DUNHAM SCHOOL DISTRICT

COVID-19 Prevention Program (CPP) for
Dunham School District

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: January 25, 2021

Authority and Responsibility

The District Superintendent has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the Sonoma County Schools Reopening Checklist.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Dunham School District has standing Reopening School Committee made up of certificated, classified and administrative staff. In August 2020, school staff reviewed and discussed the 2020-21 Re-Opening Master Plan which was subsequently approved by the Board and posted to the Dunham website. Staff is involved in amendments to the plan as changing circumstances require.

Employee screening

All employees reporting to work will be screened for COVID-19 symptoms and risk factors and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19. This practice is due to our current county risk level of "widespread", and will continue if/when we enter the risk level "substantial".

Upon arrival to work and prior to entering any other areas of the campus or worksite, employees should report to the office where they will use a contactless thermometer to take their temperature and check off as having done so.

Prior to arriving at work or promptly after entering the work site employees fill out a daily digital COVID-19 symptom survey.

If working on campus each will:

- self-assess their symptoms and risk factors; and
- report that they have done so via sign-in temperature sheet and digital health survey; and
- wash their hands, use hand sanitizer, or clean with an alcohol wipe prior to and after touching the provided equipment (i.e. thermometer, pen, iPad, etc.).

Correction of COVID-19 Hazards

Employees have the right to file a confidential safety and health complaint and request an inspection of your workplace if you believe there is a serious hazard or if you think your employer is not following COVID-19 safety protocols, guidelines and regulations.

The Dunham School District takes all concerns and complaints seriously. The District values the concerns of our parents, staff, students and community. Complaints are respected and honored; there are no negative consequences for filing a complaint. No reprisals or retaliation shall be invoked against any student, parent or employee for processing, in good faith, a complaint, either on an informal or formal basis, or for participating in any way in these complaint procedures.

Unsafe or unhealthy work conditions, practices or procedures will be reported to the Principal/Director and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Physical Distancing

Where possible, we ensure at least six feet of physical distancing at all times in our workplace. Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved. This may include moving desks, rerouting traffic, or installing plexiglass or other types of dividers.

The number of persons allowed in the restrooms at one time will be established based on social distancing requirements based on the size of the restroom including available stalls. This may involve limiting access to restrooms. Signage will be provided to educate staff and students on the safe use of restrooms.

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

Face Coverings

If needed, we provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department. Face covering are available to employees in the school office. Any employee seen without a face covering is reminded that they are required.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.

- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Engineering controls

Plexiglass barriers are provided for high-traffic office areas to address social distancing requirements. Portable clear partition dividers (75" x 56") are provided for each classroom.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems unless there is poor outside air quality (an AQI of 100 or higher for any pollutant) or some other hazard to employees such as excessive heat or cold. Ventilation systems have been checked to be in working order and will be monitored for proper operation. Heating, Ventilation & Air Conditioning (HVAC) filters will be replaced on the regular replacement cycle. In addition to HVAC, best practices for classroom and office ventilation are to have windows and doors open to allow air flow to provide as much fresh air as possible. All classrooms and office areas have been equipped H13 HEPA air purifiers with a large enough capacity and flow rate for the square footage of the room.

To minimize the risk of waterborne illnesses, all staff and students will be encouraged to bring their own water bottles, clearly labeled with their name. Classroom drinking fountains have been replaced with hands-free bottle filling stations.

Cleaning and disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Ensuring adequate supplies and adequate time for daily cleaning and disinfecting to be done properly.

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- The workspace of the affected employee will be shut for at least 24 hours.
- Disinfectant will be used to sanitize the affected area, the furniture and equipment will be cleaned, and disinfected again after cleaning.
- PPE is available and will be worn by the worker completing the cleaning and disinfecting.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g. gloves, goggles and face shields. Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by the user with disinfectant wipes or soap and water.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we provide videos, flyers, and onsite demonstrations to students to teach and reinforce handwashing with soap and water for at least 20 seconds. If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol will be available in classrooms and offices. Young children should use hand sanitizer under adult supervision. The District will maintain an adequate supply of hand sanitizer for all classrooms and offices.

Staff and students will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds. If soap and water are not available, hand sanitizer should be used.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

We provide and ensure use of eye protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the COVID-19 Potential Response Scenarios in a School Setting (Appendix A)

The District, through the designated COVID-19 Coordinator, will work with school administrator and identified contact tracers, and in coordination with the County Health Department through their existing protocols for contact tracing, as needed, and identify whether quarantine of impacted students and staff is necessary. Contacts will be identified based on the duration of the contact, the proximity of the contact, and the number of people.

