

# Spring 2021: Capuchino High School Return to School Plan

## Updated **Month XX, 2021**

### Return to School Plan Overview

The administration and staff of Capuchino High School is committed to providing students with the best education possible - in a safe and healthy environment. As a result, we have crafted this DRAFT return to school plan. We are sure that this plan will continue to shift as we continue to learn more about the COVID-19 virus, how to maintain healthy classroom and campus environments, and as county and state regulations move in response to transmission rates and ICU capacities.

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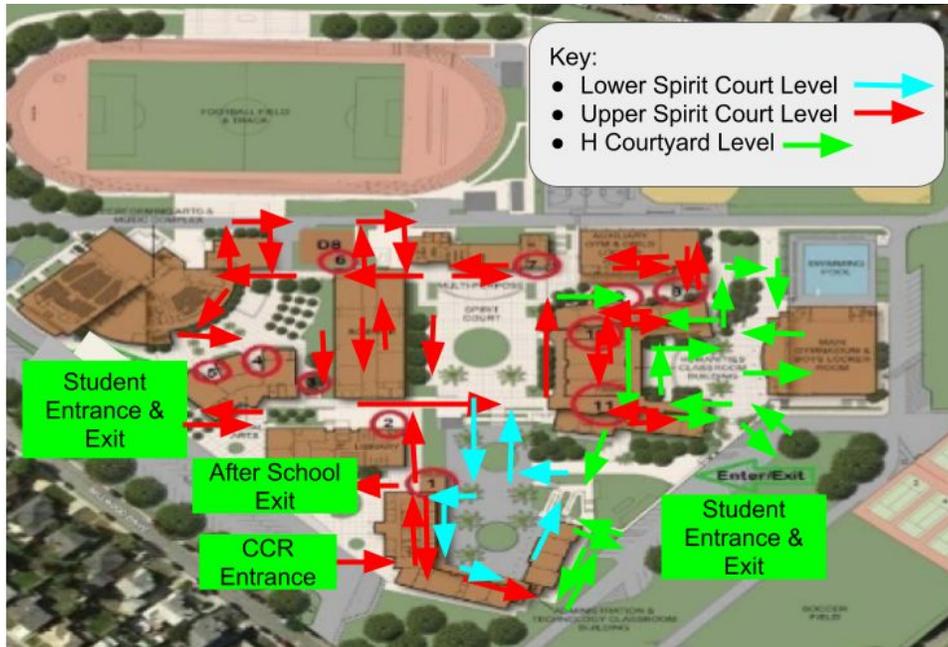
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# Entrance, Egress, and Movement within the School



## Entrance

Entrance will be available at each of the three screening stations identified above and described below (one staff, two students).

## Egress

For egress, all gates will be closed (to prevent entry), but the canes will be pulled up to allow emergency exit in all locations. Though all exterior gates will be available for egress, only the three specified exits above will be marked and encouraged for use. Both parking lots will be available for staff/student parking. Once the number of staff/students exceed 200, the upper student screening area will be open.

## Paths of Travel and Movement

Students and staff will follow paths of travel as identified on the above campus map. Signage and markings have been placed on campus to reinforce these movement patterns, in addition to center stripes on the ground where there are areas in which two-directional traffic exists (examples below).



## Campus Visitation

All visitors are required to complete health screenings and enter at the designated entry. The entry station will be staffed throughout the day by a trained staff member. If the check is successful, that person will be directed to the designated location.

In general:

- On campus visitation is discouraged unless necessary
- Drive through procedures are encouraged for distribution of materials
- Doorbells will be used where installed to notify office staff of visitor arrivals
- Vendors are encouraged to make appointments and arrange access with Operations
- Conferences with families should be conducted through Zoom or Google Meet

Below are the common visitor scenarios:

- **Student picking up learning materials in-person** will follow the directional map to the designated area to pick up materials (student provided wristband after successful screening)
- **Parent/guardian picking up learning materials** - same as above.
- **Student picking up work permit, pictures, or other similar item** will be directed to the Main Office (health screening staff member will radio Main Office); Main Office staff member to greet at the door (Main Office doors to be kept locked regularly)
- **Member of the public picking up a transcript** - same as student picking up work permit, pictures, etc.
- **Deliveries** (outside vendors - e.g. UPS, USPS) - if entrance is necessary, the driver will complete health screening. If successful, the driver will place items in designated hallways. Delivery drivers for Operations and Nutrition departments will be health screened by the department leads before drop-offs.
- **Campus Hours** - The Main Office will be open at selected times throughout the week for the public. Staff members are expected to leave campus by 5:30 pm to allow for sufficient sanitization time. Students are expected to exit campus after their last class, except those engaged in supervised extracurricular activities.

