

# Considerations for Schools: Sylvan Union School District Prevention, Preparedness and Response to COVID-19

In accordance with the California Department of Public Health (CDPH), Centers for Disease Control and Prevention (CDC) and County Public Health Guidance and recommendations from California School Nurses Organization (CSNO), Sylvan Union School District provides the following response to COVID-19:

Provide resources and links to information regarding the Guidance provided by the above agencies. Those links and resources are included on page 6 of this document. California School Nurses Organization provided flow charts for COVID-19 symptoms and are included in pages 7-9 of this document. A graphic flowchart sample (utilized by the North Carolina Child Care Health and Safety Resource) outlining steps for students and staff screening is also included as an appendix to this plan.

Ensure staff and families know they should not come to school, and they should notify school officials if they have COVID-19 [symptoms](#), are diagnosed with COVID-19, are waiting for test results, or have been [exposed](#) to someone with symptoms of a confirmed or suspected case.

Make sure staff and families are aware of COVID-19 symptoms and when emergency medical attention may be required. People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

- Fever (100.4 degrees F) or chills
- 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
- Diarrhea

\* This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

For serious injury or illness, call 911 without delay. Look for emergency warning signs for COVID-19. Seek medical attention if COVID-19 symptoms become severe, including trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake or bluish lips or face.

Work with school administrators, nurses and other healthcare providers to identify an isolation room or area to separate from anyone who exhibits symptoms of COVID-19. Any students or staff exhibiting symptoms should immediately wear a face covering and be required to wait in an isolation area with a designated staff person until they can be transported home or to a healthcare facility, as soon as practicable.

To support our joint efforts to reduce exposure and spread, staff will be responsible for completing a daily Self Screening Log. Staff will review and answer the set of questions and then list the date, employee name and signature on the log if they have responded, “no” to all questions. By signing the log, the staff member agrees and acknowledges that he/she is healthy and able to be at work. The completed log will be turned into the administrator/supervisor on the last day of each month.

Students will participate in a wellness check as part of passive symptom control with families taking responsibility to check temperatures and COVID-19 possible symptoms. Any student who exhibits COVID-19 symptoms will remain at home or if any student becomes ill while at school, the above protocol for COVID-19 will be followed.

Notify local health officials, staff and all families immediately of any positive case of COVID-19 while maintaining confidentiality in accordance with ADA Americans with Disability Act. Schools should report a positive case of COVID-19 in a student or staff member to the Stanislaus County Public Health Provider Line immediately at 209-558-5678. HR Department will notify public health to report employee positive cases; school nursing staff will notify public health to report student positive cases. Clinical questions can also be referred to this line.

Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation recommended for cleaning. Keep disinfectant products away from students.

SUSD will continue:

Regular housekeeping practices, including cleaning and disinfecting frequently used rooms, tools, equipment and other elements of the work environment, when possible.

Regular cleaning of shared spaces including cubicles, lobby areas and staff/break rooms.

Disinfect shared surfaces (door handles, light switches, counter tops etc.) on a regular basis.

Avoid sharing tools and equipment with co-workers; disinfect before/after each use if it is shared. Gloves must be worn for collecting and removing trash from the workplace.

Notify Human Resources to advise those that had close contact (less than 6 feet for 15 minutes or more) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#) and follow [CDC guidance](#) if symptoms develop.

Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation and/or are directed to return per a medical provider, public health

agency or HR.

If an employee or a student has or thinks he/she might have COVID-19, it is important to stay home and away from other people. Staying away from others helps stop the spread of COVID-19. Any person who is experiencing any of these symptoms or is feeling sick, must stay home and notify the school office or his/her supervisor. If the staff member or student begins to feel symptoms or sick, after arriving at work or school, he/she is to immediately notify the teaching staff and/or supervisor. All staff reports will be tracked and monitored by Human Resources; staff will follow all directives provided by HR regarding COVID-19 reports, tracing, quarantine and monitoring.

