



AMADOR COUNTY UNIFIED SCHOOL DISTRICT

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217 Rex Avenue, Jackson, CA 95642 | www.amadorcoe.org

Health and Safety Plan during COVID-19 for a Safe Return to School

Updated **2-10-2021**

The COVID-19 pandemic has immensely changed our lives in so many ways. As we wait for a vaccine and treatment, we must work together to mitigate the risk in our community, while still educating and supporting the health and well-being of our students.

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.

Physical distancing does not come naturally or easy. Maintaining physical distance violates so many of our social norms, especially for those we are closest with.

As we navigate our new normal, we must support each other in remaining humble and flexible. We continue to learn about COVID-19, and as the science changes our responses may need to change as well. We may find ourselves adopting new strategies or measures - and quickly having to revise our plans.

Flexibility is key as we try to contain the spread of COVID-19. As the CDC advises, there may be times when we need to return to remaining safer at home. In any situation, we will work together with our community, relying on our collective ingenuity and creativity to help us respond and address changes as needed.

All information contained in this Health and Safety Plan during COVID-19 for a Safe Return to School is taken from the California Department of Public Health's [COVID-19 INDUSTRY GUIDANCE: Schools and School- Based Programs](#) and the [COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year](#). All content has been reviewed and approved by Amador County Public Health Officer Dr. Kerr.

Public Health Recommendations

This plan was developed using recommendations from the California Department of Public Health, California Department of Education, Amador County Public Health, Sacramento County Office of Education, California School Nurses Organization, 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:

COVID-19 is thought to spread mainly through close contact from person to person, including between people who are physically near each other (within about 6 feet). People who are infected but do not show symptoms can also spread the virus to others.

- People who are physically near (within 6 feet) a person with COVID-19 or have direct contact with that person are at greatest risk of infection.
- Infections occur mainly through exposure to respiratory droplets when a person is in close contact with someone who has COVID-19.
- When people with COVID-19 cough, sneeze, sing, talk, or breathe they produce **respiratory droplets**. These droplets can range in size from larger droplets (some of which are visible) to smaller droplets. Small droplets can also form particles when they dry very quickly in the airstream.
- Respiratory droplets can also land on surfaces and objects. It is possible that a person could get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.
- Spread from touching surfaces is not thought to be a common way that COVID-19 spreads.

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
- Active and passive screening

Mitigation Measures for Students and Staff

Health Screening:

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. 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.

Active Screening - Temperature Checks and Procedures: Active screening requires all students and staff entering a site or school bus to be screened for illness including a temperature check and review of signs and symptoms of illness. 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, unless exempted under CHPH criteria. Face coverings will be available for those who do not have their own.

Process for Daily Student Screening:

- Temperature checks will be done before students leave vehicles when at all possible. If this is not possible, students will wait in a line with appropriate physical distancing. Visual cues will be used to indicate spacing. 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 possible, have the parent/guardian remain with the student while screening occurs, in case the student is not well enough to attend school.

Staff instructions for student screening:

- Take temperature.
- 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 temperature is less than 100.4 degrees, the student reports no sign or symptoms of illness, and the student appears well, then direct the student to wash hands and enter campus. 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.

Physical Distancing

Everyone must practice physical distancing.

Per the California Department of Public Health, this means keeping at least 6 feet from other people at all times, where practicable. 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 must be worn to cover the entire mouth and nose at all times and are not surgical masks, respirators, or personal protective equipment. Per the California Department of Public Health:

- Cloth Face coverings are required to be worn by all students and staff members.
- Cloth face coverings are strongly encouraged for students in grades TK-2.
- Cloth face coverings are required for all students in grades 3-12.

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

Wearing a cloth face covering is required for all ACUSD staff, students, parents/guardians and visitors unless it is not recommended by a physician or is inappropriate for the developmental level of the individual, per the Department of Public Health. A list of exceptions can be found on the following page.

Face coverings must be worn by staff and students at all times including:

- While entering or exiting school grounds or district spaces
- While on school grounds with few exceptions
- 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.
- Students refusing to wear face coverings will be excluded from in-person attendance in the hybrid model and assigned to distance learning.

Face Shields:

- Face shields with a cloth drape, or transparent masks may be used by teachers to enable students to see their faces and to avoid potential barriers to phonological instruction.
- Face shields with a cloth drape should 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:

- Must be worn to cover the entire mouth and nose at all times.
- 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 school grounds.
- 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. ACUSD 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.

Students or staff with a doctor’s written exemption are exempt from wearing a cloth face covering in the following situations:

- Young children under age 2

- A physician has provided a written exemption due to an existing medical condition.
- 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 with a drape or a transparent mask would be recommended in this situation.
- Persons 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. Masks must be worn again as soon as the student finishes eating.

