs

INVENTORY CONTROLS

- Supplies and inventory management:
 - Cloth face coverings — for students and staff, individuals can be encouraged to use their own cloth face covering
 - Disposable masks for Care Room
 - Hand sanitizer — in every room, used by every individual entering
 - Spray bottles and disinfectant and paper towels — every room to clean surfaces
 - Gloves, masks and thermometers for use in care of sick or injured individuals
 - Handwashing stations if insufficient sink access at sites
- Back stock of PPEs
- Use of district-approved products only

COMMUNICABLE DISEASE RESPONSE PROTOCOLS

Communicable Disease Response protocols will help the district quickly identify communicable diseases, prevent the spread within the SUSD community, and reduce potential harm.

The response plan is contingent upon the type of disease and direction from San Joaquin County Public Health Services (SJCPHS).

There are three levels of communicable disease response:

- **Incident Management** (Case-by-Case or Isolated Incident)
- **Outbreak** (10% of school population or 25% of classroom with confirmed cases)
- **Epidemic/Pandemic** (widespread disease over large population or worldwide)

During a pandemic, the district will follow enhanced preventative measures and heightened surveillance as directed by the state and county health departments. Protocols and procedures may change depending on the public health situation and the decisions and direction of public health leadership.



RESPONSIBILITIES OF SCHOOL SITE STAFF



Sites must prepare for when someone gets sick. Individuals who have symptoms of illness must be immediately separated to prevent possible transmission of disease to others. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms. (See Page 34 for more information and ideas for setting up a sick room vs. first aid room on your campus, Page 35 for How to Take Care of Sick Students during COVID-19 Pandemic).

SICK STUDENTS AND SICK STAFF MUST:

- Be quickly separated from other students/staff until picked up by parent/guardian.
- Maintain more than 6 feet of distance from others, preferably in a separate room that is well ventilated.
- Wear a disposable mask.
- Attending staff must use standard precautions when assisting a sick individual. For suspected COVID-19 this includes disposable face mask, eye covering/face shield and gloves.
- Call parent/guardian for immediate pick up.
- If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home.
- Provide parent/guardian or staff member with Stay at Home/When to Return to School instructions.
- Disinfect all surfaces after the student/staff leaves and before use by others.
- If COVID-19 is suspected contact your school nurse. Follow Communicable Disease Response Protocols for notifying Health Services for possible outbreaks of infectious disease.
- Collect and track illness-related absence information at the time of student or staff absence.
- Train attendance staff to support contact tracing as directed by the San Joaquin County Health Department and SUSD Health Services.
- School site staff responsible for entering attendance data into Synergy will also list reasons for illness, symptoms, and date of onset in the “Attendance Notes” section

Follow HIPAA confidentiality laws noting that **communicable disease concerns are confidential**. All staff are expected to protect health information except to report to SJCPH listed below.

Contact immediate supervisor, site administrator (if applicable), SUSD **Health Services** and **Risk Management**:

Student or family member contact: SUSD Health Services Department — (209) 933-7060

Employee contact: Risk Management Department— (209) 933-7110



Designated Health Services staff will report all COVID-19 diagnoses, as well as any unusually high number of illness-related student and staff absences, to the appropriate county health department: San Joaquin County Public Health. **(See Page 39: County Public Health Numbers)**



Require students and staff to remain home per Stay at Home Requirements (Page 30)

Stay home if experiencing the following symptoms of illness: fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

* Subject to change as revised by CDC.

Stay home if advised to isolate or quarantine by your doctor or the health department due to COVID-19 precautions. Reasons may include:

- » Recent contact with a person with COVID-19
- » Recent diagnosis with COVID-19
- » Recent travel from somewhere outside the U.S.

Additional activities may be required as advised by Student Support and Health Services following county health department orders.

How to Protect Yourself and Others

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



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cdc.gov/coronavirus

Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others.** The mask is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here.](https://www.epa.gov/pesticide-registration/epa-registered-household-disinfectants)

cdc.gov/coronavirus



RESPONSIBILITIES OF THE SCHOOL NURSES



1. School Nurses will work to verify any reported concern, including speaking directly to families and/or staff when appropriate.
2. **Communicable Disease concerns are confidential and all staff are expected to protect this health information and mitigate any public concern or fear.**
3. SUSD Director of Health Services or designee will consult with and verify all information with the appropriate County Public Health Office (CPHO).
4. Advise staff or family that the SUSD will provide notification should a staff member or student be required to quarantine due to COVID-19 exposure.
5. School Nurses will inform the Director of SUSD Health Services or designee of any confirmed cases or confirmed exposures.
6. School Nurses will update school site administrators regarding the guidance received from the Director of SUSD Health Services.
7. Based on the guidance provided by the Director of SUSD Health Services, School Nurses will communicate with school site and department staff regarding any next steps or additional resources needed (i.e. maintenance crews, nurses, counselors, psychologists, and safety and security measures).
8. Based on the guidance by the Director of SUSD Health Services, School Nurses will communicate to schools specific CPHO guidance on cleaning and disinfecting. CDC's "Reopening Guidance" for cleaning and disinfecting of school buildings includes disinfecting hard, horizontal, and frequently touched surfaces such as tables, desks, chairs, handrails, equipment, and door handles in buildings and rooms with a CDC-approved product rated for SARS-CoV-2, Rhinovirus or Human Coronavirus.
9. School Nurses will collaborate with the SUSD Director of Health Services or designee and school sites to provide any required family communication. The most accurate and up-to-date medical information will be used for all communication.
10. The established communication channels listed below will be used depending on level of exposure and public health recommendations. Translation of communications will be provided based on the threshold languages of the community.
 - Parent Letters (printed, email, SMS, phone)
 - School and District Websites
 - School and District Social Media
 - All-Cal



NOTIFICATION OF A CONFIRMED CASE OF COVID-19

The Centers for Disease Control (CDC) has designated COVID-19 as a reportable communicable disease. Therefore, in the event a student or staff member tests positive for COVID-19, the appropriate County Public Health Office (CPHO) will notify the student or staff member. CPHO will issue directions and recommendations to the patient. It is our expectation that CPHO will also notify the school district.