If an employee is directed to be tested for COVID-19 by a medical provider or public health agency staff, the employee shall notify HR and follow up with HR with the outcome of the testing. HR will communicate with employees the timeline to be placed off of work as well as the return to work date for employees.

While an employee or student waits for the outcome of COVID-19 testing and/or if the employee or student tests positive for COVID-19 he/she will be asked to quarantine and/or self-isolate. Per the Order from the County Health Officer (dated July 20, 2020), "All individuals who have been diagnosed with or are likely to have COVID-19 must immediately take the following actions: Isolate themselves in their home or another residence until: (a) at least 10 days since symptoms first appeared, AND (b) at least 1 day (24 hours) have passed since recovery, defined as resolution of fever without use of fever-reducing medications and improvement of respiratory symptoms (e.g., cough, shortness of breath). Until this time, they may not leave their place of isolation or enter any other public or private place, except to receive necessary medical care."

An employee or student who tests positive for COVID-19 and is asymptomatic (not exhibiting any of the symptoms listed above) will be directed to quarantine or self-isolate for 10 days. If the employee or student continues to have no symptoms, he/she can be around others and return to work or school after 10 days have passed since the administration of the test.

When an employee or student tests positive for COVID-19, any employee or student who was in close contact\*\* with the positive case, will be notified by HR or school nursing staff and may be asked to quarantine or self-isolate depending upon the timeline of exposure. HR or school nursing staff will ask for a list of close contacts \*\* and contact the listed employees, staff or students. Confidentiality will be maintained for all employees and students and specifics, including the name or role of the employee or student, who tested positive, will not be shared. Employees or families who have concerns about exposure are encouraged to contact their medical provider.

A person is considered to be a close contact\*\* of a person with or likely to have COVID-19 if, within 48 hours before that person's symptoms began and until that person is no longer required to be isolated. [See Close Contact definition below.]

**\*\* Close Contact:** A person is considered to be a close contact of a person with or likely to have COVID-19 if, within 48 hours before that person’s symptoms began and until that person is no longer required to be isolated, they (a) were within six (6) feet of a person who has or is likely to have COVID-19 for more than 15 minutes or (b) had unprotected contact with body fluids and/or secretions (such as being coughed on/sneezed on, shared utensils or saliva, or provided care without wearing protective equipment of a person who has or is likely to have COVID-19), as defined by Stanislaus County Health Services Agency Order issued on April 28<sup>th</sup> and reissued on July 20<sup>th</sup>.

Employees or students will be asked to provide a note(s) or letter(s) from his/her medical provider regarding the illness and/or COVID testing. All information that is shared with HR and school nursing staff is confidential.

The District will follow mandates and laws as established by county, state and federal government, as they pertain to public schools, regarding the actions taken in response to COVID-19 related illness including but not limited to quarantine, notification, and medical documentation.

Students and staff returning to school after an absence due to COVID-19 related illness may discontinue home isolation when one of the following strategies are met:

1) Symptom-based Strategy:

- At least 1 day (24 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
- At least 14 days have passed *since symptoms first appeared*.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

2) *Test-based strategy:*

- Resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
- Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA

The District will maintain daily data for student and employee health including when students or staff are sent home for illness of any kind; the student and staff information and symptoms must be documented and considered confidential. The staff information will be tracked and maintained by the HR department; the student information will be recorded at the site level and monitored and tracked by the Student Services Department and school nursing staff.

Visitors will not be permitted to access the grounds or rooms on the school/work sites. The exception to this directive will be parent/guardian of any student who is participating in 1:1 or small group assessment/instruction. Visitors or community members may report to the school entrance. When a member of the public enters a lobby area or other shared space, the member

of the public and the employee must wear a face covering and staff will ask the visitor or community member to keep a personal distance of at least six (6) feet. All lobby or entrance areas of worksites or school sites have clearly marked social distancing reminders and postings.

