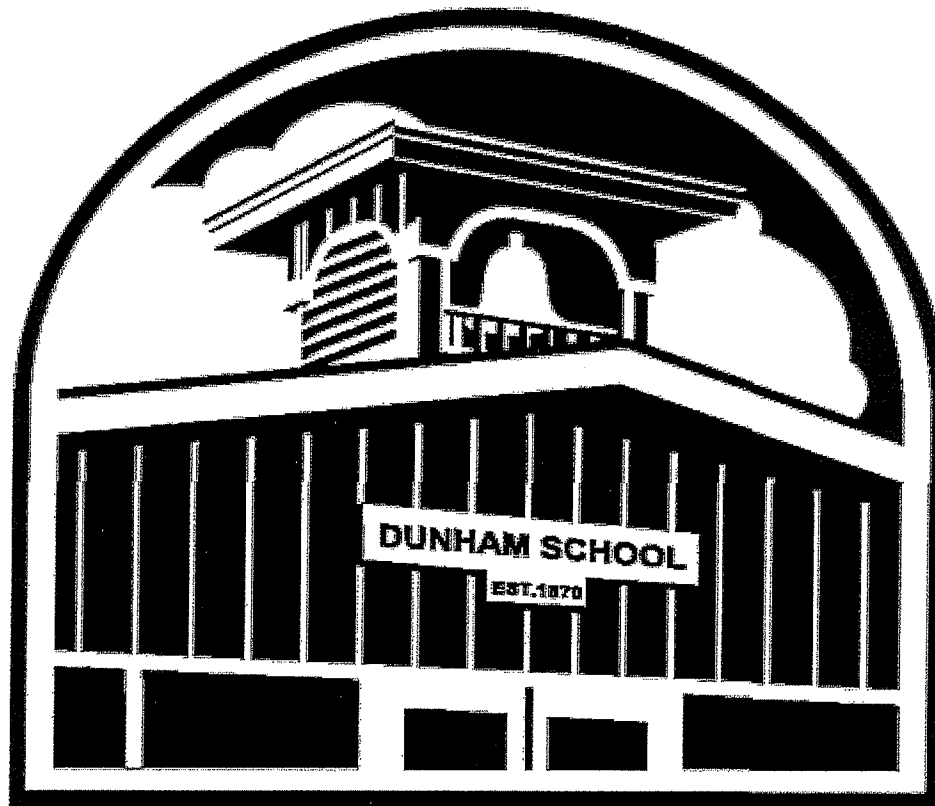


# COVID-19 Safety Plan



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# OVERVIEW

The goal of Dunham School District is to ensure a safer return to school for all students and staff. This COVID Safety Plan (CSP) was developed in partnership with the Sonoma County Office of Education (SCOE) and reviewed by the Sonoma County Department of Health Services (SCDHS) to support a healthier school environment during the COVID-19 pandemic. We are implementing enhanced health and safety practices and protocols. This includes intensifying cleaning and disinfecting of common spaces, restrooms, and frequently touched surfaces throughout our schools, maintaining physical distancing and stable classroom cohorts, and increasing personal protective behaviors (e.g., handwashing and face covering) based on guidance from the Sonoma County Office of Education (SCOE), Sonoma County Department of Health Services (SCDHS), California Department of Education (CDE), the California Department of Public Health (CDPH), and the Centers for Disease Control (CDC).

# 2021 COVID-19 CSP and School Guidance Checklist Supplemental Questions

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space is needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. ***\*\*Please note: Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.***

## 1. Stable group structures for Dunham School District

*How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.*

### A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:

The maximum number of students and staff will be 14 students and 2 staff; the minimum number will be 1 student and 1 staff. Dunham School is prepared and able to fully follow all the cohort requirements by SCOE and Health Department at all times. Currently, Dunham does not plan to run additional stable groups besides the hybrid classes described in Section 1B.

### B. For regular classes, how many students and staff will be in each planned stable, group structure:

All grades will be in cohorts of no larger than 16 (including teachers). Based on our current enrollment, our largest grade level cohort would be 12 students and 2 staff. We have one self-contained classroom per a grade level (Transitional kindergarten -6<sup>th</sup> grade). These classes will be evenly split in half and put into 2 separate on campus cohorts. On Mondays, all students will learn virtually. On Tuesdays and Wednesdays, **Cohort A** would participate in self-contained on-site classes from 8:00 a.m. - 11:30 a.m. while **Cohort B** participates in off campus virtual learning. On Thursdays and Fridays **Cohort B** would participate in self-contained on-site classes from 8:00 a.m. - 11:30 a.m. while **Cohort A** participates in off campus virtual learning. Families who choose not to participate in our on-site hybrid would have the option to continue with 100% off campus virtual learning.

**Cohort A** would have 70 students or less on campus at one time.

**Cohort B** would have 70 students or less on campus at one time.

### C. If you have departmentalized classes, how you will organize staff and students in stable groups:

Not applicable

### D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:

Electives / enrichment for the 2020-21 school year are delivered remotely via Zoom.

### E. Other considerations – After school programs, special education, therapies, carpooling, etc.:

-There are no on-site after school programs for the 2020-21 school year.

-Special education will have its own separate cohort schedule that follows the general education cohort schedules. These groups will follow the State recommendations of requires that schools limit as much as possible the number of stable groups that each individual student or staff member is a part of [for example, trying to limit in-person stable groups to two (2), plus one (1) extracurricular activity, for elementary schools). Every effort will be made to keep schedules and

- groups consistent. These cohorts will not exceed 14 students and 2 staff per cohort.
- Counseling, Speech and Occupational Therapy service will be done remotely.
  - Parents that choose carpool will be encouraged to leave windows down and have occupants of the vehicle wear face coverings.

## **2. Visitors / Volunteers / Vendors**

*School/District's plans to handle visitors on campus    \*\*Please consider limiting non-essential visitors of any kind*

### **A. Essential visitor / vendor policy - log-in/out list:**

Essential visitors / vendors will be limited to the extent possible are required to sign in and out at the office for contact tracing purposes. The office doors will have a table located in front of them to create a spacing buffer along with a plexiglass barrier to provide proper spacing if an essential visitor is needed on campus.

### **B. Policy for limiting non-essential visitors:**

Parents are not permitted on our campus when students are present. Only Dunham students and staff are permitted to be on campus.

Visitors will not be allowed in the classroom while students are present.

## **3. Entrance (site specific)**

*How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.*

Arrival and dismissal procedures have been carefully planned with assigned campus entrances and exits to ensure the best scenario for cohorts/students to avoid close contact and mixing of cohorts, as well as allow for physical distancing and Dunham's required daily health screenings.

### **A. Describe drop-off procedure / policy for parents onsite:**

Drop off takes place between 7:45a.m. and 8:00a.m. Families that arrive early will have to remain in their vehicles with their students. There is no early drop off.

Upon arrival (all students are transported to school in parent vehicles), students will wait in their parent's vehicle until staff signals the student to exit the vehicle. Families will drive through the parking lot, coming all the way around the full circle, passing 6th grade, arriving at the double doors under the bell for drop off. Children will only exit the car when they have been checked in by a school staff member. (See attached map)

Staff will be at the front of the school and children only get out on the yellow loading zone sidewalk parallel to Roblar Road. Going around the full circle of the parking lot allows space for waiting your turn without backing up traffic on the main road.

Staff will monitor the flow of foot traffic through the designated one-way entrance. Due to the small number of students in each cohort and the one by one manner of getting out of the vehicle this will serve as a very efficient way to control the flow of foot traffic. Arrows and distancing signage will be placed on the sidewalk to help give students visual reminders.

Signs with a list of symptoms of Covid-19 will be posted, and staff checking in students will refer to the sign and verbally ask the adult in the car "Does your child exhibit any of these symptoms today?" If the answer is "no" the staff member will take the child's temperature through the open window of the car, and, if less than 100°F the child can exit the car and proceed to his/her class line. A "yes" answer or temperature over 100°F would precipitate the car continuing out of the parking lot without dropping off the child.

**B. Describe plan to minimize mixing of cohorts on arrival to school:**

Following a temperature check with a touchless thermometer, students will proceed directly to through the side gate (near the tetherball pole) and follow the main aisle until they arrive at their class line, then they go to stand on their designated spot in line until the teacher leads them into class. Children should dress for the weather as the lines are set up outdoors. Each classroom cohort will use a hand washing / sanitizing station upon their entrance into their designated classroom. Parents remain in their cars at all times.

Designated classroom lines will be marked. Lines will be marked for 6 feet spacing between each student in line. Due to our small cohort numbers and a large playground we are able to have 6 feet spacing in classroom lines and over 6 feet of spacing between classroom lines. Staff will be present to help supervise appropriate spacing.

There is no before school recess or playtime.

**C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:**

Signs with a list of symptoms of Covid-19 will be posted, and staff checking in students will refer to the sign and verbally ask the adult in the car about COVID-19 symptoms and exposure. A staff member will take the child's temperature through the open window of the car, and, if less than 100°F the child can exit the car and proceed to his/her class line. A "yes" answer or temperature over 100°F would precipitate the car continuing out of the parking lot without dropping off the child.