Employees who had potential COVID-19 exposure in our workplace will be:
- Contacted by the district/school COVID Coordinator, with guidance and next steps
- Offered information about COVID-19 testing
- Provided information about benefits described in Training and Instruction, and Exclusion of COVID-19 Cases, below.

System for Communicating

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 the superintendent / principal. Reports can be made verbally, but should be followed up with a written report.
- Employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing through their health plans or through a County sponsored testing site.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- Information about any COVID-19 hazards that employees (including other employers 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.
- When there is a work exposure, possibly affected employees will be notified via a letter emailed to them. They may also receive a phone call and or text.
-

Training and Instruction

We will provide effective training and instruction that includes:

- 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.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- 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. Face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10-14 days, per CDPH guidelines, after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. This will be accomplished by employer-provided employee sick leave benefits, payments from public sources or other means of maintaining earnings, rights and benefits, where permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

Daniel Hoffman   January 25, 2021

Superintendent / Principal   **Date**

Additional Consideration #1

Multiple COVID-19 Infections and COVID-19 Outbreaks

[This section will need to be added to your CPP if your workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. Reference section 3205.1 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 10-14 day period.

COVID-19 testing

- We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 10-14 day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 10-14 day period.
  - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP *Exclusion of COVID-19 Cases* and *Return to Work Criteria* requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP *Investigating and Responding to COVID-19 Cases*.

COVID-19 investigation, review and hazard correction

In addition to our CPP *Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards*, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and

review. We will consider:
- ○ Moving indoor tasks outdoors or having them performed remotely.
- ○ Increasing outdoor air supply when work is done indoors.
- ○ Improving air filtration.
- ○ Increasing physical distancing as much as possible.
- ○ Respiratory protection.

Notifications to the local health department

Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.

We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

Additional Consideration #2

Major COVID-19 Outbreaks

[This section will need to be added to your CPP should your workplace experience 20 or more COVID-19 cases within a 30-day period. Reference section 3205.2 for details.]

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP *Exclusion of COVID-19 Cases* and *Return to Work Criteria*, and any relevant local health department orders.

Investigation of workplace COVID-19 illnesses

We will comply with the requirements of our CPP *Investigating and Responding to COVID-19 Cases.*

COVID-19 hazard correction

In addition to the requirements of our CPP *Correction of COVID-19 Hazards*, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

Notifications to the local health department

We will comply with the requirements of our *Multiple COVID-19 Infections* and *COVID-19 Outbreaks-Notifications to the Local Health Department.*

COVID-19 Potential Response Scenarios in a School Setting

Scenario-Action-Communication Flowchart

1. A student or staff member either exhibits COVID-19 symptoms (e.g., cough, fever, temp of 100.4°F or above, shortness of breath, etc.) or answers yes to Daily Health Self-Assessment.

Action: Student	Action: Staff
Request they STAY HOME if they are experiencing symptoms of COVID-19. **If on-campus, send to the school's designated Isolation Room and then home to isolate.** - Notify parents to pick up the student immediately. If able to drive themselves, send home immediately and notify parents. - Ask if the student has been in close contact with someone who had COVID-19 within the past 10-14 days. - Recommend they consult a healthcare provider about testing. - The family will notify school attendance to report the absence. - The family will notify the school admin if the student tests positive for COVID-19. (If positive, see #3.)	**Request they STAY HOME if they are experiencing symptoms of COVID-19.** **If on-campus, send home immediately to isolate.** - Ask if staff has been in close contact with someone who had COVID-19 within the past 10-14 days. - Recommend they consult a healthcare provider about testing. - Staff will notify HR and determine if they will take leave or work remotely. - Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)

When to get tested: If they develop symptoms, they should get tested immediately.

Students and Staff who have NOT had close contact with someone who had COVID-19 within the past 10- 14 days may return to school once these three criteria are met: 10 days since the symptoms first appeared, symptoms improve and they feel better, AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications.
Students and Staff who have had close contact with someone who had COVID-19 within the past 14 days may return to school once these three criteria are met: 10-14 day quarantine, AND at least 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.

- **Classroom/Cohort† OPEN**
- Contact **Student or Staff who exhibit symptoms** and request for them to monitor symptoms and follow up with a healthcare provider. COVID-19 Coordinator sends email: Experiencing COVID-19 Symptoms Letter to the symptomatic student or staff.

2. A student or staff member lives with or has been in close contact^ with a confirmed positive COVID-19 case outside of school.

