

SUSD Cohorts: Health Services Guidelines

1. Cohorts for after school extra help/tutoring programs will be assigned by the school site. Check with site Admin for the classroom number(s) where cohorts will be meeting and ask admin to notify you if a cohort changes classrooms.
2. Students will be enrolled through an electronic system called Procure. This is the afterschool data-bases used to track students in the program.
3. Students will sign in and out at school site using Procure QR code. This information is provided to the families through by Afterschool Program managers.
4. During the Procure sign in, parents/students will receive a link to complete Qualtrics
5. Qualtrics will email reports to the assigned school nurse. Non-certified and Non-response reports.
6. The teacher will begin the class with a daily health self-check reminder. Asking students if they feel ill. If they feel ill they will be send to the designated isolation room.
7. Health Services staff will be on-site for COVID support and contact tracing.
8. Students with COVID like symptoms will be sent home following Dr. Parks COVID-19 Guidelines. (sending a student home with symptoms does not mean they are positive)
9. Provide information to the Principal on students sent home and update Principal with information. Provide reassurance on the contact tracing process.
10. Obtain a list of students who are at school and have been in contact with the ill student, in the event you need the list for contact tracing. Do a classroom observation to ensure that physical distancing and masking guidelines are practiced. Reteach and remind students/staff when necessary.
11. If students are identified as COVID positive, start contact tracing. Consult with Health Services Admin the first time you send out notifications letters.
12. Provide exposure/non-exposure letter to Principal to send out to Cohort(s). Review classroom sanitation/disinfectant procedures with custodial staff.
13. Contact Jennifer Gist in Risk Management for employee follow up if needed.
14. Communicate with staff members and participants regarding any cases of COVID-19 while maintaining confidentiality in accordance with the American Disabilities Act.
15. Email schools@sjcphs.org to start the reporting process to Public Health.
16. After receiving a case name and event number from Public Health, report information in SPOT.

Cohort Guidelines:

1. Cohort participants will not intermix or congregate in any common areas on campus.
2. Students may not share items (must bring their own water bottles- SUSU has purchased water bottles for all students)
3. Monitor for cohort health/safety expectations and methods with participants.
4. Cohorts may consist of a maximum of 16 total individuals (including staff). So 15 kids and the teacher, or 14 kids and two rotating teachers, would be the hard-max. You can have this total number split up on different days but it cannot exceed a total of 16.