

2021-22 COVID-19 School Guidance Checklist Supporting Documentation

Stable group structures (where applicable):

Class cohorts will remain together and the mixing of students from different classrooms will be minimized as practicable during the school day to assist with contact tracing and reduce the spread of potential illness.

Stable group sizes will vary. Some factors that determine stable group sizes include physical classroom size, layout and student need. Our stable classroom groups range in size from 17-24 students.

Our specialty class teachers will provide instruction to each stable class cohort. Our intervention teachers will provide small group instruction with identified students, as appropriate.

Entrance, Egress, and Movement Within the School

Each site has implemented procedures to support stable groupings of student as they enter, exit and move throughout the day, including:

- Use of multiple entry and exit points.
 - Class cohorts will remain together and the mixing of students from different classrooms will be minimized as practicable during the school day to assist with contact tracing and reduce the spread of potential illness.
 - Recess and lunch times will be staggered as practicable to avoid congestion.
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Face Coverings and Other Essential Protective Gear

- Face coverings are required indoors except in certain, limited circumstances.
 - Face coverings are not required outdoors.
 - Face masks will be provided to individuals who have forgotten to bring one.
 - Persons who are exempt from wearing a mask include:
 - anyone younger than two years old
 - anyone who has trouble breathing, is unconscious or incapacitated
 - anyone who is otherwise unable to remove the face covering without assistance
 - If a student is exempt from wearing a face covering, they must provide a note from their physician, and will be asked to wear a face shield with a drape on the bottom.
 - If a student refuses to wear a face covering due to behavioral issues, teachers/staff will work closely with parents/guardians to develop a plan that will help this student adjust to wearing a face covering.
 - A school-based team will convene a meeting with the parent/guardian to assess the need for accommodations.
 - For safety reasons, any student who continually refuses to wear a face covering will be sent home.
 - Independent study will be available for all students who are unable to tolerate a mask for any reason.
 - When face coverings are removed outside, the mask should be handled by the ear loops or ties and placed in a secure location until it needs to be put on again.
 - Students will be encouraged to try not to touch their face covering and keep their hands washed frequently.
 - Face coverings should be worn to cover both the mouth and nose.
 - Bandanas and masks with exhalation valves or vents are not acceptable as they do not sufficiently keep respiratory droplets from reaching others.
 - Cloth face coverings:
 - Should fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered and machine dried without damage or change to shape
 - Staff must use face coverings in accordance with CDPH guidelines and Cal/OSHA standards. Current CDPH guidance states that adults in K-12 school settings are required to wear face coverings when sharing indoor spaces with students.
 - In limited situations where staff members are unable to use a face covering for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield with a drape can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom, where required.
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Health Screenings for Students and Staff

Prior to Arrival at School

- Before departing the home, parents/guardians must conduct a symptoms check of students.
- All staff members must self-screen at home for symptoms. A temperature check is no longer required for staff.
- Face coverings must be brought to school and secured prior to entry indoors.

Stay Home When Appropriate

- Staff and parents should be on the alert for signs of illness in themselves and their children and remain at home when they are showing any of the symptoms listed below.
- People with COVID-19 have had a wide range of symptoms reported, ranging from mild symptoms to severe illness.
- Symptoms may appear 2-14 days after exposure to the virus. People with the symptoms listed below may have COVID-19.

Students or staff experiencing one or more of the following symptoms will be excluded from school:

- Fever of 100 or higher
- Chills
- New cough, nasal congestion or runny nose
- Shortness of breath or difficulty breathing
- New muscle or body aches or fatigue
- Headache (if abnormal for you)
- New loss of taste or smell
- Sore throat
- Diarrhea
- Loss of appetite, nausea, vomiting, abdominal pain
- Recent diagnosis, or possible exposure to COVID-19 (if unvaccinated)

A temperature of 100 F or greater or a “yes” answer to any of the symptoms above identifies the individual as potentially positive for COVID-19. Students and staff will be asked to stay home and will be recommended for follow-up testing.

