



# Health & Safety Plan

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**Note:** This safety plan is based on the most current directives and guidelines and will be revised as new guidelines are issued.

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# Overview

## Purpose

Santa Clara Unified School District is committed to providing a **safe and healthy workplace and learning environment** for all of our staff, students, families, and those that visit our facilities. To ensure we have a safe and healthy workplace, we have developed this safety plan in response to the COVID-19 pandemic. Management and staff will be responsible for implementing the plan. Our goal is to mitigate the potential for transmission of the COVID-19 virus in our workplaces and community, and that requires a team effort. Only through this cooperative effort, can we reach this goal.

# Overview

## Plan Development

We strive to implement the most current directives and recommended practices for the prevention of the spread of this disease. This plan was developed using the requirements and recommendations outlined in public health orders and guidelines from the **Centers for Disease Control and Prevention (CDC), California Occupational Safety and Health Agency (Cal/OSHA), California Department of Public Health (CDPH), and Santa Clara County Public Health Department (SCCPHD).**

A 20-person committee composed of stakeholder representatives from across our district reviewed and provided feedback on the SCUSD COVID-19 Safety Plan over the course of three meetings in September 2020. **The plan was approved by the district's Board of Trustees in October 2020.**

# Overview

## Operation Status

Since mid-March 2020 schools within the district have been closed to the public and only the essential functions necessary to maintain facilities, support distance learning, prepare meal distribution, and carry out essential administrative functions are being performed in-person at this time.

This plan contains proposed protocols for the resumption of limited programs and modified instructional educational programs at our facilities beginning with the 2020-2021 academic school year.

At this time, the following “worksites” are active in a limited capacity as described:

- **Administrative Offices** — Superintendent’s Office; Academic and Innovation Office; Educational Services; Student Services; Human Resources; Fiscal Services; Maintenance, Operations, and Grounds; Facility Development and Planning; Bond Projects; Transportation; Technology; Risk Management; and Nutrition Services departments and staff engaged in essential functions
- **School Sites** — Set hours of operations to assist students, families, and staff with distance learning, and continue regular maintenance and upkeep of the facilities and grounds
- **Kitchen and other food distribution centers** — Meal planning, preparation, packaging, and distribution
- **Modified childcare programs and limited athletic training programs** — Both are proceeding with individual prevention programs based on California Department of Public Health (CDPH) and Santa Clara County Public Health Department (SCCPHD) guidelines and that also conform to the school reopening protocols contained in this safety plan

# Applicable to All Locations

## General

Social distancing protocols are posted and implemented at all sites open to the public. Plans have been uploaded to Santa Clara County.

- A. The following protocols are posted at the entrance of each facility and provided to all essential employees who must report to work:
  - a. Do not enter this facility if you have a cough, fever, or any symptoms of COVID-19.
  - b. Masks are required at all times.
  - c. Maintain a minimum six-foot distance from other people.
  - d. Sneeze and cough into a cloth or tissue or, if not available, into one's elbow.
  - e. Do not shake hands or engage in any unnecessary physical contact.
- B. Where feasible and practical, the district has enabled employees to perform their work and conduct business remotely.
- C. Conduct all staff meetings, professional development training and education, and other activities involving staff via video or phone conference. If in-person attendance is necessary, conduct such activities with appropriate physical distancing.
- D. Maintain six feet or more of distance between one another while on the school campus.
- E. Maintain six feet or more of distance from any necessary volunteers or visitors.
- F. All employees have been told not to come to work if sick.
- G. Desks or individual workstations are separated by at least six feet or staff schedules have been staggered to limit contact where physical distancing is impractical.
- H. Break rooms, bathrooms, and other common high touch surfaces are being cleaned frequently and disinfected daily by custodial staff.
- I. Staff break rooms, offices, and workspaces: do not allow staff to eat or gather in any indoor spaces, such as break rooms and offices. Generally, no more than 1 staff member may be allowed per 250 square feet of indoor space, as described in the Health Officer's July 2 Risk Reduction Order applicable to all facilities in the County
- J. Soap, water, and paper towels are available in all restrooms.
- K. In cases where soap and water are not readily available, hand sanitizer stations will be provided.
- L. All employees complete the Keenan Training Modules (Coronavirus Awareness, Cleaning and Disinfecting your Workspace, and Guidelines for making and using cloth face coverings)

# Applicable to All Locations

## Promoting Healthy Hygiene Practices

- A. Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.
- B. Proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes will be taught and reinforced.
- C. Signage in high visibility areas to remind students and staff of proper techniques for handwashing, covering of coughs and sneezes, wearing of face coverings and other prevention measures will be posted.
- D. Adequate supplies of soap, tissues, face coverings and hand sanitizers are provided.
- E. All persons are encouraged to wash their hands or to use hand sanitizer upon arrival.
  - a. Hand sanitizing stations will be set up near the entrances of the campus and in office spaces.
  - b. Hand sanitizer will contain at least 60% ethyl alcohol.
  - c. Children under the age of 9 should use hand sanitizer under adult supervision.
  - d. Signs will be posted in restrooms and by hand washing stations with instructions for effective washing.
  - e. Signs will be posted with instructions for the use of hand sanitizer.
- F. In addition to the general hand washing training already included in this plan, staff who are engaged with students will be instructed and reminded to wash their hands:
  - a. When they arrive at the facility and before they leave the facility.
  - b. Before and after handling food, feeding a child, or eating.
  - c. Before and after changing a diaper, or helping a child use the bathroom (also wash the child's hands after helping the child use the bathroom or changing their diaper).
  - d. After helping a child wipe their nose or mouth.
  - e. Before and after providing first aid.
  - f. After working in sandboxes and similar children's play areas.
  - g. Before and after giving medicine to a child.
  - h. After handling waste baskets or garbage.
  - i. After cleaning surfaces.
  - j. After using a toilet or urinal.
- G. Students will be instructed to wash their hands or use hand sanitizer:
  - a. When arriving and leaving home; arriving at and leaving school.
  - b. After playing outside.
  - c. After having close contact with others.
  - d. After using shared surfaces or tools.
  - e. Before and after using the restroom.
  - f. After blowing their nose, coughing, and sneezing.
  - g. Before and after eating and preparing foods.
  - h. Before boarding a bus and after unloading.

# Applicable to All Locations

## Promoting Healthy Hygiene Practices (continued)

- H. Staff will teach and remind students to sneeze and cough into a cloth or tissue or, if not available, into one's elbow and to wash their hands or use sanitizer. The cloth or tissue should be thrown away immediately.
- I. Sharing of supplies and equipment among staff and students is minimized to the extent feasible. When items must be shared, clean and disinfect items between uses.
- J. Minimize staff and students' contact with high-touch surfaces (e.g. propping open building or room doors, particularly at arrival and departure times).
- K. All employees complete Keenan SafeSchools online training modules for COVID-19 (Coronavirus Awareness, Cleaning and Disinfecting Your Workspace, and Guidelines for Making and Using Cloth Face Coverings)
- L. Suspend or modify use of site resources that necessitate sharing or touching items. For example, suspend the use of drinking fountains and install hydration stations; encourage the use of reusable water bottles.



# Applicable to All Locations

## Face Coverings

- A. Per SCCPHD, all adults must wear a face covering at all times while on campus, except while eating or drinking or in an enclosed room not shared by others or have an exemption listed below (F).
- B. Per SCCPHD, all students (PK-12) are required to wear face coverings when:
  - a. While arriving and departing from campus
  - b. In any area outside of the classroom (except when eating, drinking or engaging in outdoor physical activity)
  - c. In the classroom, unless exempt as listed below (F)
- C. Staff and students will be instructed on the appropriate use and care of face coverings.
- D. Staff and students will use their own face covering so long as it provides adequate covering of the nose and mouth.
- E. A face covering will be provided to staff and students who need one.
- F. The following individuals are exempt from wearing a face covering:
  - a. Persons age two years or under. These very young children must not wear a face covering because of the risk of suffocation.
  - b. Face coverings are not recommended for anyone age 2 years old or younger or those who have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
  - c. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
  - d. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
  - e. Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.
- B. The district will make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons.
- C. Per CDPH guidelines, teachers can use face shields, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.

# Applicable to All Locations

## Daily Screening

- A. Staff, students, and families will be provided with information on how to self-screen for symptoms of COVID-19 and instructed not to enter the campus if they have symptoms or have been in close contact with an infectious person and to contact their health provider for evaluation and direction on self-care.
- B. A health screening check will be performed by all employees, students, volunteers, families, or contractors before entering the facility and will consist of asking:
  - a. About having been diagnosed with COVID-19 within the past 10 days
  - b. About whether living with or having close contact with someone who, in the past 14 days, has been in isolation for or had a test confirming they have the virus. Close contact is less than 6 feet for 15 minutes or more.
  - c. About having COVID-19 symptoms (listed by SCCPHD COVID-19 Prepared pg. 25-26) within the past 3 days.
- C. Anyone exhibiting or reporting symptoms of COVID-19 or having close contact with a known positive case will be excluded from the workplace or campus.