If a student or staff member notifies school or district staff that they have been diagnosed with COVID-19, staff must immediately contact the SUSD Health Services, (for students) or the RISK Management (for staff) per above.

School Nurses will verify all reported information with the patient and the SUSD Director of Health Services, following all guidance or directives provided by CPHO.

School Nurses will inform district and site level staff with the guidance provided by CPHO.

NOTIFICATION OF A CONFIRMED EXPOSURE OF COVID-19

A contact is a person who has been exposed to a person who tested positive for COVID-19. Contacts are notified by the county health department and given instructions for quarantine and return to work/school guidelines. Currently CPHO defines a contact as someone who has been within 6 feet or less of distance for at least 15 minutes.

The contact must follow public health orders to stay at home for any period directed, which may be up to 14 days.

The contact should request documentation from a medical provider or health department for quarantine orders and provide it to the school (student) or SUSD Department of Health Services (staff).

Note that quarantine guidelines only apply to those who have had recent close contact with an individual infected with COVID-19. Other contacts of the quarantined individual do not need to stay home from school.

CLASSROOM, SCHOOL SITE, OR DISTRICT WIDE CLOSURES

If a confirmed case of COVID-19 is identified within the district, the appropriate County Public Health Office (CPHO) will provide guidance on the required measures. Responses depend on the risk of transmission of COVID-19 in schools. Many factors are considered, including timing of the course of the illness and the number and type of contacts at school. If there is determined to be risk of disease transmission at school, responses may include identifying and quarantining contacts or closing classrooms, school sites, or the district for several days or longer. For this reason, all schools and programs must have contingency plans for potential short term and long term closures.



SCHOOL SITE ROLES AND RESPONSIBILITIES



SITE ADMINISTRATOR CHECKLIST

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SUSD Sites.
- Personal prevention practices, such as physical distancing, hand hygiene, [cloth face coverings](#) and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is OK to correct each other — use “please” and “thank you” to everyone when reminded about public health measures.
- Make changes to site physical spaces and/or implement policies to enforce mitigation measures, including proper floor signage indicating 6 feet spacing.
- Provide frequent communication about COVID-19 and cold/flu prevention efforts for students and staff.
- Use all modalities — email, announcements on speakers, announcements by teachers, signage, and direct instructions at staff meetings.
- Respond to COVID-19 concerns. Employees should know the most effective way to contact you.
- Ensure posters are placed in impactful areas. Signage should be visible in all bathrooms, classrooms, and public spaces. Post information on social media regularly. Distribute flyers and posters widely on the following topics:
 - Signs and Symptoms of COVID-19
 - Physical distancing
 - Face covering guidance
 - Stay home when sick guidelines
 - Cough and sneeze hygiene
 - Occupancy limits
 - Mental Well-Being and Crisis Support Contacts
- Know and ensure that staff follows Communicable Disease Response Protocols for Illness during COVID-19 Pandemic. Contact Health Services immediately if:
 - A student or staff is diagnosed with, is suspected of having, or has been exposed to COVID -19 or other reportable communicable disease
 - A school goes home when multiple cohorts have cases or more than 5% of school is positive.
 - SUSD goes home if 25% of their schools are closed within a 14-day period
- Ensure teaching staff provides students with distance learning opportunities, full-credit options, and extended time to complete missing assignments due to illness related absences.
- Ensure staff and student attendance is entered in a timely manner on a daily basis. Document and take notice of any patterns of absences with similar symptoms.
 - Encourage electronic communication, including submitting and/or sharing electronic forms (i.e. documents requiring signature, homework submission, etc).





- ❑ Provide designated space and supervision for sick students until they are able to go home (i.e. Care Room) that is not used by other individuals).
- ❑ Provide designated space and supervision for students who need first aid, medication administration, procedures at school, etc. (i.e. Well Student Area).
- ❑ Reinforce Stay at Home Requirements (Page 31) by sending home any students or staff who have signs or symptoms of illness.
- ❑ Ensure office staff have appropriate resources to support sick students or staff including non-touch thermometer, face covering/mask, water and hand soap, hand sanitizer, facial tissues, gloves, goggles or face shields.
- ❑ Follow any guidance provided by School Nurse and appropriate San Joaquin County Public Health Services (SJCPHS).
- ❑ Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans, including all substitute staff.
- ❑ Encourage activities and strategies that promote positive coping for adults and children during times of stress.
- ❑ Direct any person with heightened concerns to District resources and SJCPHS resources. Discuss concerns with the School Nurse.
- ❑ Responsible for regular compliance checks to make sure staff and students are following guidance provided in the Safety Plan.
- ❑ Provide water resources for students and staff that reduce sharing items.
- ❑ Teachers may choose to use the disinfectant to clean desks and other surfaces during the day. Suggested times and surfaces for cleaning include student desks (potentially after eating—currently SUSD will provide grab and go meals as students depart), high-touch areas within the classroom, and supplies used by students. Sanitizer and disinfectant should be stored out of reach of students.