**D. How school/district plans to encourage a zero-mingling policy before school:**

There is no before school recess or playtime.

Students are not permitted out of the vehicle until they can safely go through the entrance leading to their class line. Staff will be helping support these practices.

## **4. Movement within the School (site specific)**

*How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts - Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.*

**A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:**

Students are assigned to a stable group/cohort that does not interact with other groups. Siblings will attend the on-site hybrid classes on the same days.

Cohort groups consist of 8-14 students, each in their own designated classroom with 6+ foot clearance between student work stations and teachers.

Since our cohorts are only on campus for a partial day students will not be having lunch on campus.

Each class will get one 15 minute break. Class break times will be staggered. Only two classes will be on the playground at once. The playground will be divided into two areas so classroom cohorts do not mix. In accordance with health and safety guidelines, students will play only with their designated group.

Students will be supervised to keep their physical distance when playing. Signage has been installed to designate 6 feet distancing. Common playground toys will be divided between cohorts and cleaned prior to use by other cohorts. The outdoor play structures will not be used.

Cohorts will have specific routes for bathroom use to prevent close contact or unnecessary mixing of cohorts. Bathroom use is staggered so that only one student/staff will use the restroom at a time to ensure physical distancing. Ventilation and air circulation in the restrooms will be ensured through the school's HVAC system.

Each cohort will be assigned a specific route to use for entrance to and exit from classrooms for arrival, departure, break time, restroom visits, and outdoor activities.

Sonoma County Public Health recommends that physical distancing of six feet is maintained between adults and students; four to six feet distance is permissible between students within a classroom or instructional area. Dunham School District has the following measures in place to ensure students stay at least 6 feet apart while in lines, hallways, and at all other times:

- Tape on floors and sidewalks to indicate 6 feet distance
- Signs on walls to serve as a reminder to stay 6 feet away from others
- One-way routes as needed
- Classroom seating/desks spaced 6 ft apart
- Outdoor learning spaces utilized when practical

## **5. Egress (site specific)**

*How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered departure, separate exits, etc. Please include site map for reference.*

- A. Describe pick-up procedure / policy for parents onsite; Plan to minimize mixing of cohorts on departure; How school/district plans to encourage a zero-mingling policy after school:  
Parents will arrive by driving through the full circle and will remain in their cars waiting for their child(ren) in the loading zone.

At the end of the school day, teachers will lead their students to the designated class lines and children will take their spots and wait until their names are called. Staff will monitor the front of the school and when a car is identified, staff will use walkie-talkies to relay the names of the children in the family, who will then walk to the front of their class lines and then turn right to follow the main aisle (along the quad fence and Community Room wall) to the gate.

Staff will monitor the flow of foot traffic as names are called to keep 6 foot distancing and minimize mingling.

Parents are not permitted to get out of their vehicles.

## 6. Face Coverings / Other PPE

*How CDPH's face covering requirements will be satisfied and enforced for staff and students*

Dunham will adhere to research-based guidance from infectious disease experts. Students of all ages (TK - grade 6) and staff will be required to wear face masks during the school day.

### A. Please provide complete policy for face coverings:

Face coverings are **required** to be worn by all staff and students to cover their nose and mouth at all times (indoors and outdoors) except while eating, unless exempt for medical reasons, **in which case a healthcare provider's note is required**. Students who may be exempt must use a non-restrictive alternative, such as a face shield with a drape on the bottom edge (per CDPH guidelines) as an alternative so the student can participate in in-person instruction. Alternatively, the student can participate in concurrent distance learning. If a student does not have a face covering or has lost theirs, one will be provided. Students who refuse to wear their face covering will be sent home. See the [CDPH Guidance for the Use of Face Coverings](#) for more information.

Face coverings may be removed for meals, snacks, or when it needs to be replaced. When a face covering is temporarily removed, it should be placed in a sealable plastic container or bag provided by parents (clearly marked with the student's name). Parents should send their student to school with 2 extra masks to be stored at school in a sealed bag labeled with the student's name.

### **Wearing face masks correctly**

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Avoid touching the face-covering while it is on. If you do need to touch or adjust the face covering, wash your hands right away.

Proper use, removal, and washing of face coverings has been shared with students, their families, and school staff and will continue to be shared throughout the school year.

### B. Describe specifications on type of face coverings allowed (ie: no valves, $\geq 2$ ply, no bandanas, etc):

A face covering means: a covering made of fabric that covers only the nose and mouth and surrounding areas of the lower face. Approved types of face coverings have been and will continue to be communicated to students, families, and staff. (Approved: double layer cloth masks and disposable 2 or 3-ply medical face masks only.)

**Unacceptable face coverings:**

Halloween or plastic masks, bandanas, ski masks with holes for the nose or mouth, or masks that have a one-way valve designed for easier breathing (the valves are often a raised plastic disk about the size of a quarter, on the front or side of the mask). Vented masks are not permitted.

Face coverings worn by students must be appropriate and meet district dress code requirements (e.g. no inappropriate fabric patterns, no Halloween masks, no hate symbols, etc.)

**C. Where will extra masks be available if needed?**

If a student, staff member or essential visitor does not have a face covering or has lost theirs, one will be provided by the school. The school office and classrooms have extra masks. There is also an outdoor mask dispenser in front of the school office.

**D. Describe plan for refusal to wear face coverings:**

Students who refuse to wear their face covering will be sent home. In the event a student refuses to wear a face mask at school and is not exempt from wearing a face covering, the student will be excluded from campus and will participate in off campus distance learning.

**E. Additionally:**

Each teacher has an individual portable plexiglass safety divider (75"Hx56"W) to use in all classrooms and other environments.

## **7. Health screening / Symptom monitoring / Sick protocol**

*How individuals will be screened and monitored for symptoms - how ill staff / student will be handled*

**A. Details of at-home screening plan:**

Students with symptoms or exposure to COVID-19 will be required to stay home and follow monitoring or testing steps as required by the Health Department. All students (parents will conduct) and staff will be required to do a daily health assessment prior to coming to school. Students and staff have been provided the information that outlines when to stay home from school and the next steps to take if a student is staying from school due to an at home health screening.

**B. Support available for individuals staying home:**

Parents have been provided with procedural information prior to the reopening of school. The Dunham COVID Coordinator will provide this information again for any student that is staying home or is sent home due to COVID-19 symptoms or exposure. These students will receive academic support through off campus distance learning until they can safely return to campus.

Any student or staff member who has tested positive for COVID-19 or who has been exposed to COVID-19 must stay home from school and follow Sonoma County Public Health's At Home Quarantine & Isolation Safety Guidance. Parents / guardians must notify the school immediately if



their child or household member tests positive for COVID-19 or if a household member may have been exposed to COVID-19. Call Maggie Vasquez (707) 795-5050 at the Dunham School District Office. This information will be kept confidential.

Staff and students will be supported in staying home if ill without concern of repercussions to employment or their grade.

**C. Screening criteria/procedure onsite for staff:**

All staff will be required to complete a daily health screening that includes the following questions and an onsite touchless thermometer temperature check:

1. Have you or anyone living with you experienced any of the following symptoms in the last 24 hours: cough, fever or chills, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
2. Has a family member or someone in close contact with you tested positive for Covid-19 in the last 14 days?
3. Do you currently have a case of Covid-19?

**D. Immediate protocol in case of a sick staff/faculty member:**

He/she is required to leave school immediately (if at school). Dunham School will follow procedures outlined in the Scenario-based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth from the Sonoma County Department of Health Services (attached).

**E. Screening criteria/procedure onsite for students:**

All students (parents may complete it on behalf of student) will be required to complete a daily onsite health screening that includes a touchless thermometer temperature check and these questions:

2. Have you or anyone living with you experienced any of the following symptoms in the last 24 hours: cough, fever or chills, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea?
2. Has a family member or someone in close contact with you tested positive for Covid-19 in the last 14 days?
3. Do you currently have a case of Covid-19?

Students who answer "yes" to any of these questions or have a temperature over 100.0 F will not be permitted to exit their vehicle.

**F. Immediate protocol in case of a sick student:**

If a student develops a fever of 100.0°F or higher and/or symptoms consistent with COVID-19, the student will be removed from class immediately, will continue wearing a mask, and will be placed in an isolation room and observed by a staff member (who will be wearing personal protective equipment) until he/she is picked up.

Parents / guardians must always have a plan for picking up their child. Siblings and/or other household members attending school must also be picked up.

Symptomatic students should be picked up **within 30 minutes** by their parent or guardian (or the emergency contact if the school is unable to reach the parent after 5 minutes). **The student cannot wait in an isolation area for the rest of the school day.**

When the parent arrives to pick up the child, he/she will stay in the car, call the office at (707) 795-5050, and wait for the child to be escorted outside. Parents and other visitors are not allowed on campus during this time.