Action: Student	Action: Staff
Request they STAY HOME if they are known to be a close contact. **If on-campus, send home to quarantine.** - Quarantine for 10-14 days from last exposure. - Recommend they consult a healthcare provider about testing. - The family will notify school attendance to report absence. - The family will notify the school admin if the student tests positive for COVID-19. (If positive, see #3.)	**Request they STAY HOME if they are known to be a close contact.** **If on-campus, send home to quarantine.** - Quarantine for 10-14 days from last exposure. - Recommend they consult a healthcare provider about testing. - Staff will notify HR and determine if they will take leave or work remotely. - Staff will notify their supervisor if the staff tests positive for COVID-19. (If positive, see #3.)

When to get tested: If they develop symptoms, they should get tested immediately. If no symptoms develop, get tested 8-10 days after exposure.

Students and Staff may return to school once these three criteria are met: 10-14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND No COVID-19 symptoms.

- **Classroom/Cohort† OPEN**
- Contact **Student or Staff who identify as a close contact with a confirmed positive COVID-19 case outside of school** and request for them to quarantine and follow up with a healthcare provider. COVID-19 Coordinator sends email: Close Contact Letter to the affected student or staff.

3. A student or staff member is a confirmed positive COVID-19 case.

Action: Student	Action: Staff
- **Exclude positive case from school for 10 days from symptom onset or test date to isolate at home.** - **Request close contacts to quarantine at home.** - Family will notify school attendance to report absence.	- **Exclude positive case from school for 10 days from symptom onset or test date to isolate at home.** - **Request close contacts to quarantine at home.** - Staff will notify HR and determine if they will take leave or work remotely.

Positive Case: Students and Staff may return to school once these three criteria are met: 10 days since the symptoms first appeared, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND COVID-19 symptoms (cough, shortness of breath, chills, etc.) have improved.
Close Contacts: Students and Staff may return to school once these three criteria are met: 10-14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.

- **Classroom/Cohort† POTENTIALLY CLOSED**
- Notify **Sonoma County Public Health**.
- Contact **Student or Staff who are confirmed positive** and request isolation for 10 days. COVID-19 Coordinator sends email: Confirmed Positive Case Letter to the infected student or staff. Copy site admin or supervisor.
- Submit to **RESIG**, the SB1159 Reporting Form.
- Begin contact tracing. Identify close contacts, quarantine and exclude potentially exposed contacts (likely entire cohort†) for 10-14 days after the last date the case was present at school while infectious.
- Contact **Students and Staff who have been exposed** and request for them to quarantine for 10-14 days. COVID-19 Coordinator sends email: Close Contact Exposure Letter to the identified close contacts^.
- Close classroom and primary spaces where the case spent significant time. Contact **Maintenance & Operations**, to coordinate disinfection and cleaning.
- Per **AB 685**, COVID-19 coordinator sends email: Potential Exposure Letter (AB 685)Letter to those who were **on the same campus as the infected individual**.

4. A student or staff member tests negative for COVID-19 after symptoms (and was not exposed to a COVID-19 case).

Action: Student	Action: Staff
- **Request they STAY HOME if they are experiencing symptoms of COVID-19.** - Family will notify school attendance to report absence.	- **Request they STAY HOME if they are experiencing symptoms of COVID-19.** - Staff will notify HR and determine if they will take leave or work remotely.

Students and Staff may return to school if: Symptoms improve and they feel better, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications.

- **Classroom/Cohort† OPEN**
- No Communication needed.

5. After being exposed to COVID-19, a student or staff member tests negative during quarantine.

Action: Student	Action: Staff
• **Negative test does not shorten quarantine. (See #2.)** • Family will notify school attendance to report absence.	• **Negative test does not shorten quarantine. (See #2.)** • Staff will notify HR and determine if they will take leave or work remotely.

Students and Staff may return to school once these three criteria are met: 10-14 day quarantine, AND 24 hours with no fever (above 100.4°F) without the use of fever-reducing medications, AND no COVID-19 symptoms.

• Classroom/Cohort† OPEN
• No Communication needed.

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

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

(**) **Maintain confidentiality** as required under FERPA and state law related to privacy of educational records.

Chart adapted from California Department of Public Health "COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-21 School Year" Published July 17, 2020.

When to Close Cohort/Classroom/School/District

When to Close a Cohort

Consider closing if one or more students or staff members are confirmed to have COVID-19.

When to Close a School

Consider closing if multiple "cohorts" or classes have confirmed cases OR 5% of all students/staff have confirmed cases.

When to Close the District

25% or more of schools in the district have closed due to COVID-19.

When to Re-Open

Schools may typically re-open after 14 days and the following have occurred:
Cleaning and disinfection
Public Health investigation
Consultation with the local public health department

Guidance on School Closure: 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 Public Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are positive cases within a 14-day period, depending on the size and physical layout of the school. The Public Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Guidance on District Closure: 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 Public Health.

(CA Department of Public Health)