OFFICE STAFF/ATTENDANCE STAFF CHECKLIST



- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SUSD Sites. Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. <https://www.cdc.gov/>
- Actively model and support all required public health measures. Teach everyone it is okay to correct each other. Use “please” and “thank you” to everyone when reminded about public health measures.
- Distribute flyers and posters widely on the following topics: physical distancing, face cloth coverings, hand hygiene, cough/cold hygiene, and staying home when sick. Ensure posters are placed near the entrance in classrooms, bathrooms and other impactful areas. Post information on social media regularly.
- Encourage electronic communication, including submitting and/or sharing electronic forms (i.e. documents requiring signature).
- Ensure office staff have appropriate resources to support sick students or staff, including face mask/shield, non-touch thermometer, water and hand soap, facial tissues, gloves, and goggles.
- Reinforce Stay at Home Requirements (Appendix B) by sending home any students or staff who are sick.
- Provide a Care Room for sick students and staff until they are able to go home.
- Reinforce health precautions for parents - wear mask, use hand sanitizer, maintain distance.
- Ensure staff and student attendance is entered in a timely manner on a daily basis.
 - Follow procedures if directed to document student illness symptoms.
- Know and communicate to parents the Stay at Home Requirements (Appendix B) for sick and exposed students.
- Work with the School Nurse to follow protocols that lower the risk of infectious students being on campus.
- Direct health related questions to the school nurse or to their family doctor.
- Follow Communicable Disease Response Protocols for Illness during COVID-19 Pandemic if the following situations occur - **contact School Nurses:**
 - Student or staff are diagnosed with, are suspected of having, or have been exposed to COVID-19 or other communicable disease
 - 5% or more of the school, are our sick with symptoms
- Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans, including all substitute staff
- Follow up on Qualtrics Non-Response student surveys and communicate with School Nurse on Non-Certified students.



OPERATIONS/CUSTODIAL STAFF CHECKLIST



- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SUSD Sites.
- Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is OK to correct each other. Use “please” and “thank you” to everyone when reminded about public health measures.
- Ensure school has adequate supplies of handwashing materials, facial tissues, district-approved disinfecting cleaner, etc.
- Maintain a stock of cleaning materials and personal protective equipment to ensure readiness - order additional supplies as needed.
- Routine disinfecting: On a daily basis, disinfect all common spaces and classroom areas.
- High-touch areas and areas where sick students or staff were present should be routinely disinfected, following established district guidelines.
- Follow all established district protocols for cleaning and disinfecting.
- Contact Operations Department if a large-scale deep disinfecting/cleaning is required.
- Encourage electronic communication, including submitting and/or sharing electronic forms (i.e. documents requiring signature or orders).

FOOD SERVICE STAFF CHECKLIST

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SUSD Sites.
 - Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is OK to correct each other — use “please” and “thank you” to everyone when reminded about public health measures.
- Follow department policies that reduce risk of disease transmission:
 - Establish one-way passage ways through meal delivery.
 - Increase ventilation for enclosed areas (open doors and windows).
 - Follow all Nutrition Services Disinfectant protocols and procedures.
 - Ensure your space has the following supplies – hand sanitizer, facial tissue, garbage cans with liners (changed daily), disinfectant wipes or spray, paper towels, gloves and face coverings.



TEACHER CHECKLIST



- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SUSD Sites.
 - Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is okay to correct each other. Use “please” and “thank you” to everyone when reminded about public health measures.
- Reinforce and follow health precautions with your students:
 - Physical distancing at all times — 6 feet/3ft radius.
 - Ensure compliance with maximum occupancy of individuals in each classroom.
 - Provide highly visible floor markings in all shared spaces.
 - Desks must face in the same direction.
 - Establish regular times for hand washing/hand sanitizer — including upon entry to school/class, before eating, whenever entering a new room, before going home.
 - Proper handwashing is one of the best ways to prevent illness — show videos that teach the proper procedures for handwashing.
 - Open doors and windows. Maximize ventilation through the room.
 - Have students remain together during recess or mealtimes (cohorting).
 - Ensure distancing protocols during meals — use alternative locations such as the classroom or outside.
 - Close shared spaces in classrooms. Remove reading corners or hang-out spaces.
 - Ensure all students have individual supplies and no sharing of food or items. Store personal items-backpack/jacket/lunch bag at the student desk.
 - Ensure your classroom has the following district approved supplies — hand sanitizer, garbage cans with liners (changed daily), disinfectant spray and paper towels.
 - Disinfect shared equipment such as desks, computers, piano keyboards, lab equipment, wood or auto shop tools, etc. after each student.
 - Limit visitors/volunteers to the classroom — permit only those that are essential.
- Send any visibly sick students or students who say they do not feel well to the Health Office/ office: i.e. student has symptoms such as unusual fatigue, coughing, sneezing, runny nose, vomiting, diarrhea, appears to have a fever/flushed cheeks, diaphoretic without exercise, red/crusty eyes.
- Ensure you are aware of any students in your class with health needs and are familiar with their Emergency Care Plans, including providing this information for substitute teachers.



SCHOOL NURSE CHECKLIST



- ❑ Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SUSD Sites.
 - ❑ Personal prevention practices, such as physical distancing, hand hygiene, [cloth face coverings](#) and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- ❑ Actively model, teach, positively reinforce, support, check compliance and re-teach all required public health measures. We must establish “new” norms — understanding it will take time and constant positive reinforcement. Teach everyone it is okay to correct each other — teach “please” and “thank you” to everyone when reminded about public health measures.
- ❑ Keep up to date on public health and district guidance for communicable disease management and support administrators and staff with accurate information about disease risks and precautions.
- ❑ Follow SJCPHS guidelines to support contact tracing and other public health measures.
- ❑ Provide training and information as needed to site administrators and staff.
- ❑ Work with attendance to support Stay at Home Requirements (Page 31). Provide training, monitoring and reinforcement of district procedures and any new procedures required by the health department as a result of contact tracing.
- ❑ Encourage precautions and measures that reduce risk of disease transmission. Identify risks and work with staff to improve behaviors.
- ❑ Look for visible signs of illness in students or staff - assist to ensure sites have supplies.
- ❑ When possible, school nurses, or other community partners will provide lessons on staying healthy and preventing cold/flu (i.e., handwashing and coughing/sneezing etiquette).
- ❑ Reinforce standard wellness protocols by training staff to recognize and send home any students or staff who are sick per Stay at Home Requirements (Page 30).
- ❑ Follow Communicable Disease Response Protocols for Illness during COVID-19 Pandemic for all communicable disease per Communicable Disease Chart, and contact appropriate staff members as required.
- ❑ Encourage electronic communication, including submitting and/or sharing electronic forms (i.e. documents requiring signature, etc.).
- ❑ Daily Health Compliance Checks of school sites and report information to school site administration.