# Applicable to All Locations

## Cleaning and Disinfection Strategy for COVID-19 Virus

- A. In addition to the cleaning protocols specified in this plan, high touch shared classroom surfaces will be cleaned and disinfected on a regular cleaning schedule throughout the day using an EPA approved disinfectant effective against COVID-19.
  - a. Frequently touched surfaces to be included are
    - i. door handles
    - ii. light switches
    - iii. sink handles
    - iv. bathroom surfaces
    - v. tables
    - vi. chairs
    - vii. desks
    - viii. drinking fountain handles.
  - b. Employees, other than custodians, may clean high touch surfaces with district-provided disinfecting wipes.
- B. Employees tasked with cleaning and disinfection will be provided with the appropriate training and personal protective equipment.
- C. Disinfection will take place when students are not present to avoid student exposure.
- D. Proper ventilation will be used when conducting disinfection to reduce employee exposure.
- E. Air circulation is increased by
  - a. having HVAC fresh air intake maximized
  - b. keeping windows and doors open to the extent that other occupant health considerations are not negatively impacted
- F. Cleaning and disinfection procedures:
  - a. Appropriate ventilation in the area will be maintained
  - b. Area will be cleared of all but employee tasked with disinfection
  - c. Employees will wear the appropriate PPE
  - d. Surface will be cleaned using general purpose spray cleaner, if necessary
  - e. A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer's instruction, allowing for the appropriate contact time
  - f. Electrostatic disinfectant systems, if used, will be used in accordance with the manufacturer's directions
  - g. Employees will remove PPE and wash their hands

# Applicable to All Locations

## Cleaning and Disinfection Strategy for COVID-19 Virus (continued)

- G. Cleaning and Disinfection procedures for areas occupied by persons testing positive for COVID-19:
- Restrict and seal the areas used by the person who was confirmed infected and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets
  - Ventilation in the area will be reduced to allow droplets to fall
  - Cleaning and disinfecting activities should start farthest from the entry door of a room or space
  - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens or keyboards
  - Appropriate PPE will be worn before entering the room
  - A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer's instruction, allowing for the appropriate contact time
  - Electrostatic disinfectant systems, if used, will be used in accordance with the manufacturer's directions
  - Employees will remove PPE and wash their hands
  - Ventilation will be maximized after disinfection dwell time
  - If more than 7 days since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary

Virus	Time Virus is Contagious*	Disinfection Method
Coronavirus (COVID-19, Novel, SARS)	Airborne up to 3 hours 72 hours on hard surfaces 48 hours wood and cloth 24 hours cardboard  Source: <a href="https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces">https://www.nih.gov/news-events/news-releases/new-coronavirus-stable-hours-surfaces</a>	Disinfect with an EPA registered disinfectant for all hard, wipeable and sprayable soft surfaces if contaminated within the last 72 hours. Print material should be "isolated" for 24 hours. Books with plastic or fabric covers isolated for 72 hours

## List of Currently Stocked Disinfectant

Disinfectant	EPA Registration Number	Contact Time (min.)
pH7Q Dual Concentrated Neutral Disinfectant Cleaner	10324-141	10
Purell Professional Surface Disinfectant	84368-1	1

# Applicable to All Locations

## Personal Protective Equipment

Personal protective equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses or to protect others by limiting the spread of respiratory droplets emanating from the wearer, i.e. face coverings and face shields worn for this purpose. There are supply shortages of PPE nationwide due to high demand. All reasonable measures will be taken to obtain this equipment necessary to protect students and staff.

- A. The following PPE will be required to be worn in accordance with section B of this plan. Face coverings will be provided to staff, students and visitors on an "as needed" basis with the preference that staff, visitors, contractors, and volunteers arrive with their own face covering and that families provide a face covering suitable for their child. Face shields will be provided to employees, as needed.
  - a. Face mask
  - b. Face shield
- B. The following is a list of PPE that will be provided appropriate to the task:
  - a. Face shields with mask: Engaged in symptom screening or caring for a person with symptoms of COVID-19
  - b. Gloves (impervious, appropriate to task):
    - i. Cleaning and disinfection with an EPA approved disinfectant
    - ii. Meal preparation and service
    - iii. Tech equipment distribution, service, and exchange
    - iv. Employees engaged in wellness screening or treating persons with symptoms
    - v. Front office staff when handling objects submitted by the public
    - vi. Tasks involving contact with bodily fluids/excrement
  - c. Gowns (disposable): Employee caring for a person with symptoms of COVID-19 infections who is coughing or sneezing or an employee performing disinfection in a space previously occupied by someone who has tested positive for the COVID-19 virus.
  - d. N95 respirator (as available, and fitted): Provided to employees caring for a person with COVID-19 symptoms – nurses/health office staff. Note: The district is not currently using a disinfectant product that would require respirator protection.



# Applicable to All Locations

## Plan for Handling Sick Persons

- A. An isolation room will be designated at each school and equipped with appropriate PPE.
- B. Persons exhibiting symptoms of COVID-19 will be immediately required to wear a mask (unless their age or physical condition would make doing so unsafe).
- C. If a student exhibits or reports symptoms of COVID-19 or reports exposure to anyone testing positive for COVID-19 they will immediately be moved to the isolation area. The student will be released to their parent for follow-up care and testing
- D. Staff who develop symptoms will be asked to leave the premises and to seek care and instructed to get tested.
- E. Symptomatic students and staff, who are not close contacts and who test negative, can return 24 hours after resolution of fever (if any) and improvement of symptoms. Documentation of negative test should be provided to school administrators. In lieu of a negative test result, allow students and staff to return to work with a medical note that provides an alternative explanation for symptoms and reason for not testing.
- F. Students and staff testing positive for COVID-19 can return to school when they have met SCCPHD criteria for completing isolation, which is at least 10 days since symptoms began (or from positive test collection date if never had symptoms) and 24 hours fever free and improvement of symptoms.

# Applicable to All Locations

## COVID-19 Testing and Reporting Procedures

Health officials, staff, and families will be notified if they have been in close contact of a positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Please note, a “Close Contact” is currently defined as being within six feet of a positive case while infectious for a period of at least 15 minutes.

Routine monthly testing of staff through healthcare providers or at testing sites is encouraged.

- A. No Symptoms, No Close Contact with Confirmed Case, or No Positive Test
  - a. Continue daily self screening to monitor for symptoms
  - b. No quarantine
  - c. No testing required
  - d. Address any concerns with personal health provider
- B. Person displays COVID-19 Symptoms
  - a. Immediately mask, if not already, and send to Isolation area (or home, if staff) until can be transported home or to healthcare facility as soon as practicable
  - b. Close off areas used by any sick person and do not use before disinfection. To reduce risk of exposure PPE equipment will be used to protect staff, and will be disinfected before reopening.
  - c. Require students and staff to get tested after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19
  - d. If tests Negative or provides medical note explaining symptoms and reasons
    - i. Symptomatic individuals who are not close contacts and who test negative for COVID-19 can return to in-person school/work after at least 24 hours from fever resolution (if any) and improvements in other symptoms
    - ii. Close contacts to a COVID-19 case who test negative can return to in-person school/work only after completion of 14 days of quarantine from last exposure
    - iii. Documentation of negative test results must be provided to school administration
    - iv. School/Class Remains Open
    - v. No Additional Communication
  - e. Tests Positive
    - i. Follow Confirmed Case protocol per SCCPHD COVID-19 Prepared pg. 27-31 and provide SCCPHD template letter with instructions (see D.)
    - ii. Follow Close Contact protocol per SCCPHD COVID-19 Prepared pg. 27-31, if close contacts are identified
    - iii. Students/staff who test positive and have completed isolation requirements, do not require a medical note of a negative test prior to returning to school/work

# Applicable to All Locations

## COVID-19 Testing and Reporting Procedures (continued)

- C. Close Contact with Confirmed Case
  - a. Identify Close Contacts
  - b. Send Close Contacts home
  - c. Provide SCCPHD template letters for close contacts with instructions for quarantine and testing (quarantine is 14 days from last exposure).
  - d. Notify school cohort of a known close contact with SCCPHD template letter, if indicated
  - e. School remains open
- D. Confirmed Case Infection
  - a. School administration notified
  - b. School administrators should notify Public Health Department within 4 hours of learning of any positive COVID-19 case via the Education Reporting Portal at [www.sccgov.org/schools](http://www.sccgov.org/schools)
  - c. Confirmed student/staff given template letter for positive COVID-19 with instructions for isolation
  - d. Follow Close Contact with Confirmed Case protocol (if indicated) SCCPHD COVID-19 Prepared pg. 29-31
    - i. School based close contacts identified and given SCCPHD template letter with instructions for quarantine and testing recommendations
      - 1. For settings in which stable classroom cohorts have been maintained: all students and staff within the same classroom cohort as the confirmed COVID-19 case should be sent home immediately and instructed to quarantine at home for 14 days from the last exposure and be tested in accordance with Public Health Department recommendations
      - 2. For settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. Close contacts should be sent home immediately and instructed to quarantine for 14 days from the last exposure and be tested in accordance with Public Health Department recommendations
  - e. Urge parents/guardians to notify any individuals or organizations with which their child has close contacts outside the school setting
  - f. Disinfect classroom and spaces where case spent significant time
  - g. Notify school / workplace of known case
  - h. School remains open per guidance from Local Health Jurisdiction (LHJ)