Procedure for Sending Individuals Home with Positive Symptoms

- We will be following the [SDCOE COVID symptoms decision tree](#) to guide next steps.
- Individuals who exhibit a positive symptom will be asked to secure their face covering and use good hand hygiene and respiratory etiquette.
- Parents/guardians of students will be contacted immediately. Students exhibiting symptoms will need to be picked up and parents/guardians will be made aware of next steps.
- Students with positive symptoms will be isolated in a designated area outside. Students will be accompanied by a staff member at all times while waiting for pick up.

- Symptomatic staff members will be immediately sent home and made aware of next steps.
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Healthy Hygiene Practices

Each site has implemented routines for frequent hand sanitation focusing on COVID-19 prevention measures:

- When entering the classroom
- After using restroom
- Before and after eating
- After taking off or putting on their cloth face covering
- After prolonged exposure to high touch areas

Each site is using video and print resources as instruction for students in handwashing and other hygiene practices.

In order to implement effective hand sanitizing procedures, we:

- All staff and students are provided with hand sanitizer upon entry inside at school.
- Hand sanitizer contains at least 60% alcohol, and no methyl alcohol.
- Stock soap, paper towels, hand sanitizer and wipes for each stable group/classroom and make them visible and well identified.
- Signage in classrooms and offices remind students and staff on proper hand sanitizing procedures, including washing hands for at least 20 seconds.
- Regular hand washing is encouraged.

Identification and Tracing of Contacts

Steps to Complete for Positive Cases

- District nurse/site principal calls COVID positive individual or parent/guardian to gather necessary information. This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form. Positive individual is instructed to isolate and household members are instructed to quarantine and test. Follow up written communication is also provided.
- District nurse, site principal and superintendent confer, consult public health as needed, commence site contact tracing, and begin notification process.
- Sites make necessary calls to all close contacts regarding quarantine and testing protocols.
- Site principal/district nurse notify public health with required information regarding the positive case and close contacts.

- Site principal/extended day director provide student close contacts with written notification regarding modified quarantine and testing protocols.
 - District office provides a letter to the COVID-19 positive staff member or consultant regarding modified quarantine protocols and available leave options, as applicable.
 - Superintendent sends letter(s) to identified staff or consultant close contact(s) regarding modified quarantine and testing protocols as well as leave options, as available, and notifies the bargaining unit president.
 - Site principal sends out the staff notification of a COVID-19 positive case letter to all employees at the site.
 - Site principal sends out the parent/guardian notification of a COVID-19 positive case letter to all families at the site.
 - Site principal contacts custodial staff regarding cleaning of affected area(s)
 - District nurse/site principal maintains a record of positive cases and exposures for monitoring.
 - District office adds the positive case to the COVID-19 Dashboard, monitors and removes it after 10 days.
 - District nurse, site principal and superintendent confer with public health to determine if the case is epidemiologically-linked. Three or more epidemiologically-linked cases at the school site is considered an outbreak. If so, follow necessary Cal/OSHA testing requirements for an exposed workplace.
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Physical Distancing

- Per CDPH guidance, in-person instruction can occur safely without (previous) minimum physical distancing requirements when other mitigation strategies (e.g. masking) are implemented.
- Class cohorts will remain together and the mixing of students from different classrooms will be minimized as practicable during the school day to assist with contact tracing and reduce the spread of potential illness.
- Physical distance will be maximized as much as possible while eating, especially indoors.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Encouraging open windows and doors
 - Using the maximum filtration supported by our HVAC systems, including MERV- 11 filters in our pre-existing buildings and MERV-13 filters in all new buildings. Filters are replaced district-wide on a quarterly basis.
 - Using HEPA air purifiers in all classroom spaces
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Staff Training and Family Education

We provide effective training and instruction that includes notification of:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing, face coverings, increased ventilation indoors, and respiratory protection decreases the spread of COVID-19 and are most effective when used in combination.
- The right of employees that are not fully vaccinated to request a respirator for voluntary use, without fear of retaliation, and our policies for providing the respirators. Employees voluntarily using respirators will be trained according to section 5144(c)(2) requirements:
 - How to properly wear them.
 - How to perform a seal check according to the manufacturer's instructions each time a respirator is worn and the fact that facial hair can interfere with a seal.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment. Since COVID-19 is an airborne disease, N95s and more protective respirators protect the users from airborne disease, while face coverings primarily protect people around the user.
 - The conditions where face coverings must be worn at the workplace.
 - That face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance cannot be maintained.
 - Employees can request face coverings and can wear them at work regardless of vaccination status and without fear of retaliation.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Information on our COVID-19 policies and how to access COVID-19 testing and vaccination, and the fact that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death.