BUS DRIVERS/TRANSPORTATION CHECKLIST



- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SUSD Sites.
- Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is okay to correct each other. Use “please” and “thank you” to everyone when reminded about public health measures.
- Ensure adequate space for physical distancing at bus stops and school loading and unloading zones, including proper floor signage indicating 6 feet spacing.
- Reinforce with parent and students steps they must take to keep students and staff safe during loading and unloading.
- The student will not board the bus to school if demonstrating obvious signs of illness. Parents/guardians will be asked to take the student home and follow Stay at Home Requirements.
- All riders should wear cloth face covering while waiting for the bus and on the bus, unless other health conditions prevent this.
- Each rider must use hand sanitizer before entering the bus.
- Bus seating arrangement will meet 6-foot physical distancing objectives. Mark or block seats that must be left vacant.
- Ensure good ventilation with open/partially open windows.
- Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.

SUPPORT STAFF CHECKLIST

- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SUSD Sites.
- Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Actively model and support all required public health measures. Teach everyone it is okay to correct each other. Use “please” and “thank you” to everyone when reminded about public health measures.
- Look for visible signs of illness in students or staff. Refer visibly sick students and staff to the office or school nurse. Be aware of the district Stay at Home Requirements (Appendix B) .
- Encourage activities and strategies that promote positive coping during times of stress for adults and children.
- Encourage electronic communication rather than in person, including submitting and/or sharing electronic forms (i.e. documents requiring signature, etc.).
- Report any concerns about suspected communicable diseases to school site Administrators or school nurse.



STUDENT CHECKLIST



- Follow all Individual Health Precautions for Students and Staff and Mitigation Standards for SUSD Sites
- Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Let your parent/guardian know if you feel sick and remain home if you have a fever or other symptoms.
- If you become ill during the school day go immediately to the school office or health office to be checked.
- Be kind and understanding with others. Use “please” and “thank you” when talking about or being reminded about public health.
- Let others make their own choices. Do not tease or bully people who look, behave, or believe differently than your family.

PARENTS/GUARDIAN CHECKLIST

- Parents must screen their students for symptoms at home daily before school. Symptoms can include: Signs of illness include fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea per CDC guidelines.
- Complete the on line Symptoms Checker daily.
- Keep your child home per the Stay at Home Requirements. Contact your school office or school nurse if there are any questions about the Health Precaution guidelines.
- Call the school office when your child is sick. Report symptoms of illness.
- Call the school office if anyone in your household has been diagnosed with COVID-19 or has had close personal contact with someone with COVID-19.
- While on school site follow all Individual Health Precautions for Students and Staff.
- Personal prevention practices, such as physical distancing, hand hygiene, cloth face coverings and cough/sneeze etiquette are important principles to reduce the spread of COVID-19. (CDC)
- Teach your child the public health guidelines — reinforce and practice these measures when in public.
- Be accepting of other people’s choices who may look, behave, or believe differently than your family.
- Staff and students must self-screen for symptoms at home daily. Complete the SUSD online Daily Symptom Check.
- If a person is sick or exhibits symptoms of COVID-19, they may not come to school and will follow **Stay at Home and Return to School Requirements**.
- Routinely update your child's emergency contact information.



KEY COMMUNICATION POINTS AND STRATEGY



MESSAGING BEFORE SCHOOL STARTS

- Student and staff safety is our top priority.
- School will reopen with modifications to programs and services to protect children and staff from COVID-19 infection. The district will follow the guidance of state and county health departments for implementation of precautions and modifications to school programs.
- The physical and mental health and safety of our community is the responsibility of each of us. Our behaviors affect each other.
- The current CDC guidelines outline five key components: isolation of ill individuals, personal hygiene, physical distancing, use of cloth face coverings, and disinfection of surfaces. In the absence of a vaccine or herd immunity, these actions together significantly reduce the risk of spreading COVID-19.
- Print Keep Each Other Safe Guidelines, Appendix A in annual parent notification.
- Ask parents/guardians to consider making cloth face coverings for reuse when in public and sending children to school with a cloth face covering. Face coverings will be provided if a child does not have one.
- Prevention of the spread of COVID-19 and the ability of our school to remain open depends on all of us following the Personal Hygiene Guideline (Page 29) and the Stay at Home Requirements (Page 30).
- We are in this together.

MESSAGING DURING OPENING

- Student and staff safety is our top priority.
- The situation is not stable and ongoing evaluation and modifications will be necessary.
- The district will follow state and county orders. District and school staff are working closely with appropriate San Joaquin County Public Health, San Joaquin County Office of Education, and surrounding districts to monitor the current situation, address concerns, inform and educate students.
- Routine cleaning protocols are being followed. High-touch areas and areas where sick students or staff were present will be disinfected, following established district guidelines.
- Prevention of the spread of COVID-19 and the ability of our school to remain open depends on all of us following the Personal Hygiene Guideline (Page 29) and the Stay at Home Requirements (Page 30)

ONGOING COMMUNICATIONS

- We prepare for the cold and flu season every year, by providing immunization clinics for eligible families, and conducting awareness campaigns to help prevent the spread of communicable diseases.
- Keep students home from school when sick and seek the advice of a healthcare provider for COVID-19 symptoms.
- Should we receive a concern regarding the exposure or confirmation of case of COVID-19, SUSD will respond immediately using our established protocols and guidance provided by SJCPH officials and the California Department of Public Health - School Guidance on COVID-19.
 - Prevention of the spread of COVID-19 and the ability of our school to remain open depends on all of us following the Personal Hygiene Guideline (Appendix D) and the Stay at Home Requirements (Appendix B).
 - We are in this together.