# Applicable to All Locations

## Training

- A. The district will train all staff and provide educational materials to families in the following safety actions:
  - a. Enhanced sanitation practices
  - b. Physical distancing guidelines and their importance
  - c. Proper handwashing
  - d. Use and care of face coverings and other protective equipment
  - e. Screening practices
  - f. [COVID-19 specific symptom](#) identification
  - g. Staff will receive an overview of the district's COVID-19 Safety Plan
- B. Training and education is conducted virtually, or, in-person, if distancing is maintained.
- C. The following online courses are assigned:
  - a. Coronavirus Awareness (All Employees)
  - b. CDC Guidelines for Making and Using Cloth Face Coverings (All Employees)
  - c. Cleaning & Disinfecting Common Spaces (All Employees)
  - d. Integrated Pest Management (Staff involved with disinfection)
  - e. Blood Borne Pathogen (Custodians and other exposed staff)
- D. Employees tasked with disinfection of surfaces and equipment will be provided with training on the following:
  - a. SCUSD COVID-19 Safety Plan – Cleaning and Disinfection
  - b. Exposure to and control of COVID-19 during cleaning and disinfection
  - c. Universal precautions
  - d. Type, use, and limitations of PPE
  - e. Correct disinfections methods
  - f. Safety Data Sheet information on chemical used
  - g. How to get answers to safety concerns



# Applicable to All Locations

## Training (continued)

- E. Employees tasked with conducting wellness checks will be provided with training on the following:
  - a. SCUSD COVID-19 Safety Plan – Active Screening
  - b. Exposure to and control of COVID-19 during wellness checks
  - c. Type, use, and limitations of PPE
  - d. How to get answers to safety concerns
- F. Employees tasked with caring for sick persons will be provided with training on the following:
  - a. SCUSD COVID-19 Safety Plan – Plan for Handling Sick Persons
  - b. Exposure to and control of COVID-19 during care
  - c. Type, use, and limitations of PPE
  - d. Process of handling sick persons to limit exposure to themselves and others
  - e. How to get answers to safety concerns
- G. Employees interacting with the public (food distribution, technology support, enrollment assistance, etc) will be provided with training on the following:
  - a. SCUSD COVID-19 Safety Plan – General and Worksite Specific Controls
  - b. Type, use, and limitations of PPE
  - c. How to get answers to safety concerns
- H. The district website includes a Coronavirus Updates page which links to credible sources relating to the COVID-19 disease, current prevention guidelines, and how to access testing and treatment
- I. Records for employee training will be maintained.

# Administrative Offices

## Physical Distancing

- A. Individual workstations are separated by at least six feet and/or physical barriers, when possible.
- B. Employees may be working remotely to the extent that essential business needs allow.
- C. In-person meetings are restricted to essential participants who are directed to wear face coverings and stay six feet apart.
- D. Video conferencing, live stream, and teleconferencing are utilized to replace in-person meetings.
- E. Computer distribution/exchange is conducted within our Social Distancing Protocols with employees wearing facemasks and disposable gloves.

## Cleaning and Disinfecting Protocols

- A. Restrooms, break rooms and common areas are cleaned and disinfected during the work day and disinfected daily with emphasis on cleaning and disinfecting high touch surfaces.

## Personal Protective Equipment

- A. Masks are worn by employees at all times, when needing to interact with someone within a six-foot distance, and in any space other than their personal office.
- B. Gloves are provided when receiving and distributing goods or equipment and for custodial staff that are performing cleaning and disinfection.

# School Sites: Phase 1

## School Campuses Closed to Students

### Physical Distancing

- A. School office hours are limited.
- B. The public will make appointments if meeting in person is necessary.
- C. Maintenance & Operations staff and other employees visiting sites to perform essential duties are traveling alone in a vehicle when possible or wearing face masks when traveling with another employee.
- D. Employees are directed to maintain a distance of six feet or more when working at the sites when possible or wearing face masks.
- E. Social Distancing Protocols are posted and maintained at all times.
- F. Desk and countertop transparent shields are provided for additional protection to employees when interacting with visitors.

### Cleaning and Disinfecting Protocols

- A. Staff restroom and high touch areas are cleaned and disinfected daily.
- B. Classrooms were deep cleaned and disinfected in preparation for reopening.

### Personal Protective Equipment

- A. Masks are worn by employees at all times, when needing to interact with someone within a six-foot distance, and in any space other than their personal office.
- B. Gloves are provided to staff that are performing cleaning and disinfection.

# School Sites: Phase 2 & Phase 3

## School Campuses Open to Students

In addition to the controls listed above for School Sites when closed, the following practices will be implemented:

### In-Person Reopening Criteria

- A. Schools and school districts may reopen for in-person instruction if they are located in a county that has been in Tier 2 for 14 days and per Local Health Jurisdiction (LHJ) directives. If the county is in Tier 1, the school must conduct distance learning only.
- B. 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.
  - a. 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.
  - b. 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.
- C. Schools may typically reopen after 14 days and the following have occurred:
  - a. Cleaning and disinfection
  - b. Public health investigation
  - c. Consultation with the local public health department
- D. 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.
- E. Districts may typically reopen after 14 days, in consultation with the local public health department.

# School Sites: Phase 2 & Phase 3

## School Campuses Open to Students (continued)

### Entrance, Egress, and Moving Through the School

- A. Close contact between students, staff, families, and the broader community at arrival and departure will be minimized through the following methods:
  - a. Utilize as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
  - b. Designate routes for entry and exit.
  - c. Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child with prior approval of administrator.
  - d. Require adults and students entering campus for in-person pick-up or drop-off to wear a face covering.
  - e. Provide supervision to disperse student gatherings during school arrival and departure
- B. Multiple entry points will be used as practical
- C. Staggered drop-off and pick-up times may be considered
- D. Student groups and movement of groups will be kept to a minimum as practical
- E. Visitors and volunteers will be restricted to only those who are necessary to enter campus
- F. Markings on the ground will facilitate physical distancing of six feet or more at all school entry and exit points, crosswalks near the school, in classrooms, and elsewhere on campus where students or staff are expected to cluster or form lines
- G. Mark spaces six feet apart for adults waiting outside to drop off or pick up students on foot, by bicycle, or other means of active transportation
- H. Require adults entering campus for in-person pick up or drop off to wear a face covering
- I. Provide supervision to disperse student gatherings during school arrival and departure

# School Sites: Phase 2 & Phase 3

## School Campuses Open to Students (continued)

### Physical Distancing

- A. The use of screens and other partitions will be considered where a six-foot distance between work/learning stations cannot be achieved.
- B. Train staff and students to maintain at least six feet of distance from each other as much as possible during educational instruction (e.g., during whole-class instruction, presentation, or lecture).
- C. Class sizes should be as small as practicable.
- D. Seat students at least six feet apart, if possible, in existing facilities.
  - a. Assign stable seating arrangements for students to ensure that close contacts within classrooms are minimized and easily identifiable
  - b. Consider use of outdoor spaces or non-classroom space to accommodate physical distancing.
  - c. Reduce the amount of furniture and equipment in the classroom, if possible, to facilitate distancing and reduce high-touch surfaces.
  - d. Student desks should be faced in the same direction (and not facing each other) to minimize risk of disease transmission, if feasible.
- E. Distance teacher and staff desks at least six feet away from students to minimize the risk of adult-to-child disease transmission.
- F. Student groups will be kept consistent as possible in alternating schedules to limit the number of students in a classroom.
  - a. Elementary Schools
    - i. Ensure students and staff remain in stable classroom cohorts by keeping the same students and teacher or staff together for the entire school day, and wear masks.
    - ii. Students should not mix with other stable classroom cohorts.
    - iii. Given the social and educational needs of this age group, physical distancing and face coverings may be difficult to enforce for this age group. Therefore, strict maintenance of a stable classroom cohort, which minimizes the total number of contacts, is the primary mechanism of risk reduction.
    - iv. Maximize spacing between student desks, ideally six feet or more, to the extent practicable
  - b. Secondary Schools
    - i. Reduce disease transmission risk by maximizing the space between student desks.
    - ii. Students maintain a social distance of six feet, as possible, and wear masks.
    - iii. Space student desks at least six feet apart
  - c. For schools organizing students into stable cohorts, assign students to stable cohorts based on known associations outside of school, to the extent feasible.