In each of these cases, alternate arrangements will be made including face shields with drapes, seating on the side of a classroom near windows or doors, and possibly a Plexiglas shield around the student's desk. The cloth face covering requirement is based on the current public health orders, however these procedures may be revised if additional relevant guidance is issued.

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. The 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 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

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. See Appendix K for signage.

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 where practicable, and respiratory hygiene. Consult with Educational Services or 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 ACUSD Sites

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

Ventilation and Air Flow

- Sites will replace all HVAC filters 3 times per year (July, November, and March) as is the standard practice. MERV 13 filters will be used during COVID-19.
- Sites will run continuous HVAC fans operating throughout the 24-hour cycle
- Reprogram HVAC systems to run when windows and doors are open.
- Keep windows and doors open, if possible, to increase airflow.

Entrances & Exits (Pick-Up & Drop-Off)

ACUSD 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 dropping off and 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 Plexiglas 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.
- 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

- Sanitizer will be provided in every classroom.
- Classrooms should open windows and doors if possible to maximize ventilation.
- Utilize other campus spaces for instructional activities (e.g..., gyms, auditoriums, cafeterias, outdoors) whenever possible.
- Per the California Department of Public Health, classroom layout should:

- Maximize space between seating and desks.
- Distance teacher and other staff desks at least six feet away from student desks.
- Consider ways to establish separation of students through other means if practicable, such as, six feet between desks, where practicable, partitions between desks, markings on classroom floors to promote distancing or arranging desks in a way that minimizes face-to-face contact.
- 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 6-foot distance between people.
- Provide supplies and protocol for disinfecting surfaces as frequently as possible, such as between classes or when student groups change.
- Provide access to hand washing or hand sanitizer and cloth face coverings at entrances.

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 should be closed — encourage the use of reusable water bottles for students to use throughout the day, identify water sources.

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, paper towels, and refuse containers.
 - Paper towels will be provided and are recommended for use over air dryers.

- Staff should disinfect sink handles, toilet handle, and door handle in staff bathroom after each use.
- Additional staff should be assigned to disinfect student bathrooms regularly.
- Evaluate stalls and urinals to ensure at least 6 feet distancing of users where possible. 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 right after lunch 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. Provide 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.
- Divide playground into sections, allowing each class their own section.
- 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.
- If picnic benches or seating is available outside — provide visual cues to reinforce 6-foot spacing.

Large gatherings — i.e., field trips & assemblies

- Cancel activities and events like field trips, science camp, Civic Permits, 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 shared equipment until advised otherwise by state/local public health officials.

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

Use of School Facilities by Outside Organizations

- The use of school facilities should mirror school reopening implementation. When schools reopen in a hybrid model or full in-person learning, then third party or non-ACUSD parties may use the facilities with all appropriate safety measures (i.e., masking, disinfecting, and physical distancing), appropriate insurance coverage, and an approved facility use agreement in place.

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. Consider using a bus aide to ensure appropriate distancing and perform symptom screening per CDE guidance.

- Ensure 6-foot distancing at bus stops and while loading and unloading where practicable.
- Educate parents and students on the steps they must take to keep others safe during loading and unloading.
- For active screening, the driver or bus aide must screen each rider per Screening Requirements for Entering School Sites, for symptoms before boarding the bus. If a student's temperature is over 100.4 degrees or the student is symptomatic, parents will be asked to take the student home and follow Stay at Home Requirements.
- All riders must wear a cloth face covering while waiting for the bus and while riding the bus, unless contraindicated.
- Each rider must use hand sanitizer before entering the bus.
- Any bus seating arrangement will meet 6-foot physical distancing objectives where practicable. This may be accomplished in one of the following ways:
 - Seat one student to a bench on both sides of the bus, skipping every other row.
 - Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.
- Students from the same household may sit in the same seat.
- Mark or block seats that must be left vacant.
- Ensure good ventilation with open/partially open windows.
- Prevent students from walking past each other by taking the following measures:
 - Seat students from the rear of the bus forward in the morning.

- Board afternoon runs based on the order in which students will be dropped off. Students who get off first should board last and sit in the front.
- 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.

ACUSD Disinfecting Materials

Due to the unprecedented nature of the Coronavirus (COVID-19), and the awareness surrounding it, the Amador County 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.

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

- Order supplies for start and plan for inventory management:
 - cloth Face coverings — for students and staff, individuals are encouraged to use their own cloth face covering
 - Disposable masks for any student or staff member that needs one.
 - Hand sanitizer — in every room, used by every individual entering.