MESSAGING ON RESOURCES/SUPPORT

- ❑ We know this is an anxious time for our community and our hearts go out to those who are ill, have lost family members, who have lost jobs and are experiencing hardships brought on by the pandemic and mitigation measures.
- ❑ Our thoughts are with all of our families and children who are affected.
- ❑ Please note that there have been reports of students and others being stigmatized or bullied. We urge our community members to help prevent any discrimination and to respect the privacy of our
- ❑ community members. We encourage everyone in our community to treat each other with compassion, respect, and kindness as we work together to keep our community healthy and physically and emotionally safe.
- ❑ See COVID-19 Frequently Asked Questions on the SUSD website.

COMMUNICATION STRATEGIES FOR SCHOOL SITE STAFF AND ADMINISTRATION

- ❑ Establish and advertise widely a webpage for up to date information on the planning, pandemic response and expectations for staff, students, and families.
- ❑ Utilize Communications to distribute accurate information.
- ❑ Training of community liaisons currently at school sites.
- ❑ Meetings with school committees.
- ❑ Announcements during school hours - before school, between classes, before recess to reinforce personal hygiene guidelines.
- ❑ Designate a staff/community liaison or liaisons to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.
- ❑ Use all-calls, all emails, superintendent letters, school site websites, reminder texts.
- ❑ Use electronic billboards/marquis.
- ❑ Use banners, signage through the school to reinforce messaging.
- ❑ Translation of communications should be provided based on the threshold languages of the community.



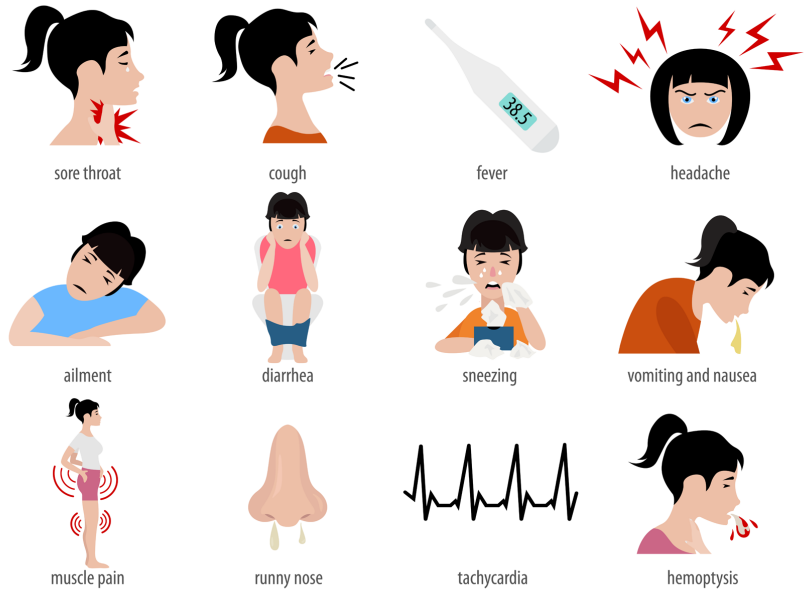
KEEPING EACH OTHER HEALTHY DURING COVID-19



Health Screening Every Day Before School: Check your child's temperature and look for signs of illness. Your child should stay home if they:

- Have any of these symptoms, or has
- been diagnosed with COVID-19
- Have been told to isolate or quarantine by your doctor or the health department
- Had recent contact with someone with COVID-19
- Recently traveled somewhere outside the U.S.

Please note that your child may be required to stay home and participate in distance learning for up to 10-14 days based on public health guidelines. Report your child's absence and symptoms to the school each day.



Use Cough/Sneeze Hygiene

Teach children to sneeze into a tissue or elbow. Throw tissue away in a waste container. Wash hands with soap and water or use hand sanitizer. Do not touch your face.

Practice Hand Hygiene

Students should wash hands before leaving home and upon returning home. All students will wash hands often or use hand sanitizer at school.

Use Cloth Face Coverings at School

Children should come to school with a cloth face covering, unless a doctor says not to, or the child can't safely wear one due to their developmental level. Wash cloth face coverings daily at home. Face coverings may be available at school if needed.

Maintain Physical Distancing at School

Keep at least 6 feet away from other people. Space is the best way to avoid the spread of COVID-19. Do not form groups with other parents during drop off and pick up.



STAY AT HOME AND RETURN TO SCHOOL REQUIREMENTS **FOR STUDENTS AND STAFF DURING COVID-19**



These policies are based on public health guidance from the CDC. For any return to school outside of these guidelines students must bring a doctor's note. Contact your school nurse if you have questions about returning to school after illness.

Keep your child home if they have any of the following symptoms:

- Fever or chills
- Cough
- Fatigue
- Muscle or body aches
- Headache
- Diarrhea
- New loss of taste or smell
- Sore throat
- Shortness of breath or difficulty breathing
- Nausea or vomiting
- Congestion or runny nose

Keep your child home if they have been told to quarantine or isolate due to COVID-19 precautions:

- Advised to isolate or quarantine by your doctor or the health department
- Recently had contact with a person with COVID-19
- Has been diagnosed with COVID-19
- Recently traveled somewhere outside the U.S.

If your child misses school call the school office daily and report your child's symptoms.

Your child may return to school after:

- They have had no symptoms listed above for at least 24 hours (one full day) without the use of medicine, **AND**
- At least 10 days have passed since the day the symptoms first appeared.

*These return to school guidelines omit "other symptoms have improved" from the CDC recommended guidelines with the intention of keeping people with any symptoms of illness away from school to protect the health of other students and staff. In all cases, follow the guidance of your doctor and local health department.

Children with non-infectious chronic conditions should not be excluded from attending school. For instance, a child with allergy symptoms may have congestion, but is not a reason to exclude that child from school.

Please notify the school if your child has a chronic condition such as allergies, asthma, or migraines to prevent unnecessary exclusion. If there are questions about individual cases, contact your school nurse or health services.