# School Sites: Phase 2 & Phase 3

## School Campuses Open to Students (continued)

### Physical Distancing (continued)

- G. Stagger restroom use by groups of students to the extent practicable, and/or assign certain groups of students to use certain restrooms.
- H. Physical education (PE) and intramural/interscholastic athletics will be limited to activities that do not involve physical contact with other students or shared equipment until advised otherwise
- I. Physical Education, Playgrounds, and Recess:
  - a. Consider holding activities in separated areas designated by class and/or staggered throughout the day.
  - b. Conduct activities outdoors whenever possible, with appropriate physical distancing within groups to the extent practicable.
  - c. Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces and allow for greater physical distancing.
  - d. Cloth face coverings must be worn during indoor physical conditioning and training or physical education classes. Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Students should take a break from exercise if any difficulty in breathing is noted and should change their face covering if it becomes wet and sticks to the student's face and obstructs breathing.
  - e. Have playground recess supervisors carry first aid kits that include hand sanitizer, face coverings, and gloves.
- J. Minimize use of lockers to avoid unnecessary mixing and congregation of students in hallways.
- K. Minimize congregate movement through hallways as much as practicable. For example, establish more ways to enter and exit a campus, stagger passing times when necessary or when students cannot stay in one room, and establish designated one-way walking/passage area.
- L. Meals will be served outdoors or in spaces where physical distancing can be maintained.
- M. Meals will be plated or bagged to reduce contact and congestion among students (more information below).
- N. Signs reminding students and staff about physical distancing in prominent locations throughout each school campus will be posted.
- O. Emergency plans and drills will be revised to facilitate physical distancing, to the extent feasible.

# School Sites: Phase 2 & Phase 3

## School Campuses Open to Students (continued)

### Limit the Sharing of Common Items

- A. Each child's belongings will be separated and kept in individually labeled storage containers, cubbies or other storage areas. Individual belongings will be taken home each day.
- B. The school will ensure that there are adequate supplies of utensils and tools for use in curriculum projects to eliminate or reduce sharing. Shared items will be cleaned and disinfected between users.
- C. The sharing of electronic devices such as computers, clothing, toys, books, games, and learning aids will be avoided to the extent practical.

### Confirmed COVID-19 Case(s) Response

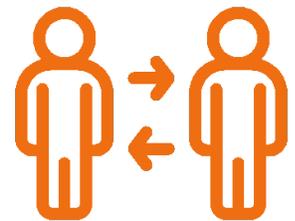
In addition to the COVID-19 Testing and Reporting Procedures above, the following actions will be taken following confirmed cases of COVID-19 during in-person instruction:

- A. For elementary schools and other settings in which stable classroom cohorts have been maintained:
  - a. All students and staff within the same classroom cohort as the confirmed COVID-19 case should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and remain quarantined at home for 14 days.
- B. For middle schools/junior high schools, high schools, and any settings in which stable classroom cohorts have NOT been maintained:
  - a. Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities.
  - b. A close contact is someone who has been within six feet of the case for a prolonged period of time (at least 15 minutes) regardless of face covering use.
  - c. Close contacts should be instructed to get COVID-19 testing around 7 days after the last exposure to the case and should remain quarantined at home for 14 days.

# Transportation

## Student Transport

- A. Information will be provided to families regarding the prevention protocols, including:
  - a. families must screen their student for symptoms of COVID-19 prior to arriving at the bus stop. Students exhibiting symptoms must stay at home
  - b. Students should be provided with an appropriate face covering to be worn while waiting at the bus stop and riding on the bus.
  - c. A face covering will be provided for students who do not have one before entering the bus.
  - d. Students must maintain a 6ft distance while waiting at the bus stop.
- B. The maximum capacity of each vehicle will be determined in order to meet physical distancing objectives under state and local requirements.
  - a. Maximum capacity under a six-foot distancing requirement is estimated at 26-28 students
  - b. Stable cohort models permitted for elementary aged students may increase capacity
- C. A seating plan will be created based on the maximum capacity as determined above
- D. At least six feet of distance between the bus driver and students will be maintained when students are seated.
- E. Plans developed for bus routes that accommodate the capacity limitations may require that transportation options be revised which take into consideration:
  - a. Prioritization of elementary students
  - b. Prioritization of students living in low socio-economic regions
  - c. Staggering start times of schools so multiple buses can serve bus routes for one school starting earlier and then another school starting later following cleaning and disinfection between cohorts
- F. Seats that need to remain vacant will be marked or blocked. The following are sample seating options, but may be modified to conform with the maximum capacity determined under public health orders in effect:
  - a. Option 1: Seat one student to a bench on both sides of the bus, skipping every other row.
  - b. Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus.



# Transportation

## Student Transport (continued)

- G. Riders will be instructed to maintain six-foot distancing at bus stops and while loading and unloading. Bus stops will be marked to promote safe distances between students while waiting
- H. Students will be seated from the rear of the bus forward to prevent students from walking past each other. To prevent students from walking past one another, afternoon runs will be boarded based on the order in which students will be dropped off. (Students who get off first should board last and sit in the front.)
- I. The driver and passengers will be required to wear face coverings at bus stops and on buses. Buses will have extra face coverings for students who lose or forget to bring their face coverings.
- J. Ventilation on buses may be increased by opening windows to the greatest extent possible.
- K. Bus drivers will clean and disinfect high touch surfaces during the day and inbetween bus runs transporting students.



# Food Service

## In-person Students

### Physical Distancing

- A. Meals will be served outdoors or in spaces where physical distancing can be maintained. Meals will be plated or bagged to reduce contact and congestion among students.
- B. The use of shared tables and self-service buffets for food and condiments will be suspended.
- C. Physical barriers, such as sneeze guards and partitions, will be installed at point of sale and other areas where maintaining a physical distance of six feet is difficult.



### Cleaning and Disinfecting Protocols

- A. Restrooms, breakrooms, and food preparation areas are cleaned and disinfected daily.

### Personal Protective Equipment

- A. Food service staff will wear a face covering and disposable gloves when preparing and serving meals.

# Food Service

## Distance Learning Students

### Physical Distancing

- A. Social distancing is practiced whenever possible during meal preparation and distribution.
- B. Meal pick-up is organized to maximize social distance between employees and meal recipients.



### Cleaning and Disinfecting Protocols

- A. Restrooms, breakrooms, and food preparation areas are cleaned and disinfected daily.

### Personal Protective Equipment

- A. Nutrition Services staff must wear a mask and disposable (single use) gloves at all times while working in the kitchen
- B. Staff or volunteers distributing meals must wear masks and disposable gloves.

# Chromebook Distribution

## Physical Distancing

- A. Social Distancing is practiced whenever possible during collection and distribution.
- B. Chromebook replacement is organized to maximize social distance between employees and families.
- C. Families must remain in vehicles and not enter workspaces



## Cleaning and Disinfecting Protocols

- A. Restrooms, breakrooms, and food preparation areas are cleaned and disinfected daily.

## Personal Protective Equipment

- A. Information Technology staff must wear a mask at all times while collecting and replacing devices.

# Facility Use

## General

- A. External community organizations that obtain a permit to use school facilities must:
  - a. Have a written COVID-19 safety plan in place
  - b. Engage only in activities permitted by the Santa Clara County Department of Public Health
  - c. Verify that they are able to adhere to all guidance issues by the California Department of Public Health and the Santa Clara County Department of Public Health.
  - d. Conform to all access requirements including the wearing of a face covering and the observance of social distancing to the extent possible
- B. Facility Users shall reimburse the district for any extraordinary costs incurred to protect the health and safety of employees, students, and the public, including time and materials to effectively clean and sanitize areas and surfaces in contact with the facility users



# Appendix

## Source List

- Santa Clara Unified School District
  - [SCUSD Reopening Plan](#) (board approve 7/29/2020)
- Santa Clara County Public Health Department (SCCPHD)
  - [Reopening of Santa Clara County K-12 Schools](#) (revised 9/21/2020)
  - [Guidelines for Families](#) (revised 9/21/2020)
  - [Social Distancing Protocol Database](#)
  - Flowcharts
    - [COVID-19 Suspected Case Scenario Flowcharts for Staff](#)
    - [COVID-19 “What do I do if…” Flowcharts for Families](#)
- California Department of Public Health (CDPH)
  - [Reopening In-Person Learning for K-12 Schools](#) (7/17/2020)
  - [COVID-19 Industry Guidance: Schools](#) (revised 8/2/2020)
- [Centers for Disease Control and Prevention \(CDC\)](#)
-

# Protocol Flowcharts



SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

State of California—Health and Human Services Agency  
**California Department of Public Health**



GAVIN NEWSOM  
Governor

*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?*

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

## SCENARIO 1: Student or Staff Exhibits One or More Symptoms

### Student or Staff exhibits any COVID-19 symptoms

- Individual exhibits one or more [symptoms](#) or a temperature of 100.0 or higher.

### Site or Department Administrator

- Immediately mask and isolate student/staff member and send them home.
- Gives [isolation instructions](#) to student/staff member and instructs them to get tested.
- Immediately notifies *COVID-19 Designee*.
- Ensures all required [cleaning protocols](#) are completed.
- Distributes communication forms/letters as directed by *COVID-19 Designee*.
- Ensures student/staff stays home until permitted to return to school/work.