The designated area where the student was isolated while awaiting pick-up will be cleaned and disinfected in accordance with Health Department guidelines. The areas where the student was prior to reporting symptoms will be cleared of all students and staff and will be cleaned and disinfected. The school owns two electrostatic disinfectant sprayers which are more effective at disinfecting than traditional cleaning methods. These would be used to clean and disinfect an area where a COVID-19 positive person has been.

The school daycare room, library and outdoor classroom will be designated alternative classroom spaces if a room needs to be cleared of all students and staff.

**G. Symptom monitoring procedures throughout day:**

Staff will be mindful of COVID-19 symptoms and if a student exhibits or reports them they will be promptly sent to the office and the already listed protocol in case of a sick student will be followed.

**H. Screening of essential visitors/vendors:**

Essential visitors/vendors will sign in at the office and receive the same health screening students and staff receive (questions and touchless temperature check). Masks are required for all essential visitors/vendors. For contact tracing purposes, all essential visitors/vendors will also need to sign out upon leaving the school campus.

## **8. Routine Testing**

*School/District's plan for routine/asymptomatic testing of staff and students*

**A. Plan to routinely test staff by tier:**

The District's plan is to work with Valencia Labs and Curative Labs to offer surveillance testing for all staff. We will follow the tiered structure of testing cadence.

- Purple Tier: surveillance testing every other week for all staff
- Red Tier: surveillance testing every other week for all staff
- Orange Tier: No scheduled surveillance testing of staff - surveillance testing as needed
- Yellow Tier: No scheduled surveillance testing of staff - surveillance testing as needed

Staff may test more frequently if they desire.

Should a staff member become symptomatic, we do not want that staff member to come to campus, so our District COVID Coordinator will work with the staff member to identify free testing resources through their own health provider in accordance with Cal/OSHA Guidance.

**B. Plan to routinely test students by tier:**

Current CDPH guidelines do not require surveillance testing of students. Students will be referred to their own health provider for symptomatic testing. If the family is unable to provide testing, our COVID Coordinator will refer them to free testing resources available through County Public Health.

## **9. Physical Distancing (Dunham has one site)**

*How space and routines will be arranged to allow for physical distancing of students / staff in the following areas:*

**A. Bus/Transport/Carpools:**

- Dunham does not have bussing
- Parents that choose carpool will be encouraged to leave windows down and have occupants of the vehicle wear face coverings.

**B. Classrooms:**

The flexible design of our campus's classrooms and outdoor spaces, as well as additional classroom spaces that we have obtained for use during this time, and our low student ratios fully support guidelines for 6 feet distancing requirements between students and teachers established by the Health Department and Sonoma County Office of Education. We have also added the following additional furnishings and protocols for safety: Individual portable plexiglass safety divider (75"Hx56"W) for each teacher to use in classrooms and other environments.

**C. Hallways:**

Dunham has no indoor hallways and only one short outdoor hallway. The one outdoor hallway will be visibly marked as a one-way hallway when students are present on campus.

**D. Student lockers:**

Not applicable

**E. Bathrooms:**

Cohorts will have specific routes for bathroom use to prevent close contact or unnecessary mixing of cohorts. Bathroom use is staggered so that only one student/staff will use the restroom at a time to ensure physical distancing. Ventilation and air circulation in the restrooms will be ensured through the school's HVAC system.

**F. Locker rooms:**

Not applicable

**G. Cafeteria/eating area**

Students will not be having lunch on campus. At activity time (recess students will be able to eat a snack. Eating will take place outside while at least 6 feet apart and only with their assigned stable group / cohort. If eating outside is not available students will eat in their classrooms, 6 feet apart with adequate ventilation.

**H. Gymnasium:**

Not applicable

**I. Playground / fields:**

There will be no on-site physical education classes for the classes for the 2020-21 school year.

**J. Staff break rooms:**

Staff will be encouraged to eat in their classrooms, offices or outdoor areas. The break room will be limited to 2 people at a time.

**K. Other: Meetings**

Meetings will be held virtually when possible.

**L. Plan for specific situations when distancing is >6 ft is not possible:**

Dunham does not foresee a situation where less than 6ft is not possible but if such a situation arises, a minimum of 4 ft distance would be maintained and a clear plexiglass shield would be used.

## **10. Healthy Hygiene practices**

*The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.*

**A. Plan to encourage healthy hygiene/handwashing routines:**

Dunham's COVID-19 Parent & Student Handbook explains how to properly wash your hands (with a video link included), explains how to use hand sanitizer; and teaches cough etiquette along with other important health and hygiene practices. These practices will be taught and monitored by staff.

Routine hand washing will be built into the daily schedule and emphasized by staff. Students will wash hands upon arrival, before and after eating, after using the restroom, after being outside the classroom for break time, before leaving to go home, and as needed throughout the day.

Posters reminding students and faculty to wash hands and how to wash hands will be prominently displayed by school sinks.

**B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**

All classrooms have assigned and separate hand washing stations. All bathrooms have hand washing stations. In addition, hand sanitizing stations are in all rooms and on the playgrounds. Unsupervised hand sanitizing stations will use Ethyl alcohol-based, fragrance free, foaming hand sanitizer.

Students and staff use hand sanitizer when handwashing is not practicable. Sanitizer will be rubbed into hands until completely dry.

Drinking fountains have been disabled throughout the campus.

## **11. Routine Cleaning and Disinfection**

*How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:*

**A. General high-touch surfaces:**

Frequently touched surfaces are cleaned and disinfected daily in partnership with *All Ways Building Maintenance*

**B. Classrooms:**

Cleaned and disinfected daily in partnership with *All Ways Building Maintenance* (including surfaces)

**C. Bathrooms:**

Cleaned and disinfected daily in partnership with *All Ways Building Maintenance* (including surfaces)

**D. Cafeteria:**

Not applicable (students leave prior to lunch)

**E. Playgrounds:** Not applicable

**F. Offices:**

Cleaned and disinfected daily in partnership with *All Ways Building Maintenance* (including surfaces)

**G. Hallways:**

Not applicable (no indoor hallways)

**H. Locker rooms:**

Not applicable

**I. Gymnasium:**

Not applicable

**J. Other:**

Frequently touched surfaces all settings; e.g., light switches, door knobs, etc. will be cleaned and disinfected daily in partnership with *All Ways Building Maintenance* (including surfaces)

## **12. Plan for Shared items**

*How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -*

The following guidelines will be followed regarding shared objects:

**A. Classroom / Office supplies:**

Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies and equipment) or limit use of supplies and equipment by allowing use by one group of children at a time and cleaning and disinfecting between uses.

Keep each child's belongings separated from others' and in individually labeled containers, cubbies or other areas.

Limit sharing of supplies between students and disinfect between uses if sharing is unavoidable.

Discourage students from sharing items that are difficult to clean, sanitize or disinfect.

**B. Toys / Play equipment:**

Minimize sharing of high touch toys/play equipment to the extent possible or limit use of toys/play equipment by allowing use by one cohort of children at a time and cleaning and disinfecting between uses.

**C. Electronics equipment:**

Limit sharing of electronics between students (most have their own) and disinfect by staff between uses if sharing is unavoidable.

**D. Tools:**

Not applicable

**E. Other:**

**Water Access**

Students should bring a personal labeled water bottle of their own from home that they do not share. All drinking fountains will be disabled in order to reduce virus transmission. If necessary, water bottles can be filled at touchless fill stations located on campus. Should a student forget to bring a water bottle, the school can provide one.

## **13. Handling COVID-19 / symptomatic individual (Dunham has one site)**

*How the affected individual will be removed from group and isolated in designated space until pick-up*

**A. Plan/location for Isolation room / area:**

The Dunham isolation room is a designated room, where a student can be supervised by a designated staff member (who will be wearing personal protective equipment noted below) until the parent/guardian arrives to take the student home as soon as possible. In addition to the noted below PPE, our isolation room has an air purifier with a Hepa 13 filter and a separate bathroom that is isolated from staff or student use.

**B. PPE available for staff providing care in Isolation area:**

The designated staff member who will supervise any student who becomes ill at school or may assist a staff member with symptoms of COVID-19 will wear personal protective equipment: N-95 face mask, face shield, disposable gown to cover clothing, and disposable gloves.

**C. Staff trained to provide care in Isolation area:**

Staff providing care in isolation rooms have been trained in the use of personal protective equipment and for monitoring COVID-19.

**D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:**

We are working with a local medical provider to provide a fit-tested respirator.

**E. Protocol for immediate removal and relocation of ill individual:**

Anyone ill will be immediately sent to the isolation room and the potentially infected location will be closed to use by staff and students until thorough cleaning and disinfection. When a COVID-19

positive or otherwise ill staff member or student is identified, contact tracing will be initiated immediately. A list of close contacts will be identified and notified of the need to isolate and consult with their physician. If necessary, this list will also be submitted to the Public Health Department and any further recommendations from them will be implemented. Individuals will obtain testing via their personal healthcare providers. Those individuals who cannot obtain testing or do not have access will utilize testing through County Public Health.

