

RETURN-TO-CAMPUS PLAN IN RESPONSE TO COVID-19



Saint Francis Solano School

www.saintfrancissolano.org

342 West Napa Street

Sonoma, CA 95476

707-996-4994

COVID-19 PROTOCOLS AND WAIVER COMPONENTS
FOR SCHOOLS REQUIRING WAIVERS

July, 2020

Revised October 6, 2020

INTRODUCTION

During this unprecedented time we continue to be committed to carrying out Saint Francis Solano School's Mission & Philosophy:

Mission Statement

St. Francis Solano School serves the families of St. Francis Solano Parish and the Sonoma Valley by cultivating an atmosphere of academic achievement in which students live and embrace Roman Catholic values.

Philosophy

At Saint Francis Solano School, students embark on a spiritual and educational journey. Parents, as primary educators, partner with teachers in this ministry. Teachers facilitate the spiritual, academic, and social growth of all students, as they become self-evaluators, life-long learners, and faithful Catholics who serve as Jesus served.

During this pandemic, Saint Francis Solano School staff is committed to the health and safety of students, families, staff and volunteers. The following document lays out a plan for a safe school reopening. We understand that the COVID-19 situation is fluid, therefore, this is a living document that may be adjusted with ever-changing guidance from county health officials. This document was written in collaboration with teachers, parents, administration and following the guidance of the following:

- [Sonoma County Roadmap to a Safe Reopening](#)
- [The Centers for Disease Control: Considerations for Schools](#)
- [Leading with Hope: A Reflective Guide for Catholic Schools in a New Reality](#)
- [California Department of Education: Stronger Together, A Guidebook for the Safe Reopening of California's Public Schools](#)
- [California Department of Public Health: COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#)

SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> Supplies, equipment Prepare detailed work schedule for phases Prepare building and for reopen with thorough cleaning
Phase 1	June	<ul style="list-style-type: none"> Implement social distancing protocol and open facilities with limited access/use
Phase 2	July	<ul style="list-style-type: none"> Expand use of school based on recommendations and data from CDC, California Governor, SCOE, Sonoma County Health Dept. <ul style="list-style-type: none"> Thorough cleaning
Phase 3	August (anticipated)	<ul style="list-style-type: none"> Open school Expand full operation based on recommendations and data from CDC, California Governor, SCOE, Sonoma County Health Dept. Determine which restrictions/guidelines stay in place

ON-CAMPUS HEALTH AND SAFETY MEASURES

Parents are partners with the school in keeping students healthy.

Health Screening (at home)

Saint Francis Solano School advises that parents monitor for COVID-19 symptoms and keep students who are sick at home until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.

Health Screening (at school)

All students and employees will be screened at designated areas on campus. Such screening will include the following steps:

- No contact temperature check to ensure that all individuals entering campus are not exhibiting fever symptoms and are showing a measured temperature of less than 38° C or less than 100.4° F.
- COVID-19 symptoms check to ensure that those entering are not manifesting any symptoms and have not manifested symptoms in the prior 24 hours.
- Those entering must verify that no one in their home or in their care is exhibiting COVID-19 symptoms or has had a positive COVID-19 test or diagnosis.
- Those entering campus must verify that they have had no known exposure to COVID-19 within the last 14 days and that they self isolated or tested negative after exposure to COVID-19 prior to returning to campus.

Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus. Parents and teachers will be vigilant in watching for symptoms.**

People with [these symptoms](#) may have COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC continues to update this list as more is learned about COVID-19.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Saint Francis Solano School employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Signage will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting will not be permitted

VISITORS ON CAMPUS

The safety of our staff and students remains the school's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are only allowing visitors by appointment. **All** visitors must wear a mask and have their temperature taken before entering the building.

SCHOOL OFFICE PROCEDURES

The front door will be locked at all times. Parents may enter the building by appointment only. If you are picking up your child early, you may call ahead ([707-996-4994](tel:707-996-4994)) and staff will meet you at the front door for you to sign your child out. If your child is tardy, you must call the office so that a staff member can meet you at the door to take your child's temperature and issue a tardy slip. If you are dropping off a lunch or forgotten item for your child during the school day, there will be a cubby outside of the office door. A Ring Doorbell System will be installed to notify office staff that you have left an item for your child or if you are dropping off a payment to the office.

ENTRANCE & EGRESS

DROP OFF(Grades First through Eighth)

Parents will queue cars in the dropoff white zone on Church Street beginning at 8:20am and the students' temperatures will be taken prior to parents departing. Students who walk or ride to school will arrive at the gate at the front of campus (Napa Street side) adjacent to 7th grade homeroom. They will be checked prior to entering campus. Parent(s) must be available for immediate pick-up if the student needs to return home.