### COVID-19 Designee<sup>1</sup>

- Works with *Site/Department Administrator* to provide instructions for [isolation](#) until test results return.
- Provides *Site/Department Administrator* with appropriate forms/letters for communications (students/staff)
- Advises *Facilities/Site Administrator* on [required cleaning](#).
- Works with *Site/Department Administrator* to track test results.
- Based on test results, follows Test Result Decision Tree actions and advises *Site/Department Administrator*.
- If staff member, notifies HR administrator.

If individual is a **staff member**:

### HR Administrator<sup>1</sup>

- *HR Administrator* contacts staff member to discuss [isolation](#) conditions & leave options.
- *HR Administrator* maintains communication with the *Site/Department Administrator* and *Superintendent Designee* regarding test results and when staff member can return to work.

<sup>1</sup>Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

## SCENARIO 2: Student or Staff Identified as a Close Contact<sup>1</sup> to a Person Who Has Tested Positive for COVID-19

<sup>1</sup>A Close Contact is someone who has been within 6 feet for 15 minutes or more of someone who tested positive for COVID-19.

**Student or Staff identified as Close Contact<sup>1</sup> of positive case**

### Site or Department Administrator

- Immediately mask and isolate student/staff member and send them home.
- Gives [quarantine instructions](#) to student/staff member and instruct them to get tested (If symptomatic: test immediately; If not symptomatic: test around day 7)
- Immediately notifies *COVID-19 Designee*.
- Ensures all required [cleaning protocols](#) are completed, if needed.
- Distributes communication forms/letters as directed by *Superintendent Designee*.
- Ensures student/staff stays home until completion of their full quarantine period.

### COVID-19 Designee<sup>2</sup>

- Works with *Site/Department Administrator* to provide instructions for [quarantine](#) until test results return.
- Provides *Site/Department Administrator* with appropriate forms/letters for communications (students/staff).
- Works with *Site/Department Administrator* to track test results.
- Based on test results, follows Test Result Decision Tree actions and advises *Site/Department Administrator*.
- Advises *Facilities/Site Administrator* on [required cleaning](#), if needed.
- If staff member, notifies HR administrator.

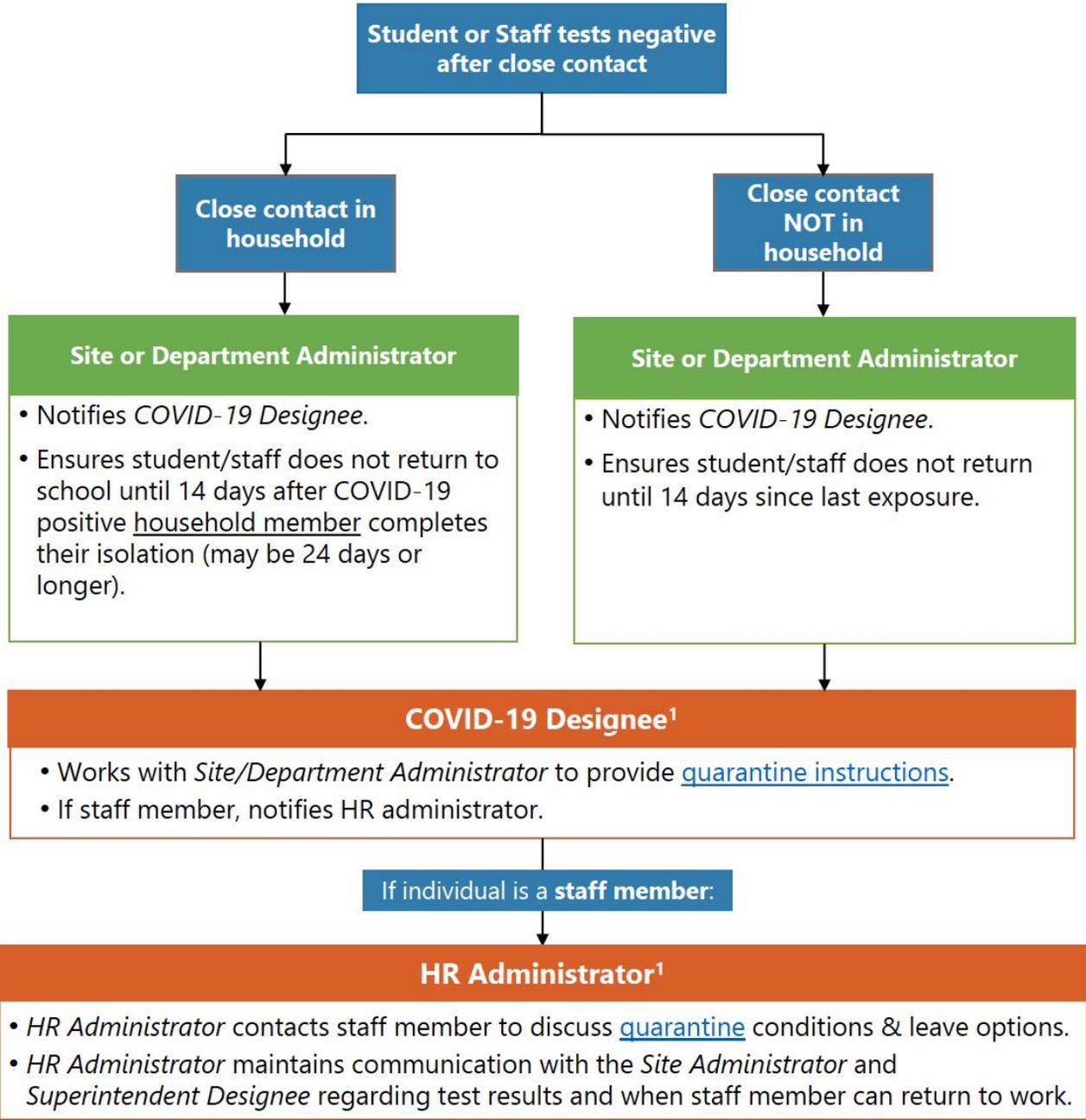
**If individual is a staff member:**

### HR Administrator<sup>2</sup>

- *HR Administrator* contacts staff member to discuss [quarantine](#) conditions & leave options.
- *HR Administrator* maintains communication with the *Site Administrator* and *Superintendent Designee* regarding test results and when staff member can return to work.

<sup>2</sup>Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

## NEGATIVE TEST Student/Staff Tests Negative for COVID-19 After Scenario 2 (Close Contact)



<sup>1</sup>Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

## SCENARIO 3: Student or Staff Member Tests Positive for COVID-19 in a COHORT or NON-Cohort Setting

**Student or Staff tests positive  
for COVID-19**

### Site or Department Administrator

- If student/staff member on site, immediately mask, isolate, and send them home.
- Gives [isolation instructions](#) to student/staff member.
- Works with *COVID-19 Designee* to identify and isolate all close-contact students/staff, who must quarantine.
- Sends home (a) all members of a cohort and (b) any other Close Contacts on campus and provide [quarantine](#) instructions.
- Ensures all required [cleaning protocols](#) are completed.
- Distributes communication forms/letters as directed by *Superintendent Designee*.
- Ensures all students/staff complete [isolation/quarantine](#), as directed, before returning to school/work.