**F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:**

Close off areas used by any sick person and do not use before cleaning and disinfection. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation by *All Ways Building Maintenance*.

When there is a work exposure, possibly affected employees will be notified via letter which is emailed to them. They may also receive a phone call or text.

**G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):**

Our sample letters for communicating with families of a class or school closures as well as notification when a student or staff member has been exposed to COVID-19 are attached.

To inform staff and families, we use the guidance from the Sonoma County Department of Health Services — see Scenario based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth in the attachments.

**H. Plan for testing symptomatic individuals:**

Students and staff will get tested as soon as possible 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. Students will be referred to their own health provider for testing. If the family is unable to provide testing, the Dunham School COVID Coordinator will support the family in utilizing free testing through County Public Health.

## **14. Plans for after an Exposure Event (Dunham has one site)**

*When someone is confirmed positive for COVID-19 and individuals were exposed onsite*

**A. Designated COVID Coordinator(s) and corresponding duties:**

Dunham school has a designated on-site COVID Coordinator initiates the protocols after an exposure event. As per notice, the District will provide contact tracing as prescribed by the County Health Department. Multiple Dunham staff members, the COVID Coordinator, District Superintendent and the District Secretary, have been trained in contact tracing through the Line Tracing training provided by SCOE and the Sonoma County Department of Public Health. They will follow the training protocols outlined in the webinar and the Sonoma County Department of Health training. The District COVID Coordinator, Maggie Vasquez, and the District Secretary, Lori Nommsen, will be the identified contacts for the public health department and charged with facilitating initiation of contact tracing when a confirmed case of COVID-19 is reported. They can be contacted at 707-795-5050.

**B. Plan for confirmed COVID-19 case reporting:**

- Communication: Follow the CDPH guidance and Cal/OSHA guidance in this area. Dunham will notify the County of Sonoma Public Health Department immediately of any positive COVID-19 case. As advised by County Health, we will also notify all staff and families in the school community of any positive COVID-19 case while maintaining confidentiality as required by state and federal laws. The community will be notified through either a note home or through our "all call" email system.
- Close off areas used by any sick person and do not use before cleaning and disinfection. Ensure a safe and correct application of disinfectants using personal protective equipment and ventilation as recommended in Section 1.C.
- For settings in which stable classroom cohorts have been maintained: All students and staff should be instructed to get COVID-19 testing and remain quarantined at home for 10 days.
- For all settings: Provide information regarding close contacts to the County of Sonoma Public Health Department via secure fax or email.

**C. Plan for "Close Contact" identification:**

Students or staff have close contact - following SCDHS guidelines, we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact of a Contact Advisory letter.

**D. Plan for Exposure testing for staff:**

Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing their own health provider.

Students or staff that have exposure - following SCDHS guidelines, we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact of a Contact Advisory letter.

**E. Plan for Exposure testing for students:**

Close contacts (household or non-household) of confirmed COVID-19 cases should be sent home immediately and instructed to get COVID-19 testing. The District will refer families to their own medical provider or the Dunham School COVID Coordinator will support the family in utilizing free testing through County Public Health.

Students or staff that have exposure - following SCDHS guidelines, we will send individual home, instruct to quarantine for 10 days starting the day after last exposure and monitor symptoms for 14 days total. Recommend testing prior to returning - at least 8-10 days after last exposure or ASAP if symptoms develop. We will notify staff and families of children in cohort using Contact of a Contact Advisory letter.

**F. Support for staff in Isolation/Quarantine:**

Staff members in quarantine will be provided with guidance on next steps for them as they reach out to their primary caregiver for testing information. Staff members will be provided with the required protocols for returning to work.



**G. Support for students in Isolation/Quarantine:**

Families of students in quarantine will be provided with guidance on next steps for them as they either test with us or reach out to their primary caregiver for more information. Students will be offered distance learning, if feasible.

**H. Return to school criteria for COVID-19 positive individual:**

The individuals will stay home until:

- 10 days have passed since the onset of symptoms, AND
- The person has had no fever for 24 hours without the use of fever-reducing medications, AND
- Symptoms have improved
- If no symptoms, stay home until 10 days have passed since the date of the test
- A doctor's note does not override these criteria.

**I. Return to school criteria for exposed close contacts:**

We will instruct the individual to quarantine for 10 days starting the day after the last exposure. Monitor symptoms for 14 days total. Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop).

If testing is declined, close contacts must complete full 14 days of quarantine and may return on Day 15 if no symptoms have developed. If symptoms develop during quarantine, complete 10 days of isolation beginning the day after symptom onset.

**J. Outbreak response plan:**

- In consultation with the Sonoma County Health Department and following the State Consolidated Guidance (see attachment), school officials will decide if closure of a stable group/classroom or the entire school is required.
  - In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
  - In consultation with public health, we will close our entire school if multiple cohorts or classes have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases.
- We will reopen in consultation with public health, typically after 10 days have passed and:
  - We have cleaned and disinfected all classrooms
  - Had a public health investigation
  - Consulted with Sonoma County Health Department
- We will communicate in writing with parents/guardians and staff to notify of any exposure or confirmed case(s) of COVID-19, ensuring the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act

## **15. Communication Plans**

*How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA*

**A. Provide plan for communications with families and staff after an onsite exposure:**

In the event that an individual has a confirmed case of COVID-19, we will:

- Contact SCHD using the hotline number: 707-565-4566
- In consultation with Sonoma County Health Department, school officials will decide if closure of a stable group/classroom or the entire school is required.
  - In consultation with public health, we will consider closing a class if one or more students or staff members are confirmed to have COVID-19
  - In consultation with public health, we will close our entire school if multiple cohorts or classes have confirmed cases of COVID-19 OR 5% of all students/staff have confirmed cases
- We will reopen in consultation with public health, typically after 14 days have passed and:
  - We have cleaned and disinfected all classrooms
  - Had a public health investigation
  - Consulted with Sonoma County Health Department

We will communicate in writing with parents/guardians and staff to notify of any exposure or confined case(s) of COVID-19, ensuring that the confidentiality of that individual as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act

## 16. Staff training

*How staff will be trained on the application and enforcement of the plan*

### A. Provide plan for training staff on new COVID-19 Safety plan:

During multiple staff meetings, plan details were shared and reviewed for understanding.

Topics included:

- Enhanced sanitation practices
- Physical distancing guidelines and the importance of maintaining 6 feet distance • Proper use, removal, and washing of face masks/coverings
- Daily health screening practices and protocols
- COVID-19 specific symptom identification
- How COVID-19 is spread
- When to seek medical attention
- Preventing the spread of COVID-19 if sick, including employees not coming to work if symptomatic or if they or someone they live with has been diagnosed with COVID-19.
- Importance of students and staff not to come to school/work if they have symptoms, live with someone who has been diagnosed with COVID-19, or had close contact with someone diagnosed with COVID-19
- Plan and procedure to follow when children/adults become sick at school
- Plan and procedure to follow if students, their families, and faculty/staff travel

Staff members may consult with administration regarding questions or concerns related to any of the plans or protocols within the plans.

### B. Provide plan for enforcing COVID-19 Safety plan with staff:

All staff have had the opportunity to review the CSP and understand that we will enforce the requirements. Staff members struggling to enforce the plan will be reminded of the need to follow

all protocols to maintain safety. If this continues to be an issue, the employee's behavior will be documented and will be dealt with as a personnel issue.

**C. Provide plan to remain current on guidelines and best practices:**

The COVID Coordinator, District Secretary and District Nurse will all continue to monitor the regular notifications coming from both our County Office of Education and the Sonoma County Public Health Office.

## **17. Family education**

*How students and their families will be educated on the application and enforcement of the plan*

**A. Provide plan for educating families on new COVID-19 Safety plan:**

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

- All plans (CSP, CPP & CSP Checklist) are available on our website and by request in a hard copy.
- Parents who have students return to campus will sign a safety agreement that references our safety practices, procedures and policies.
- A virtual review is provided to parents regarding all aspects of the Safety Plan during evening sessions via Zoom.
- All safety issues are reviewed regularly.

**B. Provide plan for enforcing COVID-19 Safety plan with students/families:**

We will not exclude students from the classroom if they occasionally fail to meet the requirements of the CSP. However, after education, training, and counseling, if a family is still unable to meet the requirements of the CSP, we will move the child(ren) back to distance learning.

**C. Provide plan for continuing communication/education as guidelines change:**

We will use our weekly bulletin that goes out to all families to provide updated guidance on activities at school.

We will hold additional parent information nights as needed.

## **18. Engineering controls (Dunham has one site)**

*How each specific school site plans to optimize ventilation, air filtration for indoor spaces*

**A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:**

All school HVAC systems are operational and equipped with MERV 13 air filters. Filter replacements are scheduled throughout the school year.