Sources:

[Considerations for Schools. Updated May 19, 2020. CDC Steps to prevent the spread of COVID-19 if you are sick. CDC](#) [Quarantine and Isolation. CDC](#)



SCREENING REQUIREMENTS

FOR ALL PERSONS ENTERING SCHOOL SITES



Universal screening procedures of students and staff reduce the risk of transmitting infectious disease including COVID-19 at school.

- Qualtrics COVID-19 Self Check System will be utilized for:
 - Students and staff will be screened for symptoms of COVID-19; ill students or staff will be separated from others and sent home immediately.
 - Daily Symptom Health Self Checks: Staff and students are required to self-monitor for symptoms such as fever, cough, and shortness of breath. It is recommended that an individual not attend work or school if feeling any of the symptoms of COVID-19. Stockton Unified School District has established a secure tracking system for contact tracing that follows the guidance from health professionals to investigate cases and contacts of COVID-19. Contact tracing is a necessary component of reopening schools as we must maintain the safety of our staff, students, and community.
- SUSD employees will be informed to return home and to contact Risk Management. The site administrator or department lead will also inform Risk Management.
- SUSD students, the site will make immediate contact with the family. While waiting for the family to pick up the student, students will be isolated and monitored accordingly.
- Actions that staff will take when there is a confirmed case. All school(s) will have a designated staff person(s) to support contact tracing in order to collaborate and liaise with the SUSD Health Services department, RISK Management, and the office of COVID Management.
- Stockton Unified School District has established a secure tracking system for contact tracing that follows the guidance from health professionals to investigate cases and contacts of COVID-19.
- Qualtrics electronic COVID-19 Self Check management system has been implemented. Contact tracing is a necessary component of reopening schools as we must maintain the safety of our staff, students, and community.

SOURCES:

- [Coronavirus Response and Reopening Guidance; cde 2020](#)
- [Considerations for Schools. Updated May 19, 2020, CDC.](#)
- [San Joaquin County COVID Updates and Resources](#)
- [Steps to prevent the spread of COVID-19 if you are sick. CDC Quarantine and Isolation. CDC](#)



PERSONAL HYGIENE REQUIREMENTS **FOR STUDENTS AND STAFF DURING COVID-19 PANDEMIC**



COVID-19 is mostly spread by respiratory droplets released when people talk, sing, laugh, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose, mouth, or eyes causing infection. Personal prevention practices, such as handwashing, using masks and cough/sneeze etiquette are important principles to reduce spread. (CDC)

WASH HANDS FREQUENTLY

All students and staff should wash hands frequently. If soap and water are not available use alcohol-based hand sanitizer. The following guidelines are recommended for school settings.

WASH HANDS OR USE HAND SANITIZER:

- Upon arrival to the school site
- Before eating
- Before leaving the site
- Upon entry to any new classroom
- When using the restroom
- When visibly dirty
- After using a tissue, coughing into hands
- Upon arriving home

*Visible signage and reminders effective hand washing and use of sanitizer to all students and staff.

USE FACE MASKS

A cloth face covering should be worn by all individuals on school sites unless it is not recommended by a physician or is inappropriate for the developmental level of the individual

WHEN CAN YOU TAKE THE MASK OFF?

- Persons who 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 when alone and able to maintain a distance of at least six feet from others.
- Visible signage reminders on appropriate use and handling of face masks to all students and staff.

PROMOTE RESPIRATORY HYGIENE

Reinforce cough/sneeze etiquette including use of tissues and elbows using signage, training, lessons.

MAINTAIN AT LEAST 6 FEET DISTANCE FROM OTHERS

Keeping distance from others is the best way to avoid being exposed to respiratory secretions that are expelled into the air when other people talk, cough or breathe.

Sources:

[Considerations for Schools. Updated May 19, 2020, CDC.](#)

[When and How to Wash Hands, CDC.](#)

[Use of Face Coverings to Help Slow the Spread of COVID-19, CDC.](#)

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html>



FIRST AID, NURSING PROCEDURES, MEDICATION AND EXPANDED NEEDS TO ISOLATE SICK STUDENTS



First aid situations, to the degree possible, should be handled by the student and in the classroom to prevent office congregation and possible cross exposure. The following recommendations are made:

All classrooms should be provided with first aid supplies for minor concerns. (e.g. minor scrapes, nosebleeds, bug bites). Items may include band aids, gloves, gauze, soap, paper towels, etc. To the extent possible, students provide self-care. Students who are not feeling well will wear a cloth face covering when sent to the office and should take their belongings with them.

Students needing first aid, medication, medical procedures, who are ill, or who were previously cared for in the health office will now need to be separated into designated **well care and sick care areas**. The sick care area must be an isolated space set up to keep students with possible COVID-19 symptoms separate from well students.

As students enter the office with unscheduled needs, if they complain of illness symptoms ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19. If yes, send immediately to COVID-19 isolation (sick room), call parent, and send home.