- Spray bottles, disinfectant and paper towels — every room to clean surfaces
- Gloves, goggles, masks and thermometers for use in care of sick or injured individuals
- Handwashing stations if insufficient sink access at sites.
- Back stock of PPEs
- Proper ordering procedures from central location/system
- 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 ACUSD community, and reduce potential harm. The response plan is contingent upon the type of disease and direction from Amador County Public Health.

During this COVID-19 pandemic, the district will follow the enhanced preventative measures and heightened surveillance as detailed in this plan and 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

1. 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. **Sick students and sick staff must:**
 - a. Be quickly separated from other students/staff until picked up by parent/guardian
 - b. Maintain more than 6 feet of distance from others, preferably in a separate room that is well ventilated
 - c. Wear a disposable mask
 - d. 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
 - e. Call parent/guardian for immediate pick up
 - i. If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home

- ii. Provide parent/guardian or staff member with Stay at Home/When to Return to School instructions
- f. Disinfect all surfaces after the student/staff leaves and before use by others
- g. If COVID-19 is suspected, contact your school nurse or Human Resources. Follow Communicable Disease Response Protocols for notifying Human Resources for possible outbreaks of infectious disease
- 2. Collect and track illness-related absence information at the time of student or staff absence.
 - a. Train attendance staff to support contract tracing as directed by the Amador County Health Department
 - b. School site staff responsible for entering attendance data into Aeries will also list reasons for illness, symptoms, and date of onset in the "Comments" section
- 3. Follow HIPAA confidentiality laws noting that communicable disease concerns are confidential, and all staff are expected to protect health information.
- 4. Contact the Human Resources Department
- 5. Designated Human Resources staff will report all COVID-19 diagnoses, as well as any unusually high number of illness-related student and staff absences, to Amador County Public Health.
- 6. Require students and staff to remain home per Stay at Home Requirements.
 - a. 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.**
 - b. Stay home if advised to isolate or quarantine by your doctor or the health department due to COVID-19 precautions. Reasons may include:
 - i. Recent contact with a person with COVID-19
 - ii. Recent diagnosis with COVID-19
 - iii. Recent travel from anywhere with widespread COVID transmission
 - c. The COVID-19 Decision Tree for People in Schools, Youth, and Child Care Programs, will be used to determine stay at home, isolation, or quarantine lengths on a case by case basis. Return to school or work when free of symptoms for 24 hours, and at least 10 days from the start of symptoms, and/or after the ordered quarantine/isolation period has ended, as applicable.
- 7. Additional activities may be required as advised by Human Resources following county health department orders.

Responsibilities of the Human Resources Department

1. Human Resources staff 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. Amador County Public Health and ACUSD will coordinate response to COVID-19 cases within the confidentiality framework of HIPPA and FERPA. The Assistant Superintendent of Human Resources and Labor Relations will be the point of contact for all staff related cases and the Assistant Superintendent of Educational Services will be the point of contact for all student related cases.
4. Advise staff or family that Amador County Public Health will provide documentation should a staff member or student be required to quarantine due to COVID-19 exposure.
5. Human Resources staff will inform the District Cabinet of any confirmed cases or confirmed exposures.
6. Human Resources staff will update school site administrators regarding the guidance received from Amador County Public Health.
7. Based on the guidance provided by Amador County Public Health, Human Resources staff 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. Human Resources staff will advise schools to follow any specific Amador County Public Health 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. Human Resources staff will collaborate with the Superintendent's office 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.
 - a. Parent Letters (printed, email, SMS, phone)
 - b. School and District Websites
 - c. School and District Social Media
 - d. All call

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 Public Health Department will be in contact with the student's parent/guardian or the staff member. -Public Health will issue directions and recommendations to the patient. Amador County Public Health will also coordinate response to COVID-19 cases with ACUSD within the confidentiality framework of HIPPA and FERPA.
- If a student or staff member notifies school or district staff that they have been diagnosed with COVID-19, staff must immediately contact Human Resources per above.
- Human Resources staff will verify all reported information with the patient and Amador County Public Health, following all guidance or directives provided by Amador County Public Health.
- Amador County Public Health will inform district and site level staff with the guidance provided by the Health Department.

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, Amador County Public Health 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 is at least 14 10 days.
- Note that quarantine guidelines only apply to those who have had recent close contact with an individual infected with COVID-19. Contacts of asymptomatic quarantined individuals (contacts of asymptomatic contacts) 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 Amador County Public Health Department 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 closure and an immediate shift to distance learning.