Medical grade air purifiers with a higher grade HEPA H13 filter have been purchased for each classroom. These air purifiers are able to clean up to 1,600 sq ft in one hour greatly exceeding the square footage of our largest classrooms.

Smaller air purifiers with a higher grade HEPA H13 filters have been purchased for offices / office size rooms.

All classrooms have usable windows to allow natural ventilation as weather and air quality permits.

## 19. Consultation

*For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan. ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.*

**A. Labor organization(s) and date(s) consulted:**

*(If no labor organization represents staff at the school, please describe the process for consultation with school staff)*

The Dunham School District has a standing reopening committee which was created for the purpose of working collaboratively towards developing a safety plan. This committee has representation from the Dunham Teachers Association on it as well classified staff that is not part of a labor organization.

The committee has met on the following dates to discuss, and develop reopening plans for the school.

10/12/20

10/29/20

11/9/20

12/1/20

2/2/21

2/16/21

2/23/21

**B. Parent / Community Organization(s) and date(s) consulted:**

A parent information night was held on February 24, 2021 to share out the safety plan draft, answer questions as well as seek feedback. The plan was also presented at a school board meeting on February 25, 2021.

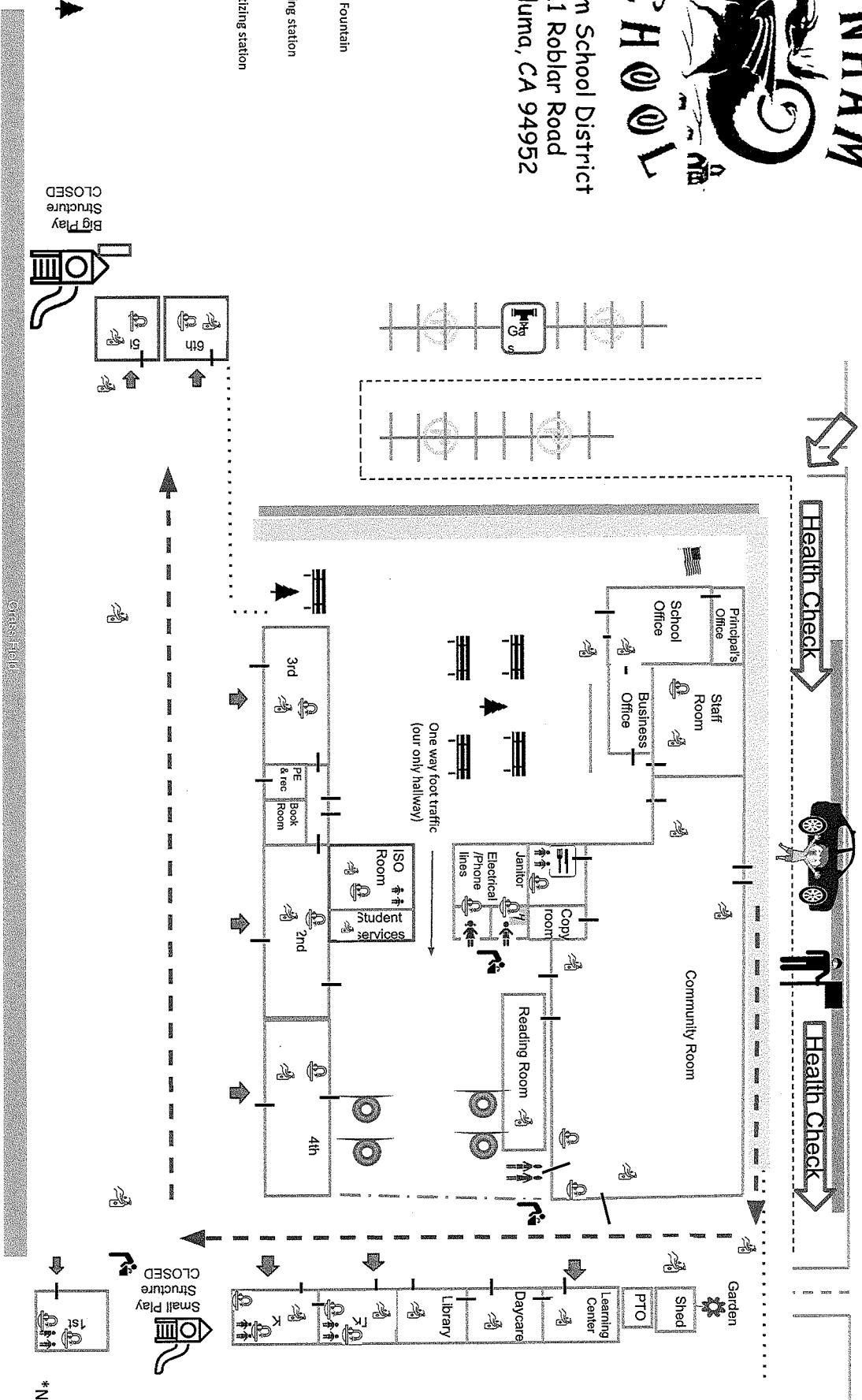
**C. Other:**

Continued Communication without fear of reprisals: Staff and families can contact the District Covid Coordinator, Maggie Vasquez, at [mvasquez@dunhamsd.k12.ca.us](mailto:mvasquez@dunhamsd.k12.ca.us) or Superintendent, Daniel Hoffman, at [dhoffman@dunhamsd.k12.ca.us](mailto:dhoffman@dunhamsd.k12.ca.us) with question or concerns regarding this CSP and/or how it is being actively implemented, without fear of reprisals.



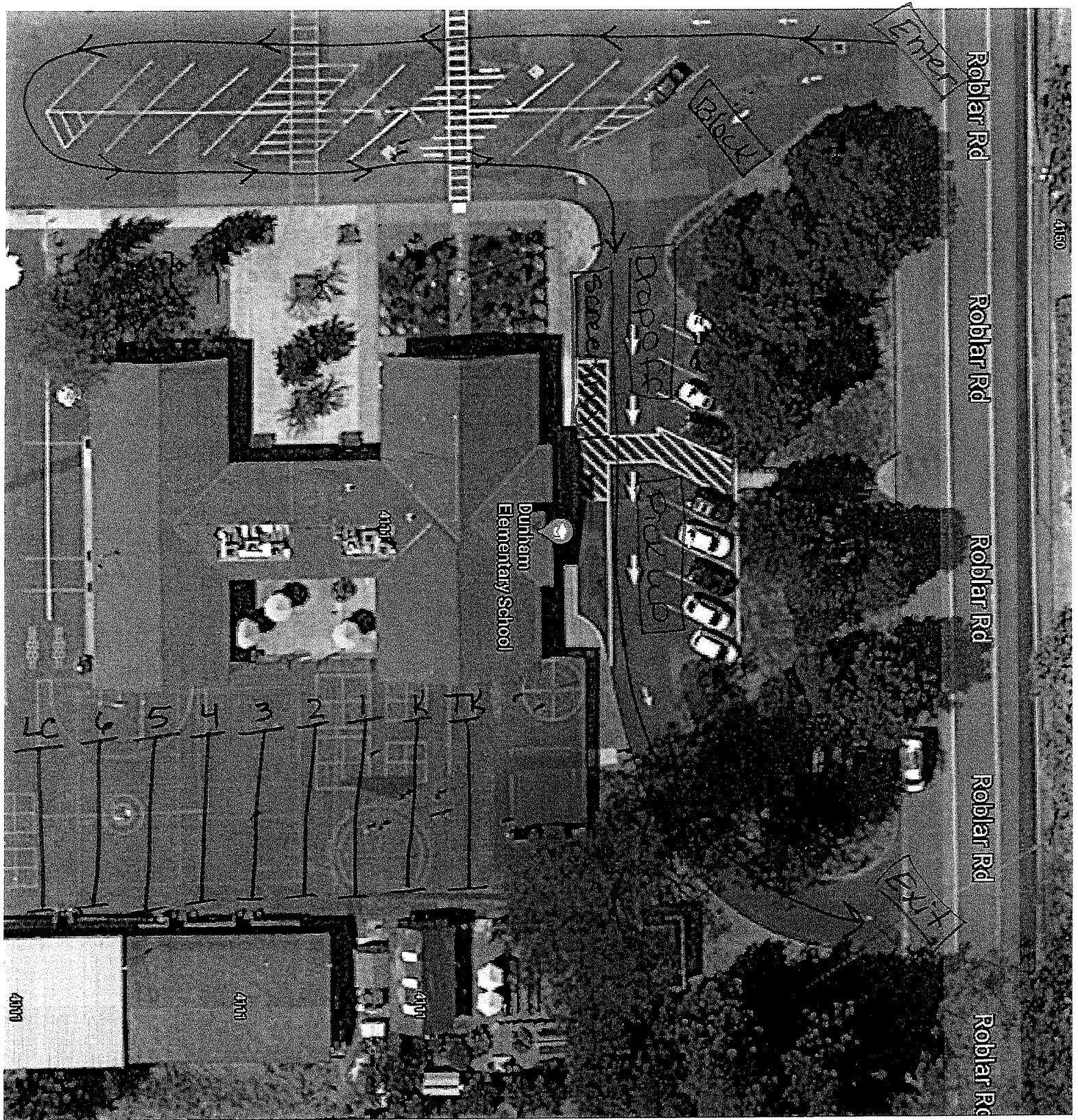
Dunham School District  
4111 Roblar Road  
Petaluma, CA 94952

- Closed Drink Fountain
- Hand washing station
- Hand sanitizing station



\*NOT TO SCALE

# Drop off and Pickup



\* Each Class will be 8 feet apart

\* Each line will be 72 feet long (12 spaces - 6 feet apart)

\* Screening will take place at Drop off



## Activity Time (Recess)

TK/K/LC 9am-9:15am

1/2/3 9:20am-9:35am

4/5/6 9:40am-9:55am

No play structure usage. Each class will have  $\frac{1}{3}$  of the playground.