## Health Screenings for Students and Staff

Screening stations will include both a temperature check and health screening, per SMUHSD protocols. Temperature checks will be completed via contactless thermometers or through infrared scanning. Health screening questions will either be completed by students in advance using the LiveSafe App or by responding to the questions verbally upon arrival.

The following capacities will be used to determine how many and which screening stations will be utilized:

- 200 or less staff/students on campus daily - one screening station (to the left of the health office)

- 200 - 300 staff/students on campus daily - two screening stations (one dedicated for students - upper entrance, one dedicated staff)
- 300 or more staff/students on campus daily - three screening stations (two for students, one staff)

When all three entrances are utilized, students will enter nearest their 1st period class (given we expect specific alpha breakdowns each day). Students who have class in the A, C, D, or Music Building will enter through the Upper Entrance. Students who have their first class in the H Building, Gym, or Foods will enter through the Lower Entrance. Staff will enter through the dedicated staff entrance/exit each day.

At each screening station, sanitation materials will be provided. Staff and students will be asked to utilize hand sanitizer each time they enter campus. In addition, disposable face coverings will be placed at each station, in the case that one is needed for student/staff. Finally, headphones will be placed at each screening location for student pick-up/use, as needed. Once through the screening, staff/students will follow directional maps/signage to get to their designated location.

## Face Coverings and Other Essential Protective Gear

### Face Coverings:

- Students and staff are required to bring and wear personal face coverings to all SMUHSD campuses
- Choose a mask that covers your nose and mouth, goes under your chin, and fits snugly against the sides of your face
- Wash your hands before putting on a mask
  - Do not touch the mask when wearing it
- [Face coverings](#) will be required to be worn by all at all times
- Extra face coverings will be available when needed or requested
- Accommodations may be available for those with medical conditions or behavioral concerns with alternative protective wear.
- School branded face coverings will be distributed to staff and students when on site during the initial return phase to campus.
- Those using cloth face coverings will be instructed to wash them daily.

### Essential protective equipment:

- Plexiglass shields have been installed at clerical stations and other desks as needed, such as teacher stations.
- Protective suits available for custodial and health staff
- Gloves available for cleaning in classrooms
- Signage highlighting the four pillars have been posted throughout campus in English, Spanish, and Mandarin:
  - Hand hygiene
  - Face coverings
  - Six foot distancing

- o Directional travel arrows
- o Virus prevention
- o Cleaning and disinfecting

Students and staff face covering use will be monitored by staff and administration. Students who violate face covering requirements will be referred to site administration for follow-up. Progressive discipline will be followed using [COVID-19 Expectations and Responses](#).

## Healthy Hygiene Practices

### Hygiene Routines:

- Hand sanitizer will be required to be used when entering and exiting all locations for staff and students.
- If hands are soiled washing with soap and water will be required and available.
- Washing hands with soap at least every 2-3 hours (with hand sanitizer as an alternative) will be expected.
- Proper hygiene etiquette will be expected, such as covering the mouth when sneezing/coughing.
- Touchless hand sanitizer stations and sanitizers in classrooms and work areas have been installed.

### Sanitizing and Disinfecting Materials:

- Disinfecting wipes and hand sanitizer will be provided to all departments and in common spaces.
- Proper use of wipes and hand sanitizers will be incorporated into student and employee training.
- Communication for students and families about cleaning and hygiene practices will be provided at regular intervals.

## Physical Distancing

### Physical Distancing Expectations

- All students and staff will be required to maintain a minimum of 6 feet of physical distancing at all times
- When physical distancing is not possible other supplemental measures of safety will be assessed and offered as identified.