### COVID-19 Designee<sup>1</sup>

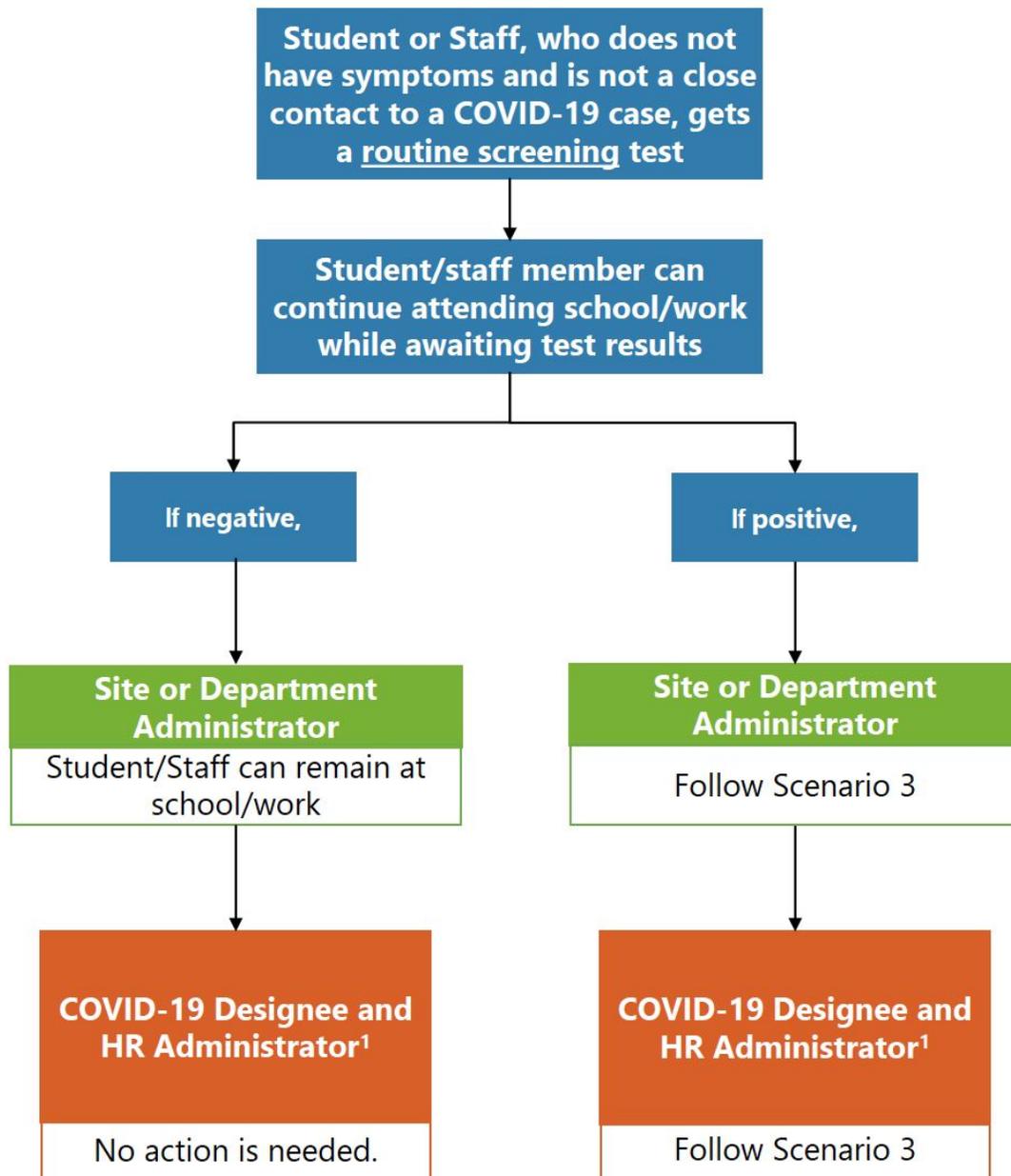
- Works with *Site/Department Administrator* to provide instructions for [isolation and quarantine](#) until test results return.
- Provides *Site/Department Administrator* with appropriate forms/letters for communications (students/staff).
- Advises *Facilities/Site Administrator* to perform [required cleaning](#).
- Works with *Site/Department Administrator* to identify and report school-based Cases and Close Contacts to the [Education Portal](#) within four hours of notification of the student/staff testing positive.
- Works with *Site/Department Administrator* to track test results of close contacts.
- Based on test results, follows Test Result Decision Tree actions and advises *Site/Department Administrator*
- If staff member, notifies HR administrator.

### HR Administrator<sup>1</sup>

- *HR Administrator* contacts staff member to discuss [isolation/quarantine](#) conditions & leave options.
- *HR Administrator* maintains communication with the *Site Administrator* and *Superintendent Designee* regarding test results and when staff member can return to work.
- *HR Administrator* collaborates with *Superintendent Designee* and *Site/Department Administrator* to identify school-based Close Contacts.

<sup>1</sup>Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

## ROUTINE COVID-19 SCREENING (No Symptoms, Not Close Contacts)



<sup>1</sup>Note: In some cases, the COVID-19 Designee and HR Administrator may be the same person.

# What do I do if my child has COVID-19 symptoms?



**Where can I get my child tested?**  
 Testing can be done by your child's healthcare provider or at a free COVID-19 testing site - find one here: [sccfreetest.org](http://sccfreetest.org)  
 If you need assistance with housing, transportation, meals, etc. while your child is isolating or quarantining at home, call 408-885-3980.



For more information: [sccgov.org/schools](http://sccgov.org/schools)

# What do I do if my child was a "close contact"\* of someone who tested positive for COVID-19?



\*A Close Contact is someone who has been within 6 feet - for 15 minutes or more - of someone who tested positive for COVID-19.

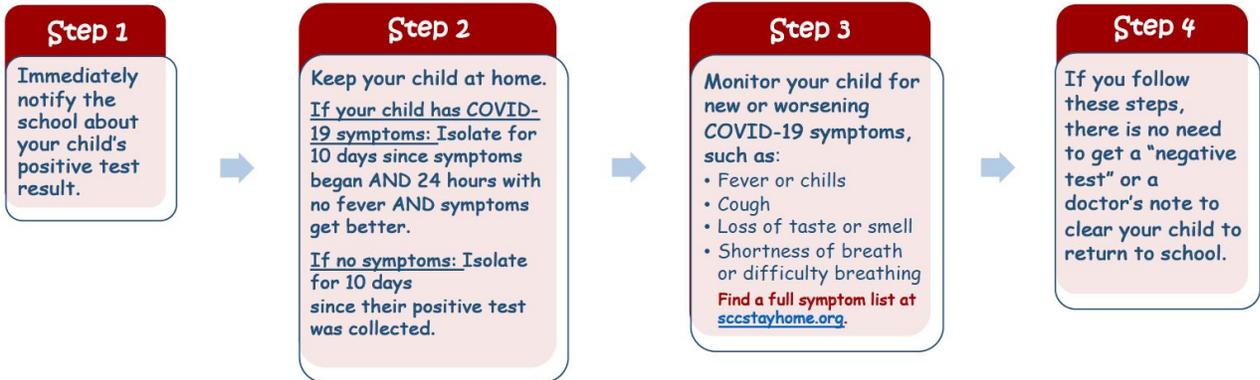


**Where can I get my child tested?**  
 Testing can be done by your child's healthcare provider or at a free COVID-19 testing site - find one here: [sccfreetest.org](http://sccfreetest.org)  
 If you need assistance with housing, transportation, meals, etc. while your child is isolating or quarantining at home, call 408-885-3980.



For more information: [sccgov.org/schools](http://sccgov.org/schools)

# What do I do if my child has a positive COVID-19 test?



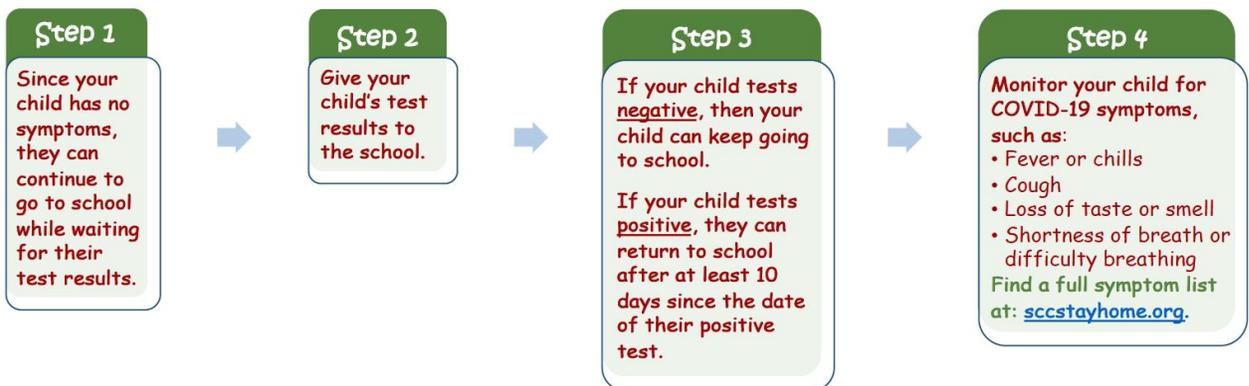
**Where can I get my child tested?**  
Testing can be done by your child's healthcare provider or at a free COVID-19 testing site - find one here: [sccfreetest.org](http://sccfreetest.org).

If you need assistance with housing, transportation, meals, etc. while your child is isolating or quarantining at home, call 408-885-3980.



For more information: [sccgov.org/schools](http://sccgov.org/schools)

# My child got a routine COVID-19 test – what do I do now?



**If the test is positive, how do I isolate my child at home?**  
You can find instructions on what to do here: [sccstayhome.org](http://sccstayhome.org)

If you need assistance with housing, transportation, meals, etc. while your child is isolating or quarantining at home, call 408-885-3980.



# Communication Template Examples from Santa Clara County Public Health Department

# Close Contact

## Source: Santa Clara County Public Health Department

To be utilized when a student or staff member in a cohort lives with a person or has been in close contact with a person who has tested positive for COVID-19

*Note: These templates should be used immediately upon learning of the exposure and communication should not be delayed while awaiting consultation with the County of Santa Clara Public Health Department. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

### Actions and Communications

- If a student or staff member is a close contact to a case, the student's parent/guardian or staff member is expected to report this to the site administrator immediately, and the student or staff is excluded from the cohort.
- The cohort remains open for in-person instruction.
- If the student or staff member has a household member who is COVID-19 positive, all household members of the COVID-19 case must quarantine, monitor symptoms, and contact their health care providers to schedule testing. If there are household members who attend other schools/programs, they must be excluded from the school/program, and the other school/programs should be notified by the site administrator.
- All families of students and staff members of the cohort should be notified that a student or staff member has a household member or other close contact that has tested positive for COVID-19.
- The site administrator should gather information regarding any other individuals on campus who the student or staff member was in close contact with and forward this information to the County of Santa Clara Public Health Department (by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214).
- The Public Health Department will advise of any additional next steps.