Each classroom will have their own bag of playground equipment. The bags will be sanitized between cohorts.

6 feet of distancing will be observed.

One stable group per a section of the playground at a time (10 to 14 students).



## Scenario-based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth

Updated March 2021

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. <b>Cohort<sup>1</sup> remains OPEN.</b>	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact <sup>2</sup> with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total.  Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). <sup>3</sup>  <b>Cohort remains OPEN.</b>	Consider notifying staff and families of children in the cohort. See "Contact of Contact Advisory" template
Child or staff has confirmed COVID-19 infection	Notify Sonoma County Public Health (complete "Site Information Gathering Tool" prior): <i>Call (707) 565-4566 or e-mail to: <a href="mailto:Phnurse@sonoma-county.org">Phnurse@sonoma-county.org</a></i>  <ul style="list-style-type: none"> <li>Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for &gt;24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved. <ul style="list-style-type: none"> <li>If no symptoms, keep home for 10 days since the day they were tested.</li> </ul> </li> <li>Identify close contacts, which likely includes the entire cohort of the person with COVID-19. <ul style="list-style-type: none"> <li>Instruct to quarantine for 10 days after the last exposure.</li> <li>It is strongly recommended<sup>4</sup> that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop.</li> </ul> </li> <li>Clean and disinfect spaces where the person with COVID-19 spent significant time.</li> </ul> <b>Cohort should be CLOSED for 10 days after last exposure.</b>  Non-exposed cohorts may remain open.	Notify staff and families of children who are close contacts using the "Close Contact Advisory" template.  Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template.

<sup>1</sup> A cohort is defined as a stable group with fixed membership that stays together for all activities (e.g., lunch, recess) and avoids close contact with other persons or cohorts.

<sup>2</sup> See CDC definition of "close contact": <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

<sup>3</sup> When possible, it is strongly advised to do an initial test for child or staff as soon as a close COVID contact is identified to prevent further spread within the cohort. If negative, testing needs to be repeated at Day 8-10 of 10d quarantine. A negative result on an early test does not exempt someone from testing on/after Day 8.

<sup>4</sup> They must have no symptoms upon returning and test negative on/after Day 8. Students or staff who are tested too soon/not at all after an exposure are released from quarantine 14 days after the exposure given they have no symptoms of COVID-19. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.



## Return-to-school criteria for children and staff in schools, childcares, and other programs serving youth after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider	<p>Follow facility illness policy for non-COVID illnesses, e.g.:</p> <ul style="list-style-type: none"> <li>No fever for 24-72 hours without use of fever-reducing medication</li> <li>No nausea, vomiting, or diarrhea for 24-72 hours without the use of anti-nausea or anti-diarrhea medication</li> <li>Well enough to participate in routine activities</li> <li>Other criteria as determined by site</li> </ul> <p>Follow any additional criteria determined by the patient's healthcare provider, if applicable</p>
Child or staff has symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider	<p>Stay home until:</p> <ul style="list-style-type: none"> <li>10 days have passed since the onset of symptoms, AND</li> <li>The person has had no fever for 24 hours without the use of fever-reducing medications, AND</li> <li>Symptoms have improved</li> </ul>
Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result	<p>Stay home until the person has received their test result and a determination can be made as to how to proceed.</p>
Child or staff had a positive test/confirmed COVID-19 (with or without symptoms)	<p>Stay home until:</p> <ul style="list-style-type: none"> <li>10 days have passed since the onset of symptoms, AND</li> <li>The person has had no fever for 24 hours without the use of fever-reducing medications, AND</li> <li>Symptoms have improved</li> <li>If no symptoms, stay home until 10 days have passed since the date of the test.</li> </ul> <p>A doctor's note does <u>not</u> override these criteria.</p>
Child or staff had close contact with someone with confirmed COVID-19.	<p>Stay home for 10 days after last exposure. They must have no symptoms upon returning <u>and test negative on/after Day 8</u>. If not tested, must complete 14 day quarantine with no symptoms. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.</p> <p><b>If the person has ongoing close contact with the person with COVID-19</b> (ie: a parent or sibling), the person must quarantine for 10 days <u>after</u> the person with COVID-19 is no longer infectious. In most cases, this is a total of 20 days after the person with COVID-19 first developed symptoms or had a positive test.</p>

## SITE INFORMATION GATHERING TOOL

### When Staff or Student Tests Positive For COVID-19

The purpose of this form is to gather information to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Call Sonoma County Public Health at (707) 565-4566, or email [phnurse@sonoma-county.org](mailto:phnurse@sonoma-county.org).  
The form below may help you organize necessary information BEFORE calling and seeking consultation.
2. AFTER consulting with Sonoma County Public Health, you may be asked to help identify close contacts.  
See the sample letter templates below.

*When conducting interviews with possible close contacts, and explaining that they may have been exposed to COVID-19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).*

Name of Person Who Tested Positive or Suspected Case:		Date of Birth:
Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor		
School/Site and Address:		School/Site Phone #:
Role/Position: (if not a student)	School/Office/Department:	
First Day Symptoms Appeared:		
Type of Symptoms: (check all that apply) <span style="float: right;"><input type="checkbox"/> CHECK IF NO SYMPTOMS</span>		
<input type="checkbox"/> fever greater than 100.4 F/38 C	<input type="checkbox"/> headache	<input type="checkbox"/> nausea/vomiting
<input type="checkbox"/> cough	<input type="checkbox"/> body aches	<input type="checkbox"/> diarrhea
<input type="checkbox"/> sore throat	<input type="checkbox"/> fatigue	<input type="checkbox"/> runny nose
<input type="checkbox"/> shortness of breath	<input type="checkbox"/> loss of smell or taste	<input type="checkbox"/> congestion
<input type="checkbox"/> chills	<input type="checkbox"/> Other:	
Last Day(s) onsite at School/Work:		
Location of the COVID-19 Test?	Date of COVID-19 test?	COVID-19 Test Results: <input type="checkbox"/> Positive (PCR) <input type="checkbox"/> Negative <input type="checkbox"/> Pending/Suspected (Rapid)

Person Who Completed This Form/Position:	Contact Info (phone/email):	Date:
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**"CLOSE CONTACT" EXPOSURE ADVISORY SAMPLE LETTER**  
**Send to Staff and families of children in CLOSED cohorts**  
**(who are "close contacts" to positive COVID-19 case)**

Date:

Dear parents, guardians and staff of classroom \_\_\_\_,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19.

COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started, or if they don't have symptoms, 10 days after the day they tested positive. It can take up to two weeks after exposure to develop COVID-19. People who were exposed to COVID-19 should stay quarantined and not attend school or work for 10 days after the last time they were exposed, and should continue monitoring for symptoms for the following 4 days.

For more information on what it means to be quarantined, visit: [www.socoemergency.org](http://www.socoemergency.org)

As a precautionary measure, we have temporarily closed the affected classroom(s) for a period of at least 10 days following the last possible exposure, and will be reopening no sooner than MM-DD-YYYY. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur. **You and/or your child may not go to a different day care, school, camp, or program until you/your child has completed their 10-day quarantine.**

**If you or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, please visit: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

**If no one in your household has symptoms of COVID-19:** We strongly recommend that you or your child be tested for COVID-19 8-10 days after the most recent exposure. Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early (or not at all) increases the risk that a person may finish their quarantine but have become contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen your classroom, there will be minimal risk to students and staff.

Thank you for your patience and understanding as we work together to keep our community safe.

Sincerely,

School/Childcare/Preschool Site

**GENERAL EXPOSURE ADVISORY SAMPLE LETTER**  
**Send to all other staff and families in OPEN cohorts**  
**(who were not close contacts)**

Date:

Dear parents, guardians, and staff:

A person with COVID-19 was recently identified at \_\_\_\_\_. **At this time we do not believe that you or your child were exposed.** We will notify you immediately should this change. While the affected classroom(s) will be closed for 10 days as a precautionary measure, your/your child's classroom will remain open.

While you or your child may have not had any known exposures to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include practicing social distancing from people who do not live in your household, washing your hands often, and wearing a mask or facial covering when in public.