### Learning Spaces / Desks:

- Desks will be placed 6'-14' apart to allow for adult staff to walk between students and still maintain physical distancing requirements.
- Desks will be numbered for student assignment
- Students are required to use the same assigned desk every day.
  - This will support attendance taking.
  - This will allow the school the opportunity to implement contact tracing

## **Student Restrooms:**

- Restroom physical spacing will be followed including disabling every other stall, urinal, and sink.
- All restrooms will be cleaned/disinfected between each class period or hourly.
- All touch points will be disinfected.
- One to two students at a time in each restroom determined by size of restroom.

## **Classrooms**

For each period, students will be provided a consistent assigned seat. Desks have been marked to ensure physical distancing at a minimum of six feet. Where classrooms have two doors, one will be designated for entrance, while the other will be used as an exit. Learning spaces will be stocked with hand-sanitizer, gloves, and disinfectant wipes.

## **Passing period protocols:**

- **Between Classes - Students:**
  - Follow hallway protocols - walk on the right side of the hallway.
  - Wear a face covering over your nose and mouth at all times.
  - Maintain a six foot minimum physical distance at all times.
  - Stretch break OUTSIDE - vacate the indoor spaces during breaks and lunches to allow for proper airflow.
  - Use of Sanitation Station / Handwashing
- **Between Classes - Faculty/Staff:**
  - Open classroom doors
  - Assist with hallway monitoring: specifically, students walking on the right side of the hallways, wearing face coverings, and following physical distancing requirements.
  - Wear a face covering over your nose and mouth at all times.
  - Maintain a six foot minimum physical distance at all times.

## **Cohorting and Phases for Return**

In an effort to reduce the volume of students on campus each day to below 30% of total students, cohorting will consist of two student groups. In configuration, students will have the choice to 'OPT-IN' to in-person instruction or remain virtual synchronous learning. Students opting in will be placed on an 'A' or 'B' rotation. Students choosing to continue their learning completely synchronously will be placed in the 'C' rotation.

### **In-Person Phase 1:**

Students in specialized programs will return to campus for some in-person instruction.

- **Staff:** up 40 staff members on campus daily
- **Students:** up to 100 students on campus daily

### **In-Person Phase 2:**

Students enrolled in Bridge, Peninsula High School, Middle College and Various Enrichment Programs will return to campus for some instruction.

- **Staff:** up to 60 staff members on campus daily
- **Students:** up to 200 students on campus daily

### **In-Person Phase 3:**

All students who opt for in-person instruction\* will return to campus for some in-person instruction through a hybrid A/B Cohorts instructional schedule.

- **Staff:** Up to 120 staff members on campus daily 100%
- **Students:** up to 300 students daily or less than 30%

### **Staff:**

- Teachers, Classified and Administration will be on campus on their assigned days.
- A team of campus supervisors will support each learning pod or cohort.
- The number of campus supervisors will be based upon the number of students allowed to be on campus.
- Additional staffing will be required to support classes where teachers are teaching from home. This may include substitute teachers.

## **Campus Supervision**

Two Campus Safety Specialists will be on campus each day to supervise staff and students. Each will be trained on the practices included within this reopening plan to ensure that they can successfully support health and safety practices. Additional Campus Safety Specialists may be necessary if the number of staff and students on campus exceeds 300 people. During opening, transition, and closing periods, the Dean and members of the administrative team will provide additional support and supervision. Screening stations will be staffed daily (additional staff may be necessary).

During class periods, teachers will be responsible for the supervision of those students who are enrolled in their class. Where a teacher receives an accommodation to continue working from home, the District will provide a substitute teacher to supervise the class, while students engage in virtual learning within the classroom.

## **Designated Brunch/Lunch Areas/Times**

### **Students:**

Students will eat brunch and lunch outside in designated areas. Each designated area will ensure physical distancing of at least six feet between students while also ensuring students do not face one another. Two lunch carts and the cafeteria service window will be used to provide food service in order to spread students out. Markers will be placed for lines to ensure physical distancing while students wait to pick up their meal. One dedicated staff member will be designated to each of the following locations to supervise brunch/lunch (Campus Safety Specialists, Dean, administrative team). The following areas will be utilized for brunch/lunch:

- Upper Spirit Court
- Lower Spirit Court
- H Courtyard

**Staff:**

Office staff lunches will be staggered. When available and desired, staff will eat lunch in their designated workspace (if the door can be closed) or will be encouraged to eat outside, weather permitting. In addition, A303 has been designated as an indoor lunch area, where up to one staff member can eat inside at a time. The following learning schedules will be utilized to stagger brunch/lunch times:

**Break and Lunch Protocols**

- **At Break & Lunch - Students:**
  - Wear a face covering over your nose and mouth at all times when not actively eating/drinking.
  - Maintain a six foot minimum physical distance at all times.
  - Stretch break OUTSIDE - vacate the indoor spaces during breaks and lunches to allow for proper airflow.
  - Access to alternate outdoor spaces delineated for their pod area:
  - Designated picnic benches / other outdoor seating
  - Designated grassy spaces
  - Use of bathrooms
  - Use of Sanitation Station / Handwashing - after break
  - In some phases of our bell schedule, classes will be staggered to halve the number of students out at lunch the same time.
- **At Break & Lunch - Classified & Administrative Staff:**
  - Classified staff will be assigned to strategic locations in Center Court to support students in following safety protocols.
  - Administrators will be out on campus to support students in following safety protocols.
  - Teachers are also asked to assist with clearing the hallways at break only; all teachers will have their guaranteed 30-minute duty-free lunch

## Bell Schedule for Spring 2021

In this bell schedule configuration, all students are learning with their teachers in a synchronous model, using connectivity services such as Zoom to conduct classes.

	Mon	Tue	Wed	Thu	Fri	
7:45-8:45	Faculty Meeting	Department Meeting/District Collaboration	Professional Learning Communities (PLC)	Professional Learning Communities (PLC)	Professional Learning Communities (PLC)	
9:00-10:15	Per 1	Per 2	1st 9:00 - 9:30 2nd 9:40 - 10:10 Brunch 10:10 - 10:20 3rd 10:30 - 11:00 4th 11:10 - 11:40 Lunch 11:40 - 12:10 5th 12:20 12:50 6th 1:00 - 1:30 7th 1:40 - 2:10	Per 1	Per 2	
10:30-11:45	Per 3	Per 4		Per 3	Per 4	
11:45-12:15	Lunch	Lunch		Lunch	Lunch	
12:30-1:45	Per 5	Per 6		Per 5	Per 6	
2:00- 3:15	Per 7	Support Period (2:00-2:45)			Per 7	Support Period (2:00-2:45)
2:45-3:15		Office Hours, Clubs, Activities (2:45-3:15)				Office Hours, Clubs, Activities (2:45-3:15)

[~ Holiday Schedule ~](#)

## Restroom Assignments

Students will be assigned restrooms based on the classroom locations described below. Each restroom has the maximum capacity of 1-2 students, depending on its size. A sign indicating maximum capacity will be posted at each restroom entrance.

- A Building: 'A' Restrooms
- C, D, Music Buildings: 'D' Building Restroom
- H Building & Foods Classroom: 'H' Building Restroom (by floor)
- Gyms: 'H' Building Restrooms

## Health Office and Safety

The Health Office will operate adjacent to the Main Office. A quarantine area for students will exist outside of B106 (allowing accessibility to the parking lot). Pop-up tents will be utilized in the situation where overflow is necessary to ensure adequate social distancing.

## Cleaning and Disinfection

The District has directed custodians to 1) conduct more frequent cleanings throughout the day in public spaces and common areas, as well as 2) use EPA-approved germicide/disinfectant.

### Cleaning and disinfecting:

- Place hand sanitizer dispensers in lobbies/common areas
- Prop doors open to reduce touching of handles as appropriate
- Provide disinfectant wipes in appropriate locations; post signage advising occupants to sanitize touch surfaces before and after each use
- Publicize frequency and scope of cleaning and disinfection
- Cleaning and disinfecting supplies are properly stored
- Schools have an established cleaning and disinfecting schedule
- High traffic areas are cleaned regularly
- Commonly used surfaces are frequently disinfected
- Shared equipment is disinfected or quarantined between uses
- Schools have a detailed cleaning and disinfecting plan for infected spaces
- Proper cleaning procedures will be incorporated into student and employee training
- Schools are disinfected nightly using Clorox 360 machines and #49
- Training on cleaning, disinfecting and safety protocols will be provided by Operations to ensure the safe and effective use of our facilities and equipment.
- We will follow the EPA's [Six Steps for Safe & Effective Disinfectant Use](#).