DROP OFF (Kindergarten)

Kindergarteners and their parents will line up outside the East Wing glass doors nearest to the Kindergarten classroom. A social-distancing area will be designated. Beginning at 8:20am, the students' temperatures will be taken prior to parents departing.

PICK-UP

Students will assemble on the blacktop with siblings adhering to the safe social distancing guidelines. Every family will be given a family number to display on the right side of their front windshield. Staff members will call out family numbers and assist students in loading cars when cars are in the loading zone on Church Street. Cars will cue from West to East on Church Street. Students will not be admitted to cars not in the loading zone. Students that walk or bike home will check in with curbside staff prior to departing campus. Parents will not be permitted to assemble on campus or in the loading zones.

LEARNING COHORTS

In order to safely welcome all students back to campus, we will be using all available classroom space, including West Wing classrooms and Father Roberts Hall. Students will be placed into smaller learning “cohorts” of no more than 14 students to insure mandated social distancing of six feet. All faculty and all students in grades (K-6) K-8 will be required to wear masks. Outdoor space will be sectioned off. Cohorts will remain together at recess times. Mask breaks will be allowed during lunchtime and outdoor breaks.

DISTANCE LEARNING

If Distance Learning is required, students will participate in daily direct instruction lessons of the five core subjects including: math, language arts, science, social studies and religion.

SAMPLE DAILY SCHEDULE FOR ON-SITE LEARNING

(Subject to staffing availability)

WAIVER Cohort -DAILY SCHEDULE

		KA	KB	1A	1B	2A	2B
8:20-8:40	Arrival						
8:40-9:20	*1	Read/Lang-Fulton	SS-Foreman	Math-Roualdes	Religion-Lazzarri	Math-Raaka	Art/Music-Boles
9:20-9:30	Break	Break	Break	Break	Break	Break	Break
9:30-10:10	*2	Math-Fulton	Religion-Foreman	Read/Lang-Rouald	Art/Music-Lazzarri	Sci-Raaka	SS-Boles
10:10-10:20	Break	Break	Break	Break	Break	Break	Break
10:20-11:00	*3	Sci-(not streamed)	Art/Music-Foreman	Sci-Roualdes	SS-Lazzarri	Language/Lit-Raak	Religion-Boles
11:00-11:30	Eat	Eat in Room	Eat in Room	Eat in Room	Eat in Room	Eat in Room	Eat in Room
11:30-12:00	Break	Break	Break	Break	Break	Break	Break
12:00-12:40	*4	SS-Foreman	Read/Lang-Fulton	Religion-Lazzarri	Math-Rouald	Art/Music-Boles	Math-Raaka
12:40-12:50	Break	Break	Break	Break	Break	Break	Break
12:50-1:30	*5	Religion-Foreman	Math-Fulton	Art/Music-Lazzarri	Read/Lang-Rouald	SS-Boles	Sci-Raaka
1:30-1:40	Break	Break	Break	Break	Break	Break	Break
1:40-2:20	*6	Art/Music-Foreman	Science-Fulton	SS-Lazzarri	Sci-Roualdes	Religion-Boles	Language/Lit-Raak
		3A	3B	4A	4B	5A	5B
8:20-8:40	Arrival						
8:40-9:20	*1	Math-ILigotti	Religion-Teacher2	Language/Lit-Perk	SS-Cordero	SS-Momsen	Art/Music-Swing
9:20-9:30	Break	Break	Break	Break	Break	Break	Break
9:30-10:10	*2	Language/Lit-ILigotti	Art/Music-Teacher2	Math-Perkins	Religion-Cordero	Language/Lit-Mom	Science-Swing
10:10-10:20	Break	Break	Break	Break	Break	Break	Break
10:20-11:00	*3	SS-ILigotti	Science-Teacher2	SS-Perkins	Art/Music-Cordero	Math-Momsen	Religion-Swing
11:00-11:30	Lunch	Eat in Room	Eat in Room	Eat in Room	Eat in Room	Break	Break
11:30-12:00	Lunch	Break	Break	Break	Break	Eat in Room	Eat in Room
12:00-12:40	*4	Religion-Teacher2	Math-ILigotti	SS-Cordero	Language/Lit-Perk	Art/Music-Swing	SS-Momsen
12:40-12:50	Break	Break	Break	Break	Break	Break	Break
12:50-1:30	*5	Art/Music-Teacher2	Language/Lit-ILigotti	Religion-Cordero	Math-Perkins	Science-Swing	Language/Lit-Mom
1:30-1:40	Break	Break	Break	Break	Break	Break	Break
1:40-2:20	*6	Science-Teacher2	SS-ILigotti	Art/Music-Cordero	SS-Perkins	Religion-Swing	Math-Momsen
		6A	6B	7		8	
8:20-8:40	Arrival			Distance Learning		Distance Learning	
8:40-9:20	*1	Religion - Homeroom	*Math-Escamilla	Religion-Perez		Religion-Sawicki	
9:20-9:30	Break	Break	Break	Break		Break	
9:30-10:10	*2	Language/Lit-Homrm	*Span/Elect-Ligotti	Language/Lit-Sawik		Math-Escamilla	
10:10-10:20	Break	Break	Break	Break		Break	
10:20-11:00	*3	SS -Homeroom	*Science-Perez	SS-Sawicki		Span/Elect-Ligotti	
11:00-11:30	Lunch	Break	Break	Break		Break	
11:30-12:00	Lunch	Eat in Room	Eat in Room	Eat in Room		Eat in Room	
12:00-12:40	*4	*Math-Escamilla	Religion -Homeroom	Science-Perez		Language/Lit-Saw	
12:40-12:50	Break	Break	Break	Break		Break	
12:50-1:30	*5	*Span/Elect-Ligotti	Language/Lit-Homrm	Math 7A-Escamilla		Science-Perez	
1:30-1:40	Break	Break	Break	Break	Math 7B-Escamilla	Break	
1:40-2:20	*6	*Science-Perez	SS -Homeroom	Span/Elect-Ligotti		SS-Sawicki	
		*8th Cohort Teacher Students stream Math.	supervising Science, Spanish				