We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school. Symptoms of COVID-19 include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

**If your child or anyone in your home is experiencing any of these symptoms, please keep the household home** and do not come to school or work. Contact your healthcare provider and request a test for COVID-19.

Thank you for helping to keep our community safe.

Sincerely,

Childcare/Preschool/School Site

## "CONTACT OF A CONTACT" ADVISORY SAMPLE LETTER

When a student/staff member is quarantining due to exposure off campus  
and there is no on-campus exposure  
students/staff are only "contacts of a contact"

Date,

Dear Parents/Guardians and Staff of classroom \_\_\_\_\_:

We want students and staff to stay safe. A student or staff member in your child's class has been in contact with a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until they are safe to come back to school. We have not identified any risk to you or your child at this time.

Your child's classroom will stay open. **You or your child can still come to school.** We will update you if anything changes. Please keep checking your child for symptoms and stay home if anyone in your home is sick.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Please contact your healthcare provider for any other questions.

Thank you for helping to keep our school and community safe.

Sincerely,

School/Childcare/Preschool Site



## What does it mean to be isolated?

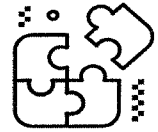


### **Stay at home except to get medical care.**

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

### **Separate yourself from other people in your home.**

As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.



### **Wear a facemask.**

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

### **Cover your coughs and sneezes.**

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.



### **Clean your hands.**



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid sharing personal household items.**

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



### **Monitor your symptoms.**



Seek prompt medical attention if your symptoms worsen. Before seeking care, call your healthcare provider and tell them that you have, or may have, novel coronavirus infection. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707-565-4566). **If you need emergency medical care call 911** and tell them you have, or may have, novel coronavirus infection.

**If you have questions or are having difficulty maintaining your isolation, please contact the Sonoma County Public Health Department at 707-565-4566.**



## What does it mean to be quarantined?



### **Stay at home except to get medical care.**

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

### **Monitor for symptoms.**

Seek prompt medical attention if you develop symptoms including fever of 100.0° F or above, feeling feverish, cough, or difficulty breathing. Before seeking care, call your healthcare provider and tell them that you are under quarantine for potential exposure to novel coronavirus (COVID-19). Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707) 565-4566. **If you need emergency medical care call 911** and be sure to tell them you may have been exposed to COVID-19.



### **Clean your hands.**



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water are best if your hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid sharing personal household items.**

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



### **Cover your coughs and sneezes.**



Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

**If you have questions or are having difficulty maintaining your quarantine, please contact the Sonoma County Public Health Department at (707) 565-4566.**



## Scenario-based COVID-19 Guidance for Schools, Childcare, and Programs for Children and Youth

Updated March 2021

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	Send home and recommend testing ASAP. <b>Cohort<sup>1</sup> remains OPEN.</b>	Reinforce importance of social distancing, hand hygiene, facial coverings, and symptom checks.
Child or staff has had close contact <sup>2</sup> with someone with confirmed COVID-19.	Send home, instruct to quarantine for 10 days starting the day after last exposure. Monitor for symptoms for 14 days total.  Recommend testing prior to returning, at least 8-10 days after last exposure (ASAP if symptoms develop). <sup>3</sup>  <b>Cohort remains OPEN.</b>	Consider notifying staff and families of children in the cohort. See "Contact of Contact Advisory" template
Child or staff has confirmed COVID-19 infection	Notify Sonoma County Public Health (complete "Site Information Gathering Tool" prior): <i>Call (707) 565-4566 or e-mail to: Phnurse@sonoma-county.org</i> <ul style="list-style-type: none"> <li>Keep home with instructions to isolate at home for at least 10 days after the first symptoms occurred, they have been fever-free for &gt;24 hours without using medication (such as Tylenol or Motrin), and symptoms have improved. <ul style="list-style-type: none"> <li>If no symptoms, keep home for 10 days since the day they were tested.</li> </ul> </li> <li>Identify close contacts, which likely includes the entire cohort of the person with COVID-19. <ul style="list-style-type: none"> <li>Instruct to quarantine for 10 days after the last exposure.</li> <li>It is strongly recommended<sup>4</sup> that exposed persons get tested for COVID-19 8-10 days after the last exposure, or sooner if symptoms develop.</li> </ul> </li> <li>Clean and disinfect spaces where the person with COVID-19 spent significant time.</li> </ul> <b>Cohort should be CLOSED for 10 days after last exposure.</b>  Non-exposed cohorts may remain open.	Notify staff and families of children who are close contacts using the "Close Contact Advisory" template.  Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template.

<sup>1</sup> A cohort is defined as a stable group with fixed membership that stays together for all activities (e.g., lunch, recess) and avoids close contact with other persons or cohorts.

<sup>2</sup> See CDC definition of "close contact": <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

<sup>3</sup> When possible, it is strongly advised to do an initial test for child or staff as soon as a close COVID contact is identified to prevent further spread within the cohort. If negative, testing needs to be repeated at Day 8-10 of 10d quarantine. A negative result on an early test does not exempt someone from testing on/after Day 8.

<sup>4</sup> They must have no symptoms upon returning and test negative on/after Day 8. Students or staff who are tested too soon/not at all after an exposure are released from quarantine 14 days after the exposure given they have no symptoms of COVID-19. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.



## Return-to-school criteria for children and staff in schools, childcares, and other programs serving youth after COVID-19 symptoms, close contact, or confirmed COVID-19

Scenario	Criteria
Child or staff has a negative test after symptoms of COVID-19 OR an alternate diagnosis has been made by a healthcare provider	<p>Follow facility illness policy for non-COVID illnesses, e.g.:</p> <ul style="list-style-type: none"> <li>• No fever for 24-72 hours without use of fever-reducing medication</li> <li>• No nausea, vomiting, or diarrhea for 24-72 hours without the use of anti-nausea or anti-diarrhea medication</li> <li>• Well enough to participate in routine activities</li> <li>• Other criteria as determined by site</li> </ul> <p>Follow any additional criteria determined by the patient's healthcare provider, if applicable</p>
Child or staff has symptoms of COVID-19, has not been tested for COVID-19, and has not received an alternate diagnosis from a medical provider	<p>Stay home until:</p> <ul style="list-style-type: none"> <li>• 10 days have passed since the onset of symptoms, AND</li> <li>• The person has had no fever for 24 hours without the use of fever-reducing medications, AND</li> <li>• Symptoms have improved</li> </ul>
Child or staff has symptoms of COVID-19 and was tested but is still waiting for the test result	<p>Stay home until the person has received their test result and a determination can be made as to how to proceed.</p>
Child or staff had a positive test/confirmed COVID-19 (with or without symptoms)	<p>Stay home until:</p> <ul style="list-style-type: none"> <li>• 10 days have passed since the onset of symptoms, AND</li> <li>• The person has had no fever for 24 hours without the use of fever-reducing medications, AND</li> <li>• Symptoms have improved</li> <li>• If no symptoms, stay home until 10 days have passed since the date of the test.</li> </ul> <p>A doctor's note does <u>not</u> override these criteria.</p>
Child or staff had close contact with someone with confirmed COVID-19.	<p>Stay home for 10 days after last exposure. They must have no symptoms upon returning <u>and</u> test negative on/after <u>Day 8</u>. If not tested, must complete 14 day quarantine with no symptoms. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed.</p> <p><b>If the person has ongoing close contact with the person with COVID-19</b> (ie: a parent or sibling), the person must quarantine for 10 days <u>after</u> the person with COVID-19 is no longer infectious. In most cases, this is a total of 20 days after the person with COVID-19 first developed symptoms or had a positive test.</p>

## SITE INFORMATION GATHERING TOOL

### When Staff or Student Tests Positive For COVID-19

The purpose of this form is to gather information to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Call Sonoma County Public Health at (707) 565-4566, or email [phnurse@sonoma-county.org](mailto:phnurse@sonoma-county.org).  
The form below may help you organize necessary information BEFORE calling and seeking consultation.
2. AFTER consulting with Sonoma County Public Health, you may be asked to help identify close contacts.  
See the sample letter templates below.

When conducting interviews with possible close contacts, and explaining that they may have been exposed to COVID-19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).