Well Student Area	Sick Student Area/COVID-19 Symptom Area
First Aid Seizures Medications Hungry Diabetes Behavior Asthma Care Tired Allergies Anxiety	Fever (100 degrees or higher) New loss of taste or smell Cough Sore throat Shortness of breath or Difficulty breathing Congestion or runny nose Nausea Or Vomiting, diarrhea Muscle or body aches Headache
Staffing: A trained staff member, school nurse, or medical staff provides care.	Staffing: A trained staff member, school nurse, or medical staff assesses and provides care. If this is a separate room, additional staff may be necessary to monitor students if not visible by the staff member providing well-student care.
PPE: Staff delivering care will wear cloth face covering and use standard precautions if at risk of exposure to blood or body fluids.	PPE: Staff must wear gloves, disposable mask, and eye protection/ face shield.
Room requirements: Consider using the current nurse office already set up for first aid. Sink, soap, and paper towels available Have access to the bathroom Cot and/or chairs for resting students Table, counter, or desk First aid supplies Medication and procedure Computer or laptop to access IC to contact parents	Room requirements: Consider using a separate room or move sick care to a large room that can separate well and sick students by more than 6 feet and barrier. The room must be well-ventilated (open windows and door) Consider a barrier such as plexiglass between staff and sick students Have a sink, soap, and paper towels Have access to restroom nearby Cot and chairs for waiting students Phone Table, counter, or desk Computer or laptop to access IC to contact parents
Supplies First aid supplies PPE - gloves and masks Soap and paper towels Water for drinking Cot cover paper Disinfecting supplies - solution and paper towels	Supplies PPE - gloves, masks, face shield Thermometer Water for drinking Soap and paper towels Disinfecting supplies - solutions and paper towels Cot cover paper
Well student procedure: Student must wash hands upon arrival Place face covering on student if not already wearing one Use standard precautions when assisting students in first aid or procedures Disinfect surfaces after student leaves and before use by others	Sick student procedure Student must wash hands upon arrival Use standard precautions when assisting sick students - for suspected COVID-19 this includes, mask, face shield, and gloves Provide care keeping as much distance and little contact as possible Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19 Take temperature. Ask about and document any symptoms Call parent/guardian for immediate pickup If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home Provide parent/guardian with Stay at Home/When to Return to School guidelines (Appendix B) Disinfect all surfaces after the student leaves and before use by others If symptoms indicate that COVID-19 is suspected contact your school nurse or Health Services: Follow Communicable Disease Guidelines for notifying Health Services for possible outbreaks of infectious disease



GUIDELINES FOR TAKING CARE OF SICK STUDENTS



Sites must prepare taking care of students and staff when they get sick at school. Due to the risk of possibly transmitting COVID-19 to others, individuals who have symptoms of illness must be immediately separated to an isolation area. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms.

Sick students must stay in the isolated Sick Student Area until picked by parent/guardian.

- The room must be well-ventilated - doors left wide open.
- Maintain at least 6 feet distance from others
- Sick individuals must wear a disposable mask/face covering.
- Staff must use COVID-19 standard precautions when assisting sick students
- Maintain as at least 6ft distancing and limit contact as possible.

Provide parent/guardian with Stay at Home and When to Return to School instructions.

If the parent/guardian cannot pick up students, consider procedures for arranging transportation to their home.

Disinfect all surfaces after the student leaves and before use by others.

If COVID-19 is suspected follow Communicable Disease Guidelines for notifying Student Support & Health Services of possible outbreaks of infectious disease.

SOURCES:

- Opening Schools Guidelines. California Department of Education. June 2020
- COVID-19 Health Services Recovery Plan Resource in Educational Settings, California School Nurse Organization. June 8, 2020. Considerations for Schools. Updated May 19, 2020, CDC.
- When and How to Wash Hands, CDC.
- Use of Face Coverings to Help Slow the Spread of COVID-19, CDC.
- San Joaquin County 2020-2021 School Year Planning Guide. San Joaquin County Office of Education



TRAINING FOR STAFF, PARENTS AND STUDENTS



STAFF TRAINING

- Rationale for district guidelines
- Self-screening and when to stay home
- Physical distancing guidelines and their importance
- Use of face coverings
- Screening practices
- COVID-19 symptom identification and what to do
- Cleaning and disinfection training

STUDENT TRAINING

- What is Covid-19?
- Self-screening and when to stay home.
- Precautions we are taking and why - distancing, face covering, hand washing, stay at home guidelines.
- Handwashing How To
- How to use a facemask.
- What is 6 feet
- Cleaning their space

PARENT/GUARDIAN TRAINING





- What is COVID-19?
- Rationale for district guidelines
- Self-screening. When to keep students home if they are ill and the length of time they must stay home.
- Taking and monitoring temperatures at home.
- Hygiene precautions - distancing, face covering, hand washing
- Need for accurate contact information and multiple emergency contacts
- Importance of coming to school quickly to pick up their child, if called



SUGGESTIONS FOR SETTING UP CLASSROOMS



In order to reduce the spread of COVID-19 at school, we will use a combination of measures to prevent the spread of COVID-19 and break the chain of infection. Every space and group of kids will be different, the idea is to minimize risk of transmission using

 Physical Distancing	 Hand Hygiene & High Touch Surfaces	 Cloth Face Coverings	 Cough/Sneeze Etiquette
Rearrange desks and common seating spaces to maximize the space (6ft) between participants and at the front of the room- 3 foot radius). Use visual aids to help communicate proper distance (e.g. hula hoop, tape on carpet, arm span).	Create a hand washing or hand sanitizer routine upon entering the classroom. Place bottles of hand sanitizer at the entrance. Allow time for handwashing or use of alcohol-based hand sanitizer before eating and upon returning to the classroom.	Model wearing a face covering in the classroom. Provide access to face cloth coverings at entrances. Cloth Face Coverings for Children During COVID-19	Have facial tissue available in the classroom, or packets of tissue in a baggie for each student.
Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).	Avoid community supplies when possible. If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.	Decorate cloth face coverings as a class activity.	Hang Cover Your Cough posters, Wash Your Hands, and Stay Home if You Are Ill posters in your room.
Hold classes outside and encourage participants to spread out whenever possible	Ensure adequate supplies to minimize the sharing of high-touch materials to the extent possible, assign supplies to a single student, or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use	Encourage students to wear a cloth face covering correctly. Review how to put one on and take it off. Encourage students to avoid touching their face with their hands as much as possible.	Have an open-top wastebasket available in the classroom, or baggies at individual desks to reduce children walking around the classroom.
Consider use of cardboard “offices” as a mechanical barrier between students	Do not share equipment between staff, volunteers, and participants when possible	Hang pictures of students and staff both with and without a mask.	Show videos that teach proper cough/sneeze etiquette and handwashing.
Use visual cues to demonstrate physical spacing (spacing dot/ markers).	Do not allow students to bring toys or personal items to school. Avoid sharing electronic devices, toys, books, and other games or learning aids.	Develop a system for students to express their frustrations or feelings (e.g. desk cards, email, etc.) since facial expressions can be difficult to discern while wearing a cloth face covering.	Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19. Look for visible signs of illness in students or staff. Send any visibly sick students to the office.
Use visual aids (e.g., painter’s tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.	Keep child’s belongings separated from others and in individually labeled containers, cubbies, or areas. Store backpacks/jackets at desks.	For group work, group students in the virtual setting to reduce movement of students around the room.	Limit volunteers to the classroom.
Allow children to alternate sitting and standing at their desk rather than walking around the room. Encourage stretching.	Give students their own fidget toys, or create their own calm down space rather than a fidget box or classroom time out space		



HAND HYGIENE: ROUTINE IDEAS FOR TEACHERS



When teaching handwashing reinforce the concept of classroom community, protecting and caring for each other. Use videos to teach and demonstrate handwashing. Practice hand washing yourself.