Levels of exposure and resulting closures / restrictions

The following is a summary of the official California Department of Public Health guidance found on the chart and information on pages 18 and 19.

- Scenario 1: Symptoms. Send student or staff member home. Not a closure.
 - Scenario 2: Close Contact. If family member or close contact tests positive, send report to school administrator, contact public health, send student or staff member home. Not a closure.
 - Scenario 3: Student or staff member tests positive. Individual self-reports, family quarantine for at least 14 10 days. Closure of cohort for 14 10 days and immediate shift to distance learning.
 - Scenario 4: Negative test after 1, 2, or 3 above. Student or staff may return 3 days after symptoms resolve, unless in contact with positive family member. Then 14 10 day quarantine. Not a closure.
- Entire school closure comes into play if a student or staff member tests positive and there has been significant mixing or contact with other students in other cohorts. This is why keeping cohorts together is critical.

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> Send home Recommend testing (If positive, see #3, if negative, see #4) School/classroom remain open 	<ul style="list-style-type: none"> No Action needed
2.	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14-day quarantine) School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification of a known contact
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> Notify the local public health department Isolate case and exclude from school for 10 days from symptom onset or test date Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) Disinfection and cleaning of classroom and primary spaces where case spent significant time School remains open 	<ul style="list-style-type: none"> School community notification of a known case
4.	Tests negative after symptoms	<ul style="list-style-type: none"> May return to school 24 hours after symptoms resolve (unless diarrhea—wait 48 hours) School/classroom remain open 	<ul style="list-style-type: none"> Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

Guidance on School Closure

What are the criteria for closing a school?

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

What are the criteria for closing a school district?

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

If a school district is closed, when may it reopen?

Districts may typically reopen after 14 days, in consultation with the local public health department.

Criteria to Consider a Shift to Distance Learning due to Staffing Shortages

If any one of the following conditions occurs at a school, the principal, superintendent or superintendent's designee, and labor partners will consult to determine if there is a need to shift to distance learning. The superintendent will inform the board president and board clerk that consultation is in progress, and will inform the full board when a decision has been made.

Criteria:

1. Less than 50% custodial staff support is present at the site.
2. There will be more than 2 days of identifying alternatives to cover disinfecting expectations when there are not enough custodial substitutes.
3. There will be more than 2 days of identifying alternatives to cover classes when there are not enough teacher substitutes.
4. The entire office staff (principal, assistant principal, secretary, clerk) is absent or must quarantine, creating a situation where no one is available to manage safety/emergency concerns and communication needs.

In the event of a shortage of bus drivers, late routes and/or corridor bussing will be used.

Mental Health and Wellness

Positive mental health is critical to a student's ability to learn and all students should have access to comprehensive behavioral health services to support and encourage their own well-being.

Positive mental health is essential for teachers and other staff to be engaged, motivated, and effective and all staff should also have access to comprehensive behavioral health services.

Mental and behavioral health is a continuum, ranging from wellness to illness and we strive to provide an environment that promotes the social-emotional and psychological well-being of all students and staff. The following supports are in place for students and staff:

- Access to credentialed school psychologists, school counselors, school nurses, and/or mental health practitioners who encourage and support students in making healthy decisions, managing emotions, and coping with trauma and/or crisis events.

- Preventative services are provided within the schools, and when student needs surpass the services available within the context of the school district, school staff collaborates with community-based providers for additional support.
- Counselors assist with early identification and referral of mental and behavioral health needs among students and staff.
- A continuum of preventative school-wide efforts to develop positive relationships, social capital, and promote a culture of care within a Restorative Practices and/or Positive Behavior Interventions and Supports (PBIS) Framework.
- Opportunities for student support groups and peer to peer, and mentoring programs.
- Trauma Informed Care, Youth Mental Health First Aid, and Adverse Childhood Experiences (ACES) professional development opportunities.
- We used CARES Act money to hire 2 additional TK-8 school counselors in addition to the 5 we already have. We also have 5 high school guidance counselors who spend a great deal of their time doing social-emotional counseling. Our current counseling FTE is 12, for a ratio of students to counselor at 328:1. In California, the ratio of students to counselors is 622:1.
- Many counselors hold a "Counselor's Hour" for students to talk about anything they may be concerned about (i.e., how they may be feeling about the recent shift back to distance learning).
- Counselors have created their own Google Classrooms where students can access resources and communicate with the counselor.
- Some counselors have created their own websites with resources and opportunities to chat. Here's an example:
<https://sites.google.com/acusd.org/mvalle/announcements>
- Social-emotional learning curriculum is in use at all schools, including Second Step, Sanford Harmony, Project Success, and Botvin Lifeskills. Counselors and teachers provide classroom presentations and lessons using the social-emotional curriculum.