Any employee, contractor, vendor or visitor showing signs or symptoms of COVID-19 will be asked to leave the workplace or school site and return home.

No physical greeting such as a handshake, hug or high-five will be permitted.

All in-person meetings will be limited. To the extent possible, meetings will be held by telephone or virtual platforms. The exception to this would be for 1:1 student assessments or small group instruction or assessment (3-5 students), with face coverings provided and social distancing practices by all participants. During in-person meetings, avoid more than 10 people gathered in a group and participants must remain six (6) feet apart, wear a face covering, and preferably hold the meeting in an outdoor space, if feasible.

Employees are encouraged to stagger break and lunch periods, if practicable. In a shared staff room or break room, there may only be present as many employees as can be present with six (6) feet socially distanced.

Employees are encouraged to minimize ride-sharing; while in shared vehicles, employees must wear face coverings and ensure adequate ventilation.

Employees are encouraged to contact their supervisors/administrators for any questions or concerns regarding additional safety practices and procedures as they apply to the work location.

Staff and students will follow guidelines for hygiene and sanitation including:

- Frequently wash hands with soap and water for at least 20 seconds.
- When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Soap and water and/or hand sanitizer is provided for all employees working on site.
- Avoid touching eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.

Employees and students will be required to wear a face covering. A face covering may include a face mask, face shield, bandana, scarf, etc. Employees, students and members of the public are required to wear a mask or face covering when they cannot socially distance (space of at least 6 feet between people), when they are engaging with a member of the public, when they are working in any space visited by members of the public, regardless of whether anyone from the public is present at the time and when they are walking through shared spaces such as hallways or workrooms. If employees are in close contact with any other person, including one-on-one conversations or in a shared space for more than 15 minutes, they are required to

wear a face covering. If employees or students are in any room or enclosed area where other people are present, when unable to physically distance, employees and students are required to wear a face covering. It is a best-practice to have employees and students to have their masks or face coverings with them at all times to ensure they are prepared if social distancing is not possible or an interaction is extended between staff, students or families. Persons exempted from wearing a face covering due to a medical condition who are employed in a job involving regular contact with others should wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, if their condition permits it. Any medical exemptions, provided by a medical provider, regarding face coverings, will be reviewed by HR or student nursing staff on a case-by-case basis.

### **Resources and Information regarding COVID-19**

**To access the links below hold down the control button “Ctrl” and click on the link.**

[CDC COVID-19 Information](#)