Name of Person Who Tested Positive or Suspected Case:		Date of Birth:
Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor		
School/Site and Address:		School/Site Phone #:
Role/Position: (if not a student)	School/Office/Department:	
First Day Symptoms Appeared:		
Type of Symptoms: (check all that apply) <input type="checkbox"/> CHECK IF NO SYMPTOMS		
<input type="checkbox"/> fever greater than 100.4 F/38 C <input type="checkbox"/> cough <input type="checkbox"/> sore throat <input type="checkbox"/> shortness of breath <input type="checkbox"/> chills	<input type="checkbox"/> headache <input type="checkbox"/> body aches <input type="checkbox"/> fatigue <input type="checkbox"/> loss of smell or taste <input type="checkbox"/> Other:	<input type="checkbox"/> nausea/vomiting <input type="checkbox"/> diarrhea <input type="checkbox"/> runny nose <input type="checkbox"/> congestion
Last Day(s) onsite at School/Work:		
Location of the COVID-19 Test?	Date of COVID-19 test?	COVID-19 Test Results: <input type="checkbox"/> Positive (PCR) <input type="checkbox"/> Negative <input type="checkbox"/> Pending/Suspected (Rapid)

Person Who Completed This Form/Position:	Contact Info (phone/email):	Date:
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## "CLOSE CONTACT" EXPOSURE ADVISORY SAMPLE LETTER

Send to Staff and families of children in CLOSED cohorts  
(who are "close contacts" to positive COVID-19 case)

Date:

Dear parents, guardians and staff of classroom \_\_\_\_\_,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person and is at risk for developing COVID-19.

COVID-19 is an illness caused by a virus that can be transmitted to other people when an infected person coughs, sneezes, or is in close contact with others. Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms started, or if they don't have symptoms, 10 days after the day they tested positive. It can take up to two weeks after exposure to develop COVID-19. People who were exposed to COVID-19 should stay quarantined and not attend school or work for 10 days after the last time they were exposed, and should continue monitoring for symptoms for the following 4 days.

For more information on what it means to be quarantined, visit: [www.socoemergency.org](http://www.socoemergency.org)

As a precautionary measure, we have temporarily closed the affected classroom(s) for a period of at least 10 days following the last possible exposure, and will be reopening no sooner than MM-DD-YYYY. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur. **You and/or your child may not go to a different day care, school, camp, or program until you/your child has completed their 10-day quarantine.**

**If you or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, please visit: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

**If no one in your household has symptoms of COVID-19:** We strongly recommend that you or your child be tested for COVID-19 8-10 days after the most recent exposure. Testing done too soon after an exposure may not be reliable, and a negative test during this time does not mean that the person won't develop COVID-19 later during their quarantine period. Because some people with COVID-19 have no symptoms, testing done too early (or not at all) increases the risk that a person may finish their quarantine but have become contagious without knowing it. Appropriate timing of testing is essential to be sure that when we reopen your classroom, there will be minimal risk to students and staff.

Thank you for your patience and understanding as we work together to keep our community safe.

Sincerely,

School/Childcare/Preschool Site

**GENERAL EXPOSURE ADVISORY SAMPLE LETTER**  
**Send to all other staff and families in OPEN cohorts**  
**(who were not close contacts)**

Date:

Dear parents, guardians, and staff:

A person with COVID-19 was recently identified at \_\_\_\_\_. **At this time we do not believe that you or your child were exposed.** We will notify you immediately should this change. While the affected classroom(s) will be closed for 10 days as a precautionary measure, your/your child's classroom will remain open.

While you or your child may have not had any known exposures to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include practicing social distancing from people who do not live in your household, washing your hands often, and wearing a mask or facial covering when in public.

We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school. Symptoms of COVID-19 include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

**If your child or anyone in your home is experiencing any of these symptoms, please keep the household home** and do not come to school or work. Contact your healthcare provider and request a test for COVID-19.

Thank you for helping to keep our community safe.

Sincerely,

Childcare/Preschool/School Site

## "CONTACT OF A CONTACT" ADVISORY SAMPLE LETTER

When a student/staff member is quarantining due to exposure off campus  
and there is no on-campus exposure  
students/staff are only "contacts of a contact"

Date,

Dear Parents/Guardians and Staff of classroom \_\_\_\_\_:

We want students and staff to stay safe. A student or staff member in your child's class has been in contact with a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until they are safe to come back to school. We have not identified any risk to you or your child at this time.

Your child's classroom will stay open. **You or your child can still come to school.** We will update you if anything changes. Please keep checking your child for symptoms and stay home if anyone in your home is sick.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Please contact your healthcare provider for any other questions.

Thank you for helping to keep our school and community safe.

Sincerely,

School/Childcare/Preschool Site



## What does it mean to be isolated?

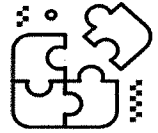


### **Stay at home except to get medical care.**

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

### **Separate yourself from other people in your home.**

As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.



### **Wear a facemask.**

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

### **Cover your coughs and sneezes.**

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.



### **Clean your hands.**



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid sharing personal household items.**

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



### **Monitor your symptoms.**

Seek prompt medical attention if your symptoms worsen. Before seeking care, call your healthcare provider and tell them that you have, or may have, novel coronavirus infection. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707-565-4566). **If you need emergency medical care call 911** and tell them you have, or may have, novel coronavirus infection.

**If you have questions or are having difficulty maintaining your isolation, please contact the Sonoma County Public Health Department at 707-565-4566.**



## What does it mean to be quarantined?



### **Stay at home except to get medical care.**

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

### **Monitor for symptoms.**

Seek prompt medical attention if you develop symptoms including fever of 100.0° F or above, feeling feverish, cough, or difficulty breathing. Before seeking care, call your healthcare provider and tell them that you are under quarantine for potential exposure to novel coronavirus (COVID-19). Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707) 565-4566. **If you need emergency medical care call 911** and be sure to tell them you may have been exposed to COVID-19.



### **Clean your hands.**



Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water are best if your hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid sharing personal household items.**

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



### **Cover your coughs and sneezes.**



Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

**If you have questions or are having difficulty maintaining your quarantine, please contact the Sonoma County Public Health Department at (707) 565-4566.**

# **Dunham School District**

## **Daily COVID-19 Student at Home Assessment Checklist**

**Purpose:** Based on various State health orders, all students, on a daily basis, are to be screened for signs of respiratory illness accompanied by fever PRIOR to coming to school.

**Instructions:** Complete this assessment for each student in your household prior to them coming to school each day.

**1. Contact your doctor if anyone in your household has the following severe symptoms:**

- Trouble breathing
- Persistent pain or pressure in chest
- New confusion or inability to stay awake
- Blue lips or face

**This is not a complete list. If you think you are experiencing a medical emergency, call 911.**

**2. In the last 24 hours has the student been in contact with anyone with a known case of COVID-19 virus?**

- ☐ YES
- ☐ NO

**If YES, please do not report to school. Contact the school to inform them of your absence. Stay home and monitor your symptoms and contact your medical provider to consult on next steps. \* If NO, proceed to question #3.**

**3. Has the student had any of the following symptoms in the past 24 hours?**

- ☐ Any symptoms experienced have been cleared by our primary care provider
- ☐ Cough
- ☐ Fever (Temperature above 100.0°F)
- ☐ Chills
- ☐ Sore Throat
- ☐ Feeling achy
- ☐ Shortness of breath/difficulty breathing
- ☐ Nausea or vomiting
- ☐ Unusual or new headache in last 24 hours
- ☐ Diarrhea
- ☐ Loss of taste or smell
- ☐ Tingling or numbness
- ☐ None of the above

**If YES to ANY, students should not report to the school building. Contact the school to inform them of your absence. Stay home from school, monitor symptoms, and contact your medical provider to consult on next steps.**

**If NO to all, proceed to school. Your temperature will be taken when you arrive. Upon entry to the building, wash your hands or use alcohol-based hand sanitizer.**



## **Hand Hygiene**

Frequent hand hygiene is one of the most important preventative practices to help slow the spread of COVID-19 and will be encouraged at school.

Students and staff will be required to wash or sanitize their hands upon arrival to school each day before entering the classroom. Time for hand hygiene will be scheduled for all students before eating and before returning to the classroom after recess and lunch.

**Five steps to proper hand washing:**

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air-dry them.

**How to use hand sanitizer:**

1. Apply the hand sanitizer to the palm of one hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the sanitizer over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

## **Cough Etiquette and Other Important Health and Hygiene Practices**

Please help us teach your child(ren) these important preventative measures to reduce the spread of COVID-19 and other illnesses.

- Cough and sneeze into a tissue or into the crook of the elbow, throw the tissue into the trash right away and wash hands.
- Avoid touching the eyes, nose, and mouth with unwashed hands.
- Avoid close contact with anyone who is sick.
- Maintain 6 ft. distance from others outside your home. Keeping distance from others is especially important for individuals at higher risk for severe illness.
- Please discuss the importance of community physical distancing measures while not at school, including discouraging students from gathering elsewhere.
- Encourage your child to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
- Prevent stigma by using facts and reminding students to be considerate of one another.

## **Facemask Information**

### **How to put on and remove a facemask**

#### **How to put on a facemask**

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
3. Follow the instructions below for the type of mask you are using. Hold the mask by the ear loops. Place a loop around each ear.
4. Mold or pinch the stiff edge to the shape of your nose.
5. Pull the bottom of the mask over your mouth and chin.

#### **How to remove a facemask**

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
2. Hold both of the ear loops and gently lift and remove the mask.
3. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

**Cloth masks should be cleaned after every wearing. This reduces the risk of spreading the coronavirus or other germs.**

**Disposable blue surgical masks should be thrown away after each day or more often if soiled.**