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to their site administrator.
- Employees can report symptoms and hazards without fear of reprisal.
- Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness may contact Emily Horta in Human Resources for information on accommodations and leave options.
- Access to COVID-19 testing will be made available by the District when testing is required, such as in the event of a workplace exposure or outbreak.
- The COVID-19 hazards employees (including other employees and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.

Our families are notified about our COVID-19 policies and procedures at the beginning of the school year. All policies and procedures are posted on the District website at www.cardiffschools.com. Staff review the policies and protocols with students and families at the beginning of the year via written communication, video presentation, classroom discussion, modeling, and positive reinforcement. Families are notified of changes to existing protocols via outreach from site administration. Application and enforcement are ensured through outreach and immediate follow up.

Testing of Staff

Cardiff School District implements symptom and response testing for staff. Those who have been instructed to test based on symptoms are asked to isolate and test. Unvaccinated, asymptomatic employees who are exposed will be eligible to undertake a modified quarantine with indoor masking, twice weekly COVID-19 testing over a 10-day period. In the event of an exposure, the District will provide an on-site option for response testing with PCR follow up (in the event of a positive result).

Cardiff School District will also test staff based on the following: when there are multiple employee COVID-19 cases/major outbreaks based on Cal/OSHA requirements.

- When there are multiple employee COVID-19 cases, all employees in our exposed group are immediately tested and then one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine, isolation, or exclusion period required by, or orders issued by, the local health department.
- After the first two COVID-19 tests, we continue to provide COVID-19 testing once a week of employees in the exposed group who remain at the workplace or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
- We will provide additional testing when deemed necessary by Cal/OSHA.

- If there are twenty or more employee COVID-19 cases in an exposed workplace within a 30-day period, then we continue to comply with the Multiple COVID-19 Infections and COVID-19 Outbreaks protocols, except that the COVID-19 testing, regardless of vaccination status, is made available to all employees in the exposed group twice a week, or more frequently if recommended by the local health department.
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Testing of Students

Cardiff School District implements symptom and response testing for students. Those who have been instructed to test based on symptoms are asked to isolate. Those who have been instructed to test based on exposure are asked to undertake a modified quarantine with indoor masking, twice weekly COVID-19 testing over a 10-day period, and quarantine from extracurricular activities, which take place outside of the regular school day. In the event of an exposure, the District will provide an on-site option for response testing of students who are accompanied by their parent/guardian, with PCR follow up (in the event of a positive result).

Identification and Reporting of Cases

Please see our COVID-19 Prevention Program, COVID-19 Prevention Plan, and Cardiff School District COVID-19 Protocols 20-21 for additional information.

Resources and Outreach

We support community vaccination efforts by providing a link to local vaccination locations on our District website.

We follow state and local public health conditions and adjust our District protocols and policies as required. A link to our local public health website is available on our District website.

We ensure continuity of services, including, but not limited to, services to address students' academic needs and students' and staff social, emotional, mental health and other needs, including food services. We ensure continuity of services by providing for all students, including students with disabilities and English Learners, continuity of academic supports, daily outreach from staff, and access to the school lunch program, in case of isolation or quarantine.

Our COVID-19 protocols and policies were developed in June 2020 and have been revised in accordance with changing CDPH guidance and oral and written feedback from our stakeholders, including teachers, staff and parents.

Communication Plans

Staff and families receive notification via email. Staff also receive a letter from the superintendent's office if they are identified as a close contact.

Please see our COVID-19 Prevention Program, COVID-19 Prevention Plan, and Cardiff School District COVID-19 Protocols 20-21 for additional information.