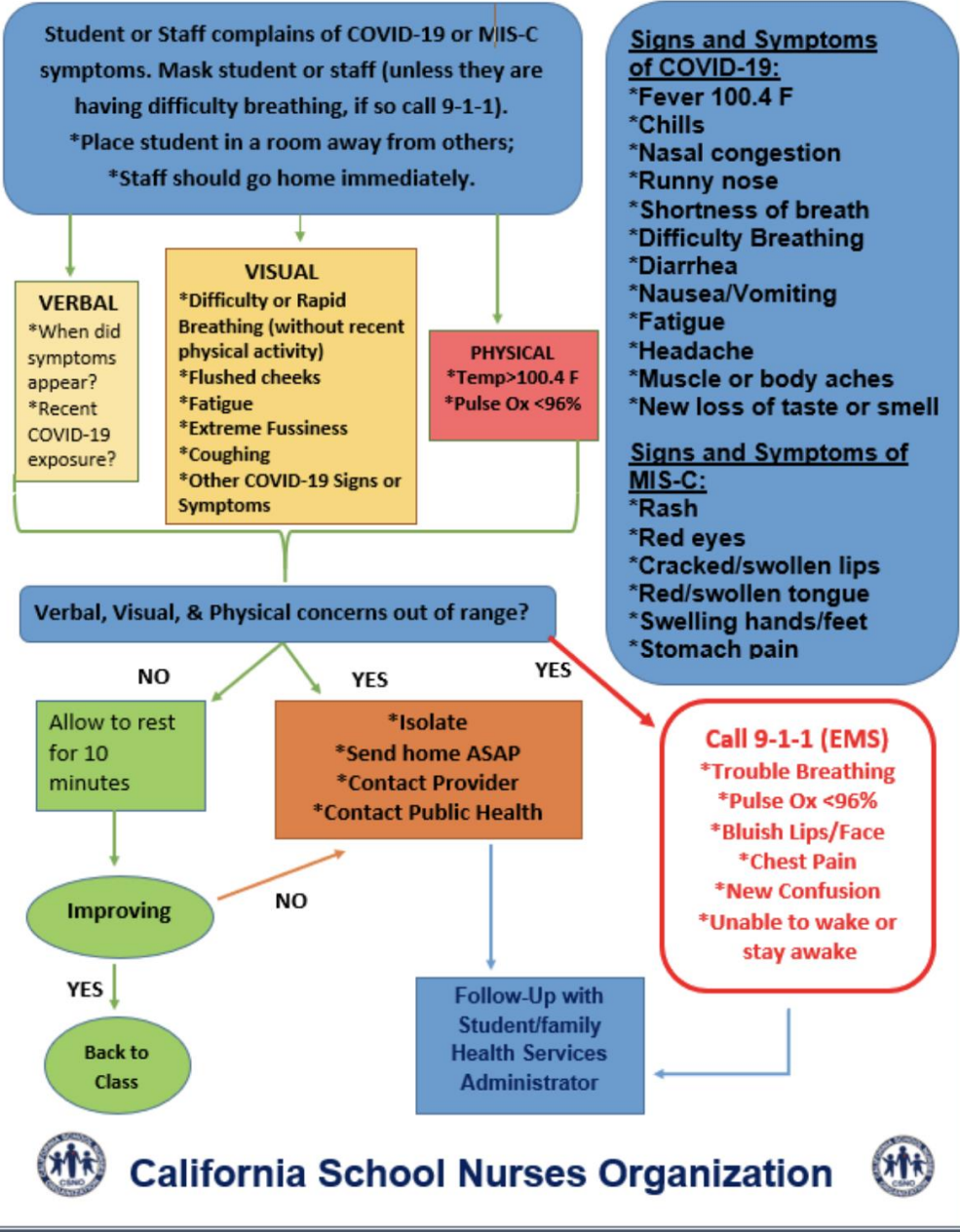
[California Department of Public Health COVID-19 Information](#)

[Stanislaus County Public Health Agency COVID-19 Information](#)

**July 2, 2020**

**Attachments for guidance from CSNO can be found below.**

## COVID-19 Screening Flow Chart





# COVID-19 Now What Flow Chart

I just found out...

I'm COVID-19 positive

\*Self-isolate at home for 10 days.  
\*Avoid infecting others

May return to work/school when a health care provider\* affirms that:  
-At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and  
-Improvement in respiratory symptoms (e.g., cough, shortness of breath); and,  
-At least 10 days have passed since COVID-19 symptoms first appeared.

I've been exposed/had close contact with someone that is COVID-19 positive

\* Get COVID-19 Tested by calling your health care provider or by finding a test site.

\*Self-quarantine for 14 days from last exposure to COVID-19

\*Avoid infecting others in case you are COVID-19 Positive

You may return to work/school:  
-If your COVID-19 Test is negative.  
-If you test positive see measures on the column to the left entitled "I'm COVID-19 Positive."