- Supporting students in new and creative ways during the pandemic including: "My focus is reaching and communicating with students and their families. My goal was to keep my program as close as I had it when we were in person full-time. I am seeing kids through video format. If they do not have access to the internet, I am calling them. I am communicating with the families by phone, text, or email. We still do mindfulness, breathing, or stretches to begin and check-in on our feelings then do our lessons. I have two Google Classrooms for each site and post things there and their meetings. I also created my own Website that has videos, resources for families, and coping skills. I am collaborating with the caseworkers for kids with IEP's and posting materials in their Google Classroom and joining their weekly video check-in when I can. I also participate in the Social Skills class as a co-teacher at the Jr High. I also have open office hours for each school so students can just drop in and see their friends or check-in with me without an appointment."
- Nexus Youth and Family Services provides support in a variety of ways including seeing students in groups, seeing students one on one, and presenting lessons in classrooms.
- All employees have access to free counseling and mental health support through our Employee Assistance Program (EAP). Frequent reminders have been sent about this in recent months.
- ASPIRE Referral process for students whose needs are beyond the scope of what our school counselors can provide. This links them to mental health therapists in our community.
- A list of resources in Amador County sent to all counselors, psychologists, Principals and VPs. These lists are attached for your convenience.
- Multiple professional development opportunities have been offered, including:
 - Suicide Prevention 101 for Parents: Recognizing Signs and What to Do (This was very timely after Julia's comments Wednesday evening.)
 - *LivingWorks Start* Suicide Prevention training sponsored by CDE for all staff and students in grades 7-12
 - Suicide prevention module in the mandatory training all employees are required to complete at the beginning of each school year
 - CDE's Social Emotional Learning for School Well-Being Webinar
 - Question, Persuade, Refer (QPR) training during many of our schools' staff meetings

- Posttraumatic Growth: How to manage the human experience through COVID-19
- Mental Strategies for Managing Your Overactive Mind: Useful Techniques for Surviving the Pandemic
- Crisis & Youth: Self Harm and Suicidal Ideation
- Helping Teens with their Screens
- The Role of Sleep in the Prevention of Mental Health Disorders
- Maintaining Hope in a Time of Profound Grief and Loss

There are so many opportunities coming out right now related to mental health and social emotional wellness, it's hard to keep up or know which ones to pass along. We typically promote the ones sponsored by the CDE or a nationally renowned or local entity we are familiar with.

School Site Roles and Responsibilities

These roles and responsibilities must be widely shared with responsible staff and also be included in Staff Handbooks, Student/Parent Handbooks, planners or other communication means.

Administrator Checklist:

- Follow all individual health precautions for students and staff and mitigation standards for ACUSD 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.
- 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.
- Designate staff liaison(s) to be responsible for responding to COVID-19 concerns. Employees should know who they are and how to contact them.
- 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 requirement
- Stay home when sick guidelines
- Cough and sneeze hygiene
- Occupancy limits
- Mental Well-Being and Crisis Support Lines
- Know and ensure that staff follows Communicable Disease Response Protocols for Illness during COVID-19 Pandemic.
- Contact Human Resources 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
- Contact Human Resources immediately if: 25% or more of a classroom, or 10% or more of the school population is sick with similar symptoms
- 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. Sick Student Area) 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 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 Human Resources and Amador County Public Health.
- 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 Amador County Public Health resources. Discuss concerns with School Nurse and/or Student Support and Health Services staff.

Office Staff/Attendance Staff Checklist:

- ❑ Follow all individual health precautions for students and staff, and mitigation standards for ACUSD 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.
- ❑ 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 every classroom, bathroom 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 by sending home any students or staff who are sick.
- ❑ Provide a care space 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 in Aeries.
- ❑ Know and communicate to parents the Stay at Home Requirements 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.
- ❑ Ensure all appropriate staff are aware of students with health needs and are familiar with any Emergency Care Plans, including all substitute staff.

Follow Communicable Disease Response Protocols for Illness during COVID-19 Pandemic if the following situations occur - contact the Human Resources Department immediately if:

- ❑ Student or staff are diagnosed with, are suspected of having, or have been exposed to COVID-19 or other communicable disease.
- ❑ 25% or more of a classroom, or 10% or more of the school, are out sick with similar symptoms.