### After Occupied Hours/Night Shift

- All areas that were occupied during the day will be thoroughly cleaned.
- Trash will be removed.
- Floors will be dust mopped and spot mopped as needed.
- All areas will be disinfected using electrostatic sprayers.
- Phones, computers, and other equipment must be disinfected after use and only shared if necessary based on equipment (i.e. printers, copy machines).

## Communication Plans

As the school prepares to shift phases, we will work with families to communicate as effectively as possible.

### Outreach and communication will include:

- Additional Q&A sessions with the entire campus community
- Prior to student groups engaging in a hybrid instructional model, an instructional screencast will be provided to all students/families, reviewing the four pillars, campus map, and behavior expectations while on campus.
- This report will be available on our website with automatic translation into any language offered by the web service.
- Opportunities for students to opt-in to in-person learning in three-week periods (as we prepare to implement Phase 3).

## **Staff Training and Family Communication**

### **Student Education and Family Communication**

Aeries Communication and Canvas will be used to provide specific education and instructions for students, parents, and guardians on the implementation and enforcement of this reopening plan. These communications will include written and screencast instructional videos that will be available on the school website in multiple languages and will include instructions regarding entering campus, health screening, wearing face masks over the mouth and nose at all times, maintaining six feet of physical distancing at all times, students sitting at their assigned desk (work/study/station), and students following directional maps and signage.

Teachers will review safety practices with students daily. Safety reviews will include proper safety etiquette and proper hygiene practices, distance monitoring, appropriate movement around campus, and directions for lunch and restrooms.

### **Staff Training**

- Mandatory training will be provided for practices related to hygiene, face coverings, physical distancing, and limited gatherings
  - In addition to site/classification specific training
- All employees will complete the following trainings, among other required trainings:
  - Coronavirus 103: Managing Stress & Anxiety (25 minutes)
  - Coronavirus 105: Cleaning & Disinfecting Common Spaces (25 minutes)
  - Coronavirus 106: CDC Guidelines for Using Cloth Masks (25 minutes)
  - Duty to Report: California Schools (30-40 minutes)
  - Bloodborne Pathogen (45 minutes)
- Supervisors will be trained regarding temperature taking and symptom checks

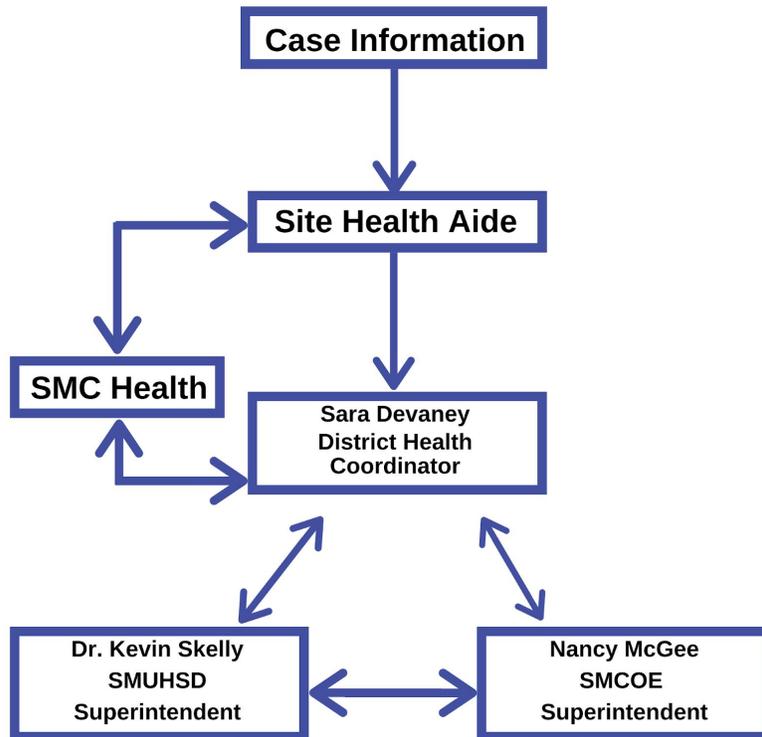
## **Testing of Students and Staff**

Students will be PCR tested for Covid-19 through a surveillance model. Students should be expected to be tested once every two weeks. Students who are at higher risk may have the option of more frequent testing.