I may have been exposed to someone with COVID-19

See the "COVID-19 Possible Exposure Worksheet"

## Signs and Symptoms of COVID-19:

- \*Fever 100.4 F
- \*Chills
- \*Congestion or runny nose
- \*Cough
- \*Shortness of breath
- \*Difficulty Breathing
- \*Diarrhea
- \*Nausea/Vomiting
- \*Fatigue
- \*Headache
- \*Sore throat
- \*Muscle or body aches
- \*New loss of taste or smell

## Signs and Symptoms of MIS-C:

- \*Rash
- \*Red eyes
- \*Cracked/swollen lips
- \*Red/swollen tongue
- \*Swelling hands/feet
- \*Stomach pain

## \*Health Care Provider may include:

- Physician or Surgeon
- Physician's Assistant
- Nurse Practitioner
- Registered Credentialed School Nurse
- Public Health Nurse



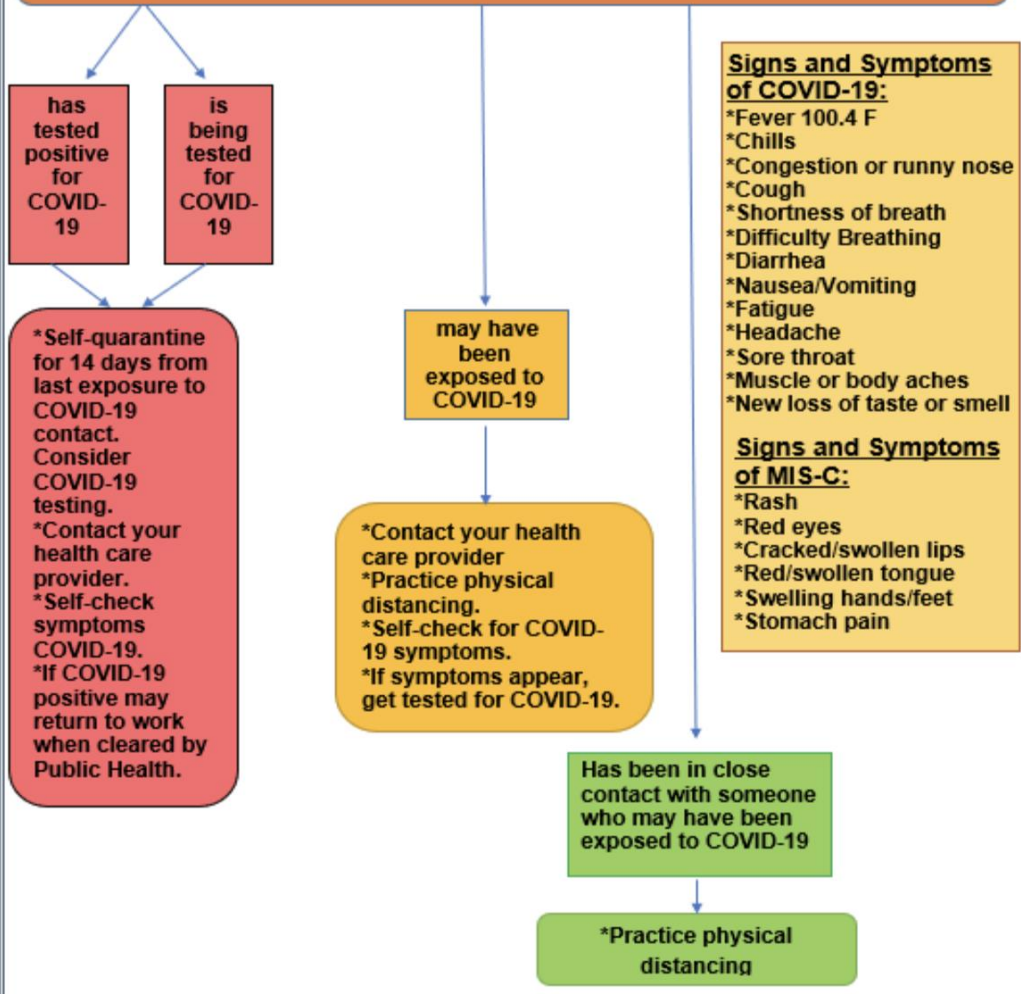
California School Nurses Organization





## COVID-19 Exposure Screening Flow Chart

**Student or staff share they have been exposed/in close contact, within 6 feet for 15 minutes or greater, with someone who...**



**California School Nurses Organization**