Teacher Checklist:

- Follow all individual health precautions for students and staff, and mitigation standards for ACUSD 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 — at least 6 feet, where practicable.
- 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 when possible. 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, facial tissue, 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 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 ACUSD 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 Amador Public Health guidelines to support contact tracing and other public health measures.
- ❑ Provide training and information as needed to site administrators and staff.
- ❑ Work with attendance staff to support Stay at Home Requirements.
- ❑ 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 including a thermometer to check temperature.
- ❑ When possible, school nurses, nurse interns, 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.
- ❑ Follow Communicable Disease Response Protocols for Illness during COVID-19 Pandemic for all communicable disease per Communicable Disease Chart, and contact appropriate Human Resources staff members as required.
- ❑ Encourage electronic communication, including submitting and/or sharing electronic forms (i.e. documents requiring signature, etc).

Bus Drivers/Transportation Checklist:

- Follow all individual health precautions for students and staff, and mitigation standards for ACUSD 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
- Students from the same household may sit in the same seat without physical distancing.
- Reinforce with parent and students steps they must take to keep students and staff safe during loading and unloading
- For active screening, the driver or bus aide must screen each rider per Screening Guidelines for Entering School Sites for symptoms before boarding the bus. If the temperature is over 100.4 degrees or symptomatic, the student will not board the bus to school. Parents/guardians will be asked to take the student home and follow Stay at Home Requirements.
- All riders must wear cloth face covering while waiting for the bus and on the bus, unless contraindicated.
- 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 ACUSD 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.
- ❑ 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).
- ❑ Provide “tele” supports rather than in-person when feasible.
- ❑ Report any concerns about suspected communicable diseases to school site Administrators or school nurse.

Operations/Custodial Staff Checklist:

- ❑ Follow all individual health precautions for students and staff, and mitigation standards for ACUSD 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 Maintenance and 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 ACUSD sites..
- Only grab and go breakfasts and lunches are able to be served.
- Encourage outdoor eating whenever possible.
- Student cohorts should be kept together during the breakfast or lunch period.
- 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.
- 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.

Student Checklist:

- Follow all individual health precautions for students and staff, and mitigation standards for ACUSD 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. cloth face coverings must be worn at all times.
- 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:

- 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 grounds, 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 must be followed 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.

Key Communication Points and Strategy

Messaging Before School Starts

- Student and staff safety is our top priority.
- School will reopen in fall 2020 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.
- Print the Keep Each Other Safe Guidelines in annual parent notification.
- Ask parents/guardians to provide face coverings for use when in public and send children to school with a reusable cloth or disposable 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 and the Stay at Home Requirements. We are all 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 Amador County Public Health to monitor the current situation, address concerns, inform and educate students.
- Stringent 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 and the Stay at Home Requirements. We are all in this together.

Ongoing Communications

- We prepare for the cold and flu season every year, by providing information about 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 a case of COVID-19, ACUSD will respond immediately using our established protocols and guidance provided by Amador County Public Health 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 Guidelines and the Stay at Home Requirements. We are all 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.

Communication Strategies for School Site Staff and Administration

- Establish and advertise widely a single source/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 Parent groups.
- Announcements during school hours - before school, between classes, before recess and at lunch to reinforce personal hygiene guidelines.
- Consider designating 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, remind texts.
- Use electronic billboards/ marquee boards.
- Use banners, signage through the school to reinforce messaging.
- Translation of communications should be provided based on the threshold languages of the community.

**Amador County Public Health Officer Dr. Kerr
Common Health and Safety Plan Questions & Answers**

Below is an ongoing list of questions with answers from Amador County Public Health Officer, Dr. Kerr. These answers are based on the guidance from the California Department of Public Health.

What if desks can't be spaced exactly 6 feet apart in classrooms?

For students, six feet is recommended but as far apart as practicable from seat-to-seat is how the guidance reads. Use of face coverings by everyone becomes even more important if distance is less than six feet. At least six feet between the teacher and students.

We are running into issues with the as practicable part to the 6 foot guidance. Is there a drop dead distance that is "practicable"? Is 3 feet between student desks practicable? Is 4.5 feet between student desks practicable?

The further the better...definitely not less than 3 feet between chairs.

If you can do 4 or 5 that would be less risky. If only 3 feet between chairs, would increase the number of close contacts per any positive case. And in no instance should the teacher be seated closer than six feet to students.

Also, older students (over age 10) are more likely to transmit than younger students. Of course, any distance <6 feet makes constant use of face coverings even more important.

There may be occasions when students return to campus where a teacher needs to be within 6 feet of a student to provide some individual assistance. Is this allowable, and if so, what is the guidance here?

Teachers should do their best to limit the time within six feet of any other individual (students or other staff) to less than 15 minutes. This would be cumulative 15 minutes over the course of the day.

Are students able to eat in cafeterias if they can be seated 6 feet apart?