### Definition

A close contact is someone who has been within 6 feet of the positive person while they were infectious for 15 minutes or more, even if one or both people were wearing face coverings. COVID-19 positive persons are considered infectious from 48 hours before their symptoms began (or 48 hours before they were tested for COVID-19 if they never had symptoms).

# Close Contact

## Letter to Close Contact

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [your child is/you are] a close contact to a confirmed COVID-19 case. You may receive additional notification by the Public Health Department that will include options for supportive services and monitoring. In the meantime, the Public Health Department directs that [your child/you] immediately quarantine, even if [your child doesn't/you don't] have symptoms. If the COVID-19 case that [your child has/you have] been exposed to is a member of your household, then all other people living in your household will also need to quarantine.

Instructions on how to quarantine can be found [here](#) and at <http://sccstayhome.org>. If [your child is/you are] unable to remain separated from the confirmed COVID-19 case (for example, a parent with COVID-19 infection who must actively care for a child), then the quarantine will end 14 days after the case finishes isolating.

If [your child develops/you develop] COVID-like symptoms or [your child becomes/you become] sick, you should contact a healthcare provider so that [your child/you] can be evaluated and get tested immediately.

If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please work with your healthcare provider to schedule testing around 7 days after the last exposure to the case. If [your child is/you are] unable to remain separated from the confirmed COVID-19 case, then testing should be done 7 days after the case finishes isolating.

If [your child does not/you do not] have a healthcare provider, additional testing resources are available through the Public Health Department at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>. Be sure to let the provider know that [your child is/you are] a close contact to a confirmed COVID-19 case. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus.

We will be notifying the other parents, students, and staff in [your child's/your] cohort immediately that a member of the cohort is being quarantined, while keeping [your child's/your] identity confidential. While [your child/you] are quarantined, the cohort will remain open for in-person instruction/activity. If [your child/you] ends up testing positive for COVID-19, we may need to quarantine the cohort ONLY IF [your child/you] exposed the cohort to COVID-19 during [your child's/your] infectious period.

[Information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Sincerely,

[Site Administrator]

[School/Program Name]

# Close Contact

## Letter to Cohort Members

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort has reported that he/she has been in close contact with a person who has tested positive for COVID-19.

The affected individual has been directed to quarantine, monitor for COVID-19 symptoms, and work with their healthcare provider to get tested as directed by the County of Santa Clara Public Health Department.

**In accordance with Public Health Department guidance, the cohort will remain open for in-person instruction.** If the student or staff member who was in close contact with a COVID-19 case subsequently tests positive for COVID-19, the Public Health Department will provide guidance on whether additional action is needed by our school, staff, or families.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [your child/yourself] for symptoms of illness every day, and [have your child stay home if he/she is sick/stay home if you are sick]. Please contact your healthcare provider if [your child/yourself] develop symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]

[School/Program Name]

# Positive Case in Cohort

## Source: Santa Clara County Public Health Department

To be utilized when a student or staff member of a cohort tests positive for COVID-19

*Note: These templates should be used immediately upon learning of the exposure and communication should not be delayed while awaiting consultation with the County of Santa Clara Public Health Department. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

### Actions and Communications

- The student's parent/guardian or the staff member is expected to report a positive test to the site administrator immediately, and the student or staff is excluded from the cohort.
- The cohort will be closed for 14 days from last known exposure.
- All household members of the COVID-19 case should quarantine, monitor symptoms, and contact their health providers to schedule testing. If there are household members who attend other schools/programs, they must be excluded from the school/program, and the other school/programs should be notified by the site administrator.
- All families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive. All students and staff in the cohort should be instructed to quarantine for 14 days from date of last exposure to the case during his/her infectious period.
- The site administrator should gather information regarding any other individuals on campus who the student or staff member was in close contact with during his/her infectious period and forward this information to the County of Santa Clara Public Health Department (by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214). In the interim, these individuals should similarly be instructed to quarantine for 14 days.
- The entire cohort of staff and students, along with any additional identified close contacts, should be tested by working directly with their healthcare providers and/or Public Health.
- The Public Health Department will advise of any additional next steps.

# Positive Case in Cohort

## Letter to Case

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [your child is/you are] has tested positive for COVID-19. You will receive additional information from Public Health that will include options for supportive services and monitoring. In the meantime, Public Health directs that [your child/you] immediately isolate at home, even if [they/you] don't have symptoms. [Your child/You] must stay isolated for at least 10 days since symptoms began AND at least 24 hours after your fever resolves and your other symptoms improve. If there are no symptoms, [your child/you] should isolate for 10 days from the date of test collection. [You/your child] do not need any additional testing since [they/you] have already tested positive.

In addition, all other people living in your household will need to quarantine at home for at least 14 days. If other household members are unable to remain separated from [your child/you] (for example, a parent who must actively care for a child with COVID-19 infection), then their quarantine will end 14 days after [your child's/your] finishes isolating. If household members attend other schools/programs, then you should notify those schools/programs as well.

Instructions on how to isolate and quarantine can be found [here](#) and at <http://sccstayhome.org>.

We will be notifying the other parents, students, and staff in the classroom cohort immediately that a member of the cohort has been diagnosed with COVID-19, while keeping [your child's/your] identity confidential. While [your child/you] are isolating at home, the classroom cohort will close and all members will be quarantined.

[Information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Please contact your healthcare provider if [your child/you] develops new or worsening symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]

[School/Program Name]

# Positive Case in Cohort

## Letter to Cohort Members

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. **This letter is to inform you that a student or staff member in your child's cohort at [XXX School] has tested positive for COVID-19.** The last date of known exposure to the classroom cohort was [last-exp-date].

You may receive additional notification by the Public Health Department that will include options for supportive services and monitoring. In the meantime, the Public Health Department directs that [your child/you] immediately quarantine for 14 days, even if [your child doesn't/you don't] have symptoms. Instructions on how to quarantine can be found [here](#) and at <http://sccstayhome.org>.

If [your child develops/you develop] COVID-like symptoms or [your child becomes/you become] sick, you should contact a healthcare provider so that [your child/you] can be evaluated and get tested immediately.

If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please work with your healthcare provider to schedule testing around 7 days after the last exposure to the case.

If [your child does not/you do not] have a healthcare provider, additional testing resources are available through the Public Health Department at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>. Be sure to let the provider know that [your child is/you are] a close contact to a confirmed COVID-19 case. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus.

The classroom cohort will be closed through at least [last-exp-date + 14 days] to allow students and staff to be quarantined and tested to avoid further spread of the virus.

[Information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Sincerely,

[Site Administrator]

[School/Program Name]

# Positive Case in Non-Cohort

**Source: Santa Clara County Public Health Department**

To be utilized when a student or staff member **tests positive** for COVID-19 in a non-cohort setting.

*Note: These templates should be used immediately upon learning of the exposure and communication should not be delayed while awaiting consultation with the County of Santa Clara Public Health Department. The template will be updated as public health guidance changes and should be customized to meet the unique needs of your school/district.*

## Actions and Communications

- The student's parent/guardian or the staff member is expected to report a positive test to the site administrator immediately, and the student or staff is excluded until completion of isolation.
- All household members of the COVID-19 case should quarantine, monitor symptoms, and contact their health providers to schedule testing. If there are household members who attend other schools/programs, they must be excluded from the school/program, and the other school/programs should be notified by the site administrator.
- The site administrator should gather information regarding any individuals on campus who the student or staff member was in close contact with and forward this information to the County of Santa Clara Public Health Department (by emailing [coronavirus@phd.sccgov.org](mailto:coronavirus@phd.sccgov.org) and calling (408) 885-4214).
- The site administrator should notify all close contacts with a phone call that they have been exposed and instruct them to immediately quarantine for 14 days from date of last exposure to the case during his/her infectious period. Close contacts should be tested by working directly with their healthcare providers and/or Public Health.
- The site administrator may consider notifying all other families of students and staff members in the school community that a student or staff member has tested positive for COVID-19 but that they have not been identified as a close contact and therefore do not need to take any specific actions.
- The Public Health Department will advise of any additional next steps.

# Positive Case in Non-Cohort

## Letter to Case

[Date]

Dear Parent/Guardian or Staff:

Based on information reported to us, we understand that [your child is/you are] has tested positive for COVID-19. You will receive additional information from Public Health that will include options for supportive services and monitoring. In the meantime, Public Health directs that [your child/you] immediately isolate at home, even if [they/you] don't have symptoms. [Your child/You] must stay isolated for at least 10 days since symptoms began AND at least 24 hours after your fever resolves and your other symptoms improve. If there are no symptoms, [your child/you] must isolate for 10 days from the date of test collection. [You/your child] do not need any additional testing since [they/you] have already tested positive.