Staff should be expected to be PCR tested twice a month. Testing will be facilitated through the school health aides and the District Student Health Coordinator.

## Communication Process for Covid-19 or Possible Covid-19 Related Incidents

Positive Test Results are communicated in the following manner.



## Identification and Tracing of Contacts

### Case, Close Contact, Indirect Contact

To understand the continuum of health concern for members of the public regarding the contracting of COVID-19, the Pandemic Recovery Framework uses the terms Case, Close Contact, and Indirect Contact to mean the following within a pandemic context:

- **Case:** A Case refers to a person who tests positive
- **Close Contact:** A Close Contact refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
- **Indirect Contact:** Indirect Contacts are people who may have been in proximity to a Close Contact

<b>Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known COVID-19 Cases</b>	
<b>Scenario</b>	<b>Immediate Actions</b>
<b>Scenario 1:</b> A student or staff member either exhibits COVID-19 symptoms, answers “yes” to a health screening question, or has a temperature of 100.4°F or above	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Recommend testing (If positive, see Scenario 3; if negative, see Table 2)</li> <li>• School/classroom remain open</li> </ul>
<b>Scenario 2:</b> A family member of a student or staff member OR someone in close contact with a student or staff member (outside the school community) tests positive for COVID-19	<ul style="list-style-type: none"> <li>• Send home</li> <li>• Contacts should be quarantined for 14 days from the last exposure to the case</li> <li>• Testing can be considered but will not shorten 14-day quarantine.</li> <li>• One cannot test out of quarantine.</li> <li>• School/classroom remain open</li> </ul>
<b>Scenario 3:</b> A student or staff member tests positive for COVID-19	<ul style="list-style-type: none"> <li>• The school Principal or designee must immediately notify SMC CD Control</li> <li>• Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic</li> <li>• Quarantine and exclude the affected cohort/pod for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.</li> <li>• Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine)</li> <li>• Thorough cleaning and disinfecting of classroom and primary spaces where case spent significant time</li> <li>• Other cohorts/pods continue in-person instruction. I.e., the entire school does not need to close.</li> <li>• Send notification to affected cohort/pod</li> </ul>

<b>Table 2: Steps to Take in Response to Negative Test Results</b>	
<b>Scenario</b>	<b>Immediate Action</b>
A symptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.
A symptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case.	Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
A symptomatic student or staff member tests negative for COVID-19 without close contact to a case.	Student/staff may return to school 72 hours after resolution of symptoms.
An asymptomatic student or staff member tests negative for COVID-19 and was a household contact to a case	Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.

An asymptomatic student or staff member tests negative for COVID-19 and was a non-household close contact to a case	Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.
An asymptomatic student or staff member tests negative for COVID-19 without close contact to a case	Can return to school/work immediately.
A symptomatic student or staff member who is not a close contact to a known COVID-19 case tests negative for COVID-19 after <b>Scenario 1</b>	Student/staff may return to school 72 hours after resolution of symptoms
A symptomatic or asymptomatic student or staff member who is a close contact to a known COVID-19 case tests negative after <b>Scenario 2</b>	Student/staff must remain in quarantine for a full 14 days after: <ol style="list-style-type: none"> <li>1. Date of last exposure to COVID-19 positive non-household close contact OR</li> <li>2. Date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</li> </ol>
A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case)	Can return to school/work immediately.

## Triggers for Transitioning to Distance Learning

The school will reopen only upon approval of the site reopening plan by the San Mateo County Office of Education. The instructional schedule that will be used is one that can accommodate a switch from in-person hybrid instruction to complete distance learning. The school will follow the directives from the County and State regarding the need to transition from in-person instruction to a distance learning model. All students have been assigned personal computers and internet access assistance is available for all families.

Below is the guidance from the California Department Public Health that will be followed by the school and District.