It is preferred that students eat outdoors, seated >6 feet apart. Of course, masks cannot be worn while eating, and outdoors is safer than indoors when it comes to risk of transmission. When weather or air quality would preclude eating outdoors, do not mix classroom cohorts indoors, and make sure they are seated at least 6 feet apart.

What about testing? Should all employees be tested on a regular basis?

The use of intermittent screening tests for asymptomatic, unexposed persons in K-12 schools is of limited utility, particularly in the setting of lower community transmission of the COVID-19 virus.

It is not yet known if screening testing in school settings provides any additional reduction in person-to-person transmission of the virus beyond what would be expected with implementation of other infection prevention measures. The CDPH guidance you cited recommends that if community transmission level increases schools should begin testing staff or increase frequency of staff testing, but would not be required to close.

This is the most current school testing guidance from CDC, updated the week of October 12, 2020: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-testing.html>

Consistent with the CDC guidance, this is my recommendation for school testing strategy:

Priority groups for school testing would be:

1. Symptomatic persons, who would be excluded from school until test results return negative, or if positive until released from isolation.
2. Close contacts, with or without symptoms, exposed to COVID-19 within or outside of school, who would be quarantined for 14 10 days following their last exposure.
3. Outbreak investigation, if an outbreak at a school site occurs.

School staff are welcome to utilize the community testing site in Amador County on a voluntary basis.

Even daily testing for the virus is not a substitute for infection control and distancing measures since testing does not prevent someone from becoming infected and passing the virus along to others. Because of the virus' long incubation period, even a person who has recently tested negative for the virus could become positive a short time after testing and can infect other people unknowingly. In that situation, a negative test can provide a false sense of security. Everyone needs to continually practice physical distancing, use of face coverings and good hygiene regardless of testing.

When we return for in-person instruction in the hybrid model, can students check out books in the library?

Yes

What about the librarian who will be within 6 feet of every student in order to scan the barcode?

A brief encounter to scan a barcode, with both persons wearing face coverings, would not be considered a close contact exposure (similar to going through the checkout line at a supermarket). If the library currently doesn't have a barrier (such as plexiglass) at the checkout desk, such could be considered as an added layer of protection. Also, the student could lay the book to be checked out on the desk or counter, step back to a six foot distance, and wait for the librarian to scan the book.

What is the guidance for in-person courses where students share materials or prepare food such as culinary, art classes, welding, or shop classes, etc?

In general, use of shared equipment/materials should be kept to a minimum. If these must be shared, frequent sanitizing and hand hygiene should be practiced. Students should avoid touching their face with unwashed hands.

One of our itinerant employees said they were told they cannot go to more than two schools per day, which I had not heard before. Can you clarify?

I am not aware of guidance limiting therapists to no more than 2 schools per day. If someone has a reference, please forward that to me and I will review it.

These services are mentioned within the Youth Cohort Guidance:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>

- One-to-one specialized services can be provided to a child or youth by a support service provider that is not part of the child or youth's cohort.
- Specialized service includes but not limited to occupational therapy services, speech and language services, and other medical, behavioral services, or educational support services as part of a targeted intervention strategy.
- Services must be provided consistent with the industry guidance for Limited Services (PDF).

As long as the itinerant staff (e.g., speech and occupational therapists, nurses, etc.) are properly using PPE, especially when within six feet of a child client, they would be considered protected.

This is analogous to PPE use by healthcare providers, where there is not a limit on the number of patients/clients they may interact with proper use of PPE.

Do bathrooms need to be sanitized in between every student?

No, not between every student. Of course, the students should wash their hands after every use of the bathroom, and teach them to use a paper towel to protect their hands when turning off the tap and touching the door handle to leave the bathroom. A trash receptacle just outside the door can be used to discard the paper towel. Bathrooms should be sanitized on a regular schedule, and definitely between student groups (e.g., if you have different groups in AM vs PM)

Will students need to wear masks while playing outside during recess?

Whenever students are likely to interact at a distance of <6 feet, even outdoors, masks should be worn. See the new State guidance for playgrounds published yesterday (linked to the playground question).

What guidance do you have for playground equipment at the elementary level?

The State published playground guidance:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Outdoor%20Playgrounds%20and%20other%20Outdoor%20Recreational%20Facilities.aspx>

If we wash PE “loaner” clothes between uses (we have a washer and dryer), can we allow students to use them?

Yes, per CDC guidance (pertinent section below link):

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

Linens, clothing, and other items that go in the laundry

- In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
- Wash items as appropriate in accordance with the manufacturer’s instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people’s items.
- Clean and disinfect hampers or other carts for transporting laundry according to guidance above for hard or soft surfaces.