RESTROOM USAGE DURING THE SCHOOL DAY

Establish maximum capacity for the facility that allows for social distancing. Number of students in restrooms and at hand-washing stations will be carefully monitored by staff. Provide supplies for employees to clean up after themselves in staff only restrooms.

CAFETERIA AND MEAL PERIODS

No hot lunch scheduled at this time. Students will bring their own lunches and will eat at their desks in their classrooms. Students will bring their own labeled lunches and water bottles. Water filling stations will be installed. No use of water fountains will be permitted.

CLASSROOM ARRANGEMENTS

Student desks will face the same direction with six foot distancing in all directions. With the knowledge that ventilation is key to mitigating spread, windows and doors will be opened whenever possible to allow for better ventilation. Outdoor areas will be utilized when practical. Multipurpose room and West Wing will be utilized. There will be no more than 14 students in a cohort. Students will use personal supply boxes, hand sanitizer will be available in every classroom and teachers will direct students in proper hand washing.

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

We will continue to provide resources through our school counselor, Ms. Mertens. Teachers will be prepared to support students with age appropriate classroom discussion about current community conditions and student concerns. Parents will be notified by the teacher if their child is exhibiting a level of concern that requires follow-up discussion at home.

CHILDREN'S CENTER/SPORTS

There will be no Children's Center or sports until further notice.

STAFF TRAINING

1. **Pre-return to school training** for staff
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing
3. **Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus. We will structure the training plan to effectively disseminate information to all staff.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. Disinfection/Cleaning measures
3. Isolation protocols
4. On site health screening
5. Daily self-screenings
6. Visitors/Office protocols
7. Cleaning Crew protocols

TRAVEL RESTRICTIONS

Saint Francis Solano School will discontinue staff travel to conferences and workshops until further notice. All school field trips will be discontinued until further notice.

HEALTH PROTOCOL

EMPLOYEE SCREENING AND PROTOCOLS

Employees will be required to complete a daily self-screening which will include temperature monitoring and a symptom check to ensure they are not presenting with any of the following symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In addition to monitoring for the above listed symptoms employees will not report to work if they have:

- A known close contact exposure (within 6 feet for greater than 15 minutes) with a person who has tested positive for Covid 19
- A known close contact exposure to an individual who is suspected to have Covid 19 but is awaiting test results.

TESTING OF STAFF

Asymptomatic employees shall be tested for Covid 19 on a monthly basis. Per the CDHP recommendations 50% of the staff will test one month and then the other 50% of staff will be tested the following month. If an increase in Community Spread is noted then the frequency of staff testing will be reviewed and increased as needed and as recommended in consultation with Sonoma County Department of Public Health.

ADx is working with many other schools and can provide testing for faculty and students with a 1 to 2 day notice.

PROTOCOL FOR SYMPTOMATIC EMPLOYEE

If an employee develops symptoms at work, they will notify the principal and leave campus immediately to go home and self-isolate. They will contact their physician for recommendations on testing and self-care. If their physician is unable to order or obtain testing the school will facilitate testing with a contracted testing company.

An employee who is not attending work due to COVID-19 symptoms will not return to work until the following are met;

- Sick staff members are not to return until they have met CDC criteria to discontinue [home isolation](#), including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
- Employees on a medical leave should also contact the HR department as Physician clearance may be required to return to work.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Gloves are an important component of PPE such as when teachers are helping with lunch duty and cleaning classrooms. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and then wash your hands

PERSONAL WORKSPACE/CLASSROOM

All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Saint Francis Solano School has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Saint Francis Solano School Custodial