### What are the criteria for closing a school to in-person learning?

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

- Within a 14-day period, an [outbreak](#) has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three [outbreaks](#) have occurred in the school AND more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

**Length of closure:** 14 days, or according to a decision made in consultation with the LHO.

The State Safe Schools for All Technical Assistance teams (TA teams), comprised of experts across multiple state agencies, will be available to assist schools with disease investigation for those with

outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

### **If a school is closed, when may it reopen?**

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

- Cleaning and disinfection
- Public health investigation
- Consultation with the LHD

## **Glossary of Terms**

### **Educational Planning Terms:**

- **Asynchronous Learning:** Students have the ability to access information, demonstrate what they've learned, and communicate with classmates and instructors on their own time - they don't have to be in the same classroom or even in the same time zone to participate.
- **Independent Study (IS):** Students may elect to complete their full semester of a class, multiple classes, or all classes, using our fully asynchronous learning platform, Edgenuity. Students taking one or several (but not all) classes through Independent Study at AHS will be required to check in with their site-based IS teacher weekly. Students opting for a full IS program will check in weekly with a district-based IS teacher.
- **Synchronous Concurrent Learning:** Teachers will instruct in-person from their classrooms. Some students will be in-person in the classroom space, other students will engage in class through the use of virtual platforms (like Zoom) *at the same time*.
- **Virtual Synchronous Learning:** All students and teachers will engage in classroom activities using virtual platforms (like Zoom) at the same time.

### **County Covid Terms**

- **Confirmed Case of COVID-19 Infection:** Individual with positive COVID-19 molecular amplification laboratory testing result (e.g., PCR) or positive antigen testing result.
- **Suspected Case of COVID-19 Infection:** In the absence of a more likely diagnosis:  
*AT LEAST ONE* of the following criteria:
  - Fever ( $\geq 100.4$ ) AND Cough
  - Fever ( $\geq 100.4$ ) AND Shortness of breath
  - New loss of taste or smell
  - Painful purple or red lesions on the feet or swelling of the toes
  - Pneumonia
  - Acute Respiratory Distress Syndrome

OR AT LEAST 2 of the following criteria:

- Fever ( $\geq 100.4$ )
- Chills
- Repeated shaking with chills (rigors)
- Cough
- Shortness of breath or difficulty breathing
- Chest pain with deep breathing
- Sore throat
- Hoarseness
- Muscle pain
- Malaise or fatigue
- Abdominal Pain
- Loss of appetite
- Nausea
- Vomiting
- Diarrhea
- Headache
- Altered mental status (confusion)
- Conjunctivitis (“pink eye”)
- Rash

- **Close Contact:** A person who is within less than 6 feet from a confirmed case for more than 15 minutes regardless of face covering use. 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 any time together indoors.
- **Isolation:** Isolation is used to separate people infected with a contagious disease (such as those who are sick with COVID-19 and those who have tested positive for COVID-19 but do not have any symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, sick/infected individuals should separate themselves from others by staying in a specific “sick” room or area and using a separate bathroom if available.
- **Quarantine:** Quarantine refers to the practice of separating individuals who have had close contact with someone with a contagious disease such as COVID-19 from others. This is meant to interrupt disease transmission as people can be contagious before they develop symptoms and in the case of COVID-19 can be contagious without ever developing symptoms. People who are in quarantine should stay home until it is safe for them to be around others. They should stay home, separate from others, and monitor their health.

## Resources

- [San Mateo County Health - COVID-19 Recommendations Checklist](#)
- [San Mateo County Coalition for Safe Schools and Communities: Pandemic Recovery Framework](#)

## Appendices

### Site Contact Information

Main Office: 650-558-2799

Attendance Office: 650-558-2709

Health Office: 650-558-2722

## Site Covid Team

Principal: Jesse Boise  
Asst. Principals: Monique deBrito Guedes  
and Nancy Kuei  
Administrative Assistant: Sandra Fewer

Facilities Manager: Joey Tipton  
Health Aide: Yoana Rodriguez  
Attendance Clerk: Abigail Martinez

### **Covid Team Responsibilities:**

- Collect information regarding COVID-positive staff and students - ensure sharing of information for appropriate health protocols.
- Identify shifting staffing needs and work with the district office to put substitutes in place as needed.
- Maintain stock of back-up PPE and sanitizing supplies for offices, bathrooms, and classrooms.

## **COVID-19 Expectations and Responses**

It is **IMPERATIVE** that all students participating in learning on campus follow the health and safety guidelines included in this plan.

Students and families should be aware of the consequences for unsafe behaviors at school. Please review these [COVID-19 Expectations and Responses](#) that all schools within the SMUHSD are following during the Pandemic.