Caution will need to be practiced during use of locker rooms for changing by groups of students at a time (limited number to accommodate keeping six foot distancing at any given time, must keep face covering on while in the locker room, etc.)

When is it considered a contact if people are wearing masks?

In community settings, even with both persons wearing masks, those who spent cumulative time of 15 minutes within 6 feet of a contagious case are considered a close

contact. Wearing masks minimizes the risk of transmission between people, but may not completely mitigate it.

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

When should I instruct staff who are doing personal care to change their gowns?

I found a good, comprehensive reference for use of PPE during direct support in school settings published by the Minnesota Department of Public Health. Page 6 has a section on gowns, and page 13 is a useful chart that covers what PPE is recommended for various situations:

<https://www.health.state.mn.us/diseases/coronavirus/schools/directsupport.pdf>

Will we be notifying Public Health about every contact and case we hear about?

Yes, the schools and Public Health will need to coordinate and collaborate regarding cases and contacts to maintain containment. It is possible that contacts may have been exposed outside of the Amador County jurisdiction, and the school may learn about those while Amador County Public Health may not. Usually positive cases will come to our attention via the State's electronic data exchange within a day of test results becoming available. The positive case has usually already been notified by the time Public Health receives the lab results, so on occasion the case patient/family may contact the school before Public Health is made aware.

Last month, the superintendents designated liaisons to contact Public Health with utmost attention to confidentiality. For example, no names of cases or contacts can be shared via unencrypted email (because of HIPAA). Communication may happen via a phone call to (209)223-6407, secure fax to (209)223-1562 or via secure, encrypted email messaging.

Mr. Snider is designated to communicate with Public Health regarding students/families.

Mr. Vicari is designated to communicate with Public Health regarding employees.

Mrs. Custodio is designated to communicate with Public Health regarding ELP and State preschools.

Lisa Shaw is designated to communicate with Public Health regarding students with moderate to severe disabilities.

Principals/managers are to report cases / contacts / concerns to the above liaisons, who will then communicate with Public Health

With our county's move to the orange tier, can school facilities open for community or third party use? (9/30/2020)

Schools and use of school sites may reopen with Health and Safety Mitigation Plan strategies in place at the discretion of the School District, now that Amador County has progressed out of the Purple Tier for more than 2 weeks.

What about students with doctor’s notes for chronic health conditions with symptoms similar to COVID-19?

The doctor's note establishes the child's chronic baseline for the symptoms. There would be no exclusion unless there is a change in symptoms (worsening or new/different symptoms) from the usual baseline status.

What about students who have a doctor's note to excuse the use of a face covering due to an underlying health condition?

A doctor's note to excuse use of a cloth or surgical face mask that covers the nose and mouth would be treated as a medical exemption.

If possible, the person being exempted from using a face covering should wear a face shield (ideally with a drape) if possible.

If they cannot wear either, they should be seated on the side of the room, closest to windows that would provide for ventilation, and at least six feet away from others. Also, use of a Plexiglas shield between exempt individuals and others would provide an additional layer of mitigation, if feasible.

When can students begin playing band instruments at school? Is it allowable if they are 10 or 15 feet apart and cover their instruments?

The California Department of Public Health updated guidance the week of October 12, 2020 to allow for outdoor band practice, as follows:

Does this guidance allow for singing or playing instruments?

Yes, outdoor singing and band practice are permitted, provided that precautions such as physical distancing and mask wearing are implemented to the maximum extent possible. Playing of wind instruments (any instrument played by the mouth, such as a trumpet or clarinet) is strongly discouraged. School officials, staff, parents, and students should be aware of the increased likelihood for transmission from exhaled droplets during singing and band practice, and physical distancing beyond 6 feet is strongly recommended for any of these activities.

This updated statement is contained in the current version of FAQs for schools: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Schools-FAQ.aspx>

I’ve heard that windows and doors must be open at all times, even in extreme temperatures or inclement weather. Is this true?

No. Per the California Department of Public Health industry guidance for schools and school-based programs, “Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.”

What air filters are required for our HVAC systems, and do we have them installed?

Per the CDPH guidance, we are to “Maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).” All HVAC units will have MERV 13 filters installed prior to November 16, 2020.

We have a student who is in Mexico and is scheduled to start coming in by appointment next week. Can we request they quarantine for 14 days before coming in?

CDC recommends precaution for any non-essential travel, including US and foreign destinations with high active case rates per population:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>

Given the relatively high risk, waiting 14 10 days after return from travel before in-person appointments is advisable.