In addition, all other people living in your household will need to quarantine at home for at least 14 days. If other household members are unable to remain separated from [your child/you], then their quarantine will end 14 days after [your child's/your] isolation period ends (this could mean around 24 days of quarantine for other household members). If household members attend other schools/programs, then you should notify those schools/programs as well.

Instructions on how to isolate and quarantine can be found [here](#) and at <http://sccstayhome.org>.

We will be immediately notifying the other parents, students, and staff who have been identified as close contacts to [your child/you] that they have been in close contact with someone who has been diagnosed with COVID-19, while keeping [your child's/your] identity confidential. While [your child/you] are isolating at home, all identified close contacts will be quarantined.

[Information related to distance learning/participation to be completed by district/school/program]

We will contact you to obtain, or provide you with, any additional information, as appropriate.

Please contact your healthcare provider if [your child/you] develops new or worsening symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]

[School/Program Name]

# Positive Case in Non-Cohort

## Letter to Close Contacts

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. **This letter is to inform you that have been identified as a close contact to someone who has tested positive for COVID-19.** Close contact means being within 6 feet of someone for more than 15 minutes while they are infectious with COVID-19. The last date of known exposure to the COVID-19 case was [last-exp-date].

You may receive additional notification by the Public Health Department that will include options for supportive services and monitoring. In the meantime, the Public Health Department directs that [your child/you] immediately quarantine for 14 days, even if [your child doesn't/you don't] have symptoms. Instructions on how to quarantine can be found [here](#) and at <http://sccstayhome.org>.

If [your child develops/you develop] COVID-like symptoms or [your child becomes/you become] sick, you should contact a healthcare provider so that [your child/you] can be evaluated and get tested immediately.

If [your child does not/you do not] have symptoms and [your child remains/you remain] well, please work with your healthcare provider to schedule testing around 7 days after the last exposure to the case.

If [your child does not/you do not] have a healthcare provider, additional testing resources are available through the Public Health Department at <https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>. Be sure to let the provider know that [your child is/you are] a close contact to a confirmed COVID-19 case. After receiving test results, we require you to share the results with us so that we can ensure appropriate safety measures are being taken on campus.

[Information related to distance learning/participation to be completed by district/school/program]

Please contact your healthcare provider if you develop symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]

[School/Program Name]

# Positive Case in Non-Cohort

## Letter to Non Close Contacts

[Date]

Dear Parent/Guardian or Staff:

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member at [School name] has tested positive for COVID-19.

Public Health has been notified and is taking further steps. The affected individual has been isolated and their immediate family/household members and all identified close contacts have been directed to quarantine, monitor for COVID-19 symptoms, and work with their healthcare provider to get tested as directed by the County of Santa Clara Public Health Department.

You are receiving this notice because [you/your child] have **NOT** been identified as a close contact to the individual during their infectious period. Close contact means being within 6 feet of someone for more than 15 minutes while they are infectious with COVID-19.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [yourself/your child] for symptoms and stay home if [you/they] are sick. Please contact your healthcare provider if you develop symptoms or if you have any additional questions or concerns.

Sincerely,

[Site Administrator]  
[School/Program Name]

## Signage Examples

# DO THE FIVE

- 1 HANDS** Wash hands often!
- 2 ELBOW** Cough or sneeze into your elbow
- 3 FACE** Wear a face covering
- 4 FEET** Stay at least 6 feet apart from others
- 5 FEEL** Symptoms? Stay home and call your doctor



# For your safety & ours

*please*



# wear your mask



*Please*  
**Stay 6 feet apart in the line**



## Santa Clara Unified School District Welcome!

The health and safety of students, staff,  
and visitors is our #1 priority!

Before requesting entry, please note:

 Face coverings must be worn at all times

 Physical distancing must be practiced

Please do not request entry if you've had any signs or  
symptoms of COVID-19 in the past two weeks:

 New onset of cough or shortness of breath  
or at least two of the following symptoms:

- Fever (100.4 or higher)
- Chills
- Sore throat
- Headache
- Muscle or body aches
- Loss of taste or smell
- Nausea or Vomiting
- Diarrhea

Thank you for your cooperation!

## Santa Clara Unified Safety Measures



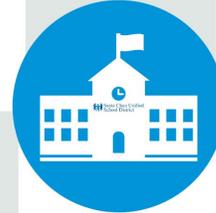
Frequent  
cleaning &  
disinfecting



Face  
coverings  
required



Practicing  
six-foot  
physical  
distancing



Hand  
sanitizer  
readily  
available

Appropriate  
PPE for all  
employees



COVID-19  
symptom  
screening  
required



*please*

# Wash Your Hands!



1. Wet



2. Soap



3. Scrub  
(20 seconds!)



5. Dry



4. Rinse

# Personal Protective Equipment (PPE) Inventory

Site	K-6 Cloth Mask	K-6 Disposable Mask	7-12 Cloth Mask	7-12 Disposable Masks	N95 Mask	Adult Disposable Mask	Adult Cloth Mask	Face Shields	Thermometer	Hand Sanitizer 16oz
Bowers	550	550				250	125	100	4	50
Bracher	700	700				300	150	100	4	50
Braly	800	800				200	100	100	4	50
Briarwood	650	650				200	100	100	4	50
Central Park	900	900				200	100	100	4	50
Haman	700	700				200	100	100	4	50
Hughes	800	800				250	125	100	4	50
Laurelwood	1300	1300				300	150	100	4	50
Mayne	900	900				200	100	100	4	50
Millikin	1100	1100				200	100	100	4	50
Montague	800	800				200	100	100	4	50
Pomeroy	750	750				200	100	100	4	50
Ponderosa	1100	1100				200	100	100	4	50
Scott Lane	750	750				200	100	100	4	50
Sutter	850	850				200	100	100	4	50
Washington Oper	650	650				200	100	100	4	50
Westwood	750	750				200	100	100	4	50
Buchser			2000	2000		400	200	200	4	100
Cabrillo			1750	1750		400	200	200	4	100
Peterson			1800	1800		400	200	200	4	100
Don Callejon	900	900	750	750		400	200	200	4	100
Santa Clara HS			4000	4000		800	400	400	4	500
Wilcox HS			3900	3900		800	400	400	4	500
Community Day			25	25		50	50	30	2	50
MECHS			200	200		50	50	40	2	50
New Valley			250	250		150	100	80	2	50
Wilson HS			450	450		200	100	50	2	50
District Nurses					120					
Family Child-Ed	3,950	27,390								

All supplies were received from SCCOE in July and August and delivered to the sites between August 17th and August 25, 2020.

Items	Currently on hand in District Warehouse as of 9/28/2020	Unit of Measure	Quantity on order	Notes
Mask, Face, Disp, Adult, 3-ply	844	50/bx	0	
Mask, Face, Disp, Youth, 3-ply	975	50/bx	0	
Mask, Cloth, Adult, 3-ply	500	5/pkg	0	
Mask, Cloth, Youth, 3-ply	1500	5/pkg	0	
Face Shield, Clear, Adult	4375	1/ea	0	
Face Shield, Clear, Youth	5000	1/ea	0	
Hand Sanitizer, Alcohol 8oz Pump	14,740	1/ea	0	
Hand Sanitizer, Alcohol, 1 Gal Refill	200	4/cs	0	
Spray Maker, 32oz, Bottle & Trigger	569	1/ea	0	
Cleaner, PH7Q Dual Betco Disinfectant	148	4/cs	0	
Wipes, Clorox Hydrogen Peroxide	0	6/cs	750	
Powder Free Gloves (S)	137	50 pr/bx	327	
Powder Free Gloves (M)	941	50 pr/bx	0	
Powder Free Gloves (L)	733	50 pr/bx	100	
Powder Free Gloves (XL)	559	50 pr/bx	300	
Wipes, Dry, Intex Snaps, Bucket	274	500 shts/bucket	0	
Wipes, Dry, Intex Snaps Refill	200	6 /cs	0	
Electrostatic Sprayer Backpack				2 per High School and 1 per Middle School
Electrostatic Sprayer Handheld				2 per Elementary, 2 per High School, 2 per Middle School, 1 New Valley, 1 Comm Day
Plexiglass Shields**				see below
Hand Sanitizer Stations*				650 District Wide

\*\*All sites have 1 mobile plexiglass shield (71.8"H x 42"W x 21"D) and a minimum of 3 stationary plexiglass shields (47.5 in. x 31.5 in. with opening)

\*Elementary sites range from 6-11 per site; SCHS-93, Wilcox-80, Ed Ops Campus-74, Peterson-49, Don Callejon-46, New Valley-12, Cabrillo-49, Buchser-72, Comm Day-2, DRC-6 and DO-4