- Video for young children: [CDC - Wash Your Hands!](#) (30 seconds)
- Video for older children: [CDC -Fight Germs, Wash Your Hands!](#) (3 minutes)
- Classroom resources for teaching about handwashing: [Minnesota Department of Health](#)

HAND WASHING ROUTINE: TEACHING YOUNGER STUDENTS

Proper handwashing, especially for the younger students, can be challenging. Establishing a routine at the entrance to the classroom at the beginning of the day, after recess and before lunch helps to keep students and staff healthy while ensuring washing is lasting long enough to rid the hands of germs. Engaging helpers (if desired) makes this a community activity of protecting one's self, as well as protecting your fellow classmates and teacher.

- **Supplies**
 - Spray bottle with clean water
 - District approved pump hand soap
 - Paper towels and tongs
 - 3-4 student helpers (wash hands first, put on face cover)
- **Procedure**
 - When lining up to enter the classroom (while ensuring proper distancing)
 - Helper 1 with spray bottle wets the lined-up student's outstretched hands
 - Helper 2 dispenses small amount of soap onto the wetted hands
 - Student scrubs hands together and begins counting to 20 or humming Happy Birthday (quietly to self) or going through the ABCs as they slowly make their way to the sink.
 - Student rinses hands after 20 seconds of vigorous scrubbing.
 - Helper 3 provides towel (with clean tongs –fine motor skill practice)
 - Helper 4 ensures used towels are properly disposed of.

HAND WASHING ROUTINE: IDEA FOR ROOMS WITHOUT A SINK

For rooms without a sink you may have all students use the same process as above at a sink near the classroom. If this is not feasible use hand sanitizer with >60% alcohol.

- **Supplies:** Hand Sanitizer >60% alcohol in pump use multiple bottles
- **Procedure:**
 - Students line up to enter the classroom separated 6 feet apart.
 - Helpers with hand sanitizer pumps a dime sized amount into the lined-up student's outstretched hands
 - Students rub hands together being sure to wet thoroughly all parts of hands, top and in between fingers



IMMUNIZATION PLANNING AND PUBLIC HEALTH DEPARTMENTS

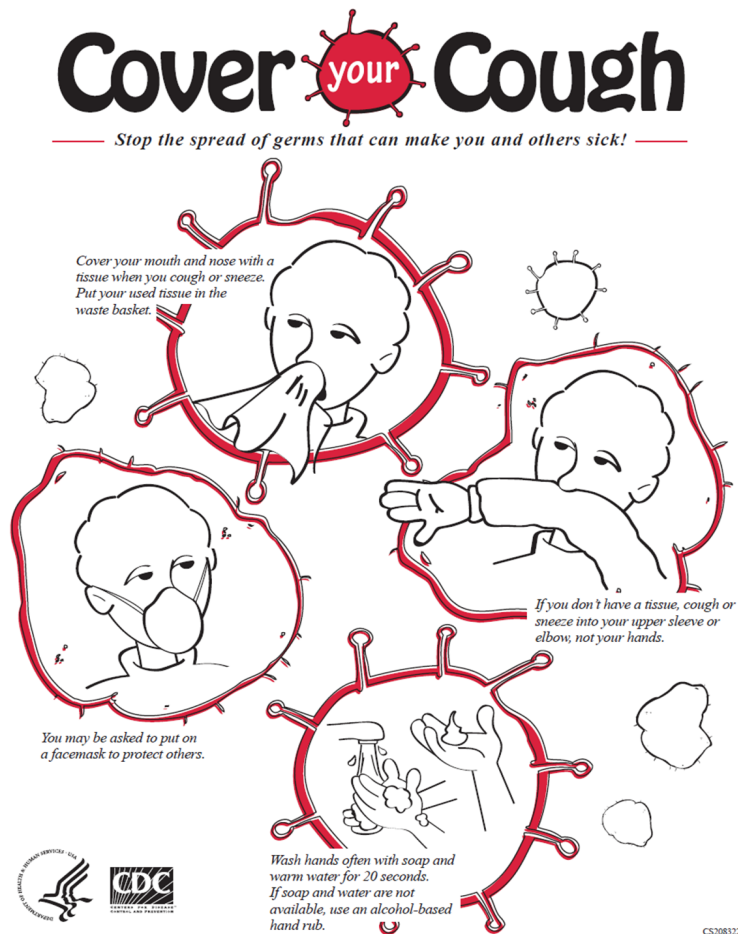


IMMUNIZATION PLANNING

Educational settings in California are home to 6.3 million children and comprise 15% of California's population. School-based vaccination has been shown to be an effective measure in immunizing mass numbers of children and adolescents. When a COVID-19 vaccine becomes available the district will coordinate with San Joaquin County Public Health to provide immunizations. In counties throughout California, where school nurses have delivered influenza vaccinations it has been shown to reduce pediatric hospitalizations and increase student attendance when compared to other counties where such services were unavailable.

COUNTY PUBLIC HEALTH NUMBERS

San Joaquin County Public Health
(209) 468-3400



[Cover Your Cough PDF](#)

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