The guidelines below will reduce the risk of spreading illness at school. Guidelines may change over time.

**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 have 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 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.
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
- 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

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 more than 100 miles from home

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 fever 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, and symptoms are improving.

*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. For return to school outside of these guidelines students must bring a doctor’s note or receive clearance from the school nurse.

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.

All students and staff entering a site must be screened for illness.

Any student or staff with a temperature of 100.4 degrees or higher, or any sign or symptoms of illness per Stay at Home Requirements (Appendix B) shall return home.

Sites shall set up controlled entry and exit locations in order to effectively screen all persons entering to ensure they understand and follow disease prevention precautions. Post signage conspicuously — if you are sick do not come to school, distancing, face covering, and hand hygiene rules.

Students and staff approaching the entry must be wearing a cloth face covering. Provide face coverings for those who do not have their own.

If possible, the parent/guardian will remain with the student while screening occurs, in case the student is not well enough to attend school and needs to return home. Students will wait in a line with physical distancing. Place spot markers on the ground to indicate spacing. Post signage - indicating symptoms being screened for.

Staff will screen student:
• Take temperature.
• Ask if any signs or symptoms of illness – how are you today? Are you sick at all?
• Look at the student.

If the temperature is less than 100.4 degrees, and the student reports no sign or symptoms of illness, and the student appears well then release to wash hands and enter campus.
• If the student has a sign of illness send to a designated isolation area to call the parent and return home with Stay at Home Requirements (Appendix B) information for the parent.
• If staff is unable to reach the parent the student must be isolated in a separate “isolation area” following the Guidelines for Caring for Sick Children (Appendix F) on site until the parent can be reached.

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.
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 lunch
- 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.
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.
### HEALTH & SAFETY PLAN DURING COVID-19

#### APPENDIX E - FIRST AID, NURSING PROCEDURES, MEDICATION, SICK STUDENT ISOLATION

<table>
<thead>
<tr>
<th>Well Student Area</th>
<th>Sick Student Area/COVID-19 Symptom Area</th>
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</thead>
<tbody>
<tr>
<td><strong>First Aid</strong></td>
<td>Fever (100.4 degrees or higher)</td>
</tr>
<tr>
<td><strong>Medications</strong></td>
<td>Cough</td>
</tr>
<tr>
<td><strong>Diabetes</strong></td>
<td>Shortness of breath or difficulty breathing</td>
</tr>
<tr>
<td><strong>Asthma Care</strong></td>
<td>Muscle or body aches</td>
</tr>
<tr>
<td><strong>Allergies</strong></td>
<td>Headache</td>
</tr>
<tr>
<td><strong>Anxiety</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Staffing:** A trained staff member, school nurse, or medical staff provides care.

**PPE:** Staff delivering care will wear cloth face covering and use standard precautions if at risk of exposure to blood or body fluids.

**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
- Chairs for resting students
- Table, counter, or desk
- First aid supplies
- Medication and procedure
- Computer or laptop to access IC to contact parents

**Supplies**
- First aid supplies
- PPE - gloves and masks
- Soap and paper towels
- Water for drinking
- Disinfecting supplies - solution and paper towels

**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
- Place a surgical mask on the sick student
- 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 pick up
- 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 area until picked by parent/guardian.
- The room must be well-ventilated - windows and doors left wide open.
- Maintain at least 6 ft distance from others
- Sick individual must wear a disposable mask.
- Staff must use COVID-19 standard precautions when assisting sick students
- Wear a disposable mask, face shield, and gloves
- Maintain as much 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 Human Resources of possible outbreaks of infectious disease.

Sources:
Opening Schools Guidelines. California Department of Education. June 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.
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

<table>
<thead>
<tr>
<th>Physical Distancing</th>
<th>Hand Hygiene &amp; High Touch Surfaces</th>
<th>Cloth Face Coverings</th>
<th>Cough/Sneeze Etiquette</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rearrange desks and common seating spaces to maximize the space (6ft) between participants and at the front of the room. Use visual aids to help communicate proper distance (e.g., hula hoop, tape on carpet, arm span).</td>
<td>Create a hand washing or hand sanitizer routine upon entering the classroom. Place bottles of hand sanitizer at the entrance. <strong>Allow time for handwashing</strong> or use of alcohol-based hand sanitizer before eating and upon returning to the classroom.</td>
<td>Model wearing a face covering in the classroom. Provide access to face cloth coverings at entrances. <strong>Cloth Face Coverings for Children During COVID-19</strong></td>
<td>Have facial tissue available in the classroom, or packets of tissue in a baggie for each student.</td>
</tr>
<tr>
<td>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).</td>
<td>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.</td>
<td>Decorate cloth face coverings as a class activity.</td>
<td>Hang Cover Your Cough posters, Wash Your Hands, and Stay Home if You Are Ill posters in your room.</td>
</tr>
<tr>
<td>Hold classes outside and encourage participants to spread out whenever possible.</td>
<td>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.</td>
<td>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.</td>
<td>Have an open-top wastebasket available in the classroom, or baggies at individual desks to reduce children walking around the classroom.</td>
</tr>
<tr>
<td>Consider use of cardboard “offices” as a mechanical barrier between students.</td>
<td>Do not share equipment between staff, volunteers, and participants when possible.</td>
<td>Hang pictures of students and staff both with and without a mask.</td>
<td>Show videos that teach proper cough/sneeze etiquette and handwashing.</td>
</tr>
<tr>
<td>Use visual cues to demonstrate physical spacing (spacing dot/markers).</td>
<td>Do not allow students to bring toys or personal items to school. Avoid sharing electronic devices, toys, books, and other games or learning aids.</td>
<td>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.</td>
<td>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.</td>
</tr>
<tr>
<td>Use visual aids (e.g., painter’s tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.</td>
<td>Keep child’s belongings separated from others and in individually labeled containers, cubbies, or areas. Store backpacks/jackets at desks.</td>
<td>For group work, group students in the virtual setting to reduce movement of students around the room.</td>
<td>Limit volunteers to the classroom.</td>
</tr>
<tr>
<td>Allow children to alternate sitting and standing at their desk rather than walking around the room. Encourage stretching.</td>
<td>Give students their own fidget toys, or create their own calm down space rather than a fidget box or classroom time out space</td>
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<td></td>
</tr>
</tbody>
</table>
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
1. When lining up to enter the classroom (while ensuring proper distancing)
   a. Helper 1 with spray bottle wets the lined-up student’s outstretched hands
   b. Helper 2 dispenses small amount of soap onto the wetted hands
2. 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.
3. Student rinses hands after 20 seconds of vigorous scrubbing.
4. Helper 3 provides paper towel (with clean tongs – fine motor skill practice)
5. Helper 4 ensures used paper 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:
1. Students line up to enter the classroom separated 6 feet apart.
2. Helpers with hand sanitizer pumps a dime sized amount into the lined-up student’s outstretched hands
3. Students rub hands together being sure to wet thoroughly all parts of hands, top and in between fingers.
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 Amador 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.
Cover your Cough

Stop the spread of germs that can make you and others sick!

Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.

If you don’t have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.

You may be asked to put on a facemask to protect others.

Wash hands often with soap and warm water for 20 seconds. If soap and water are not available, use an alcohol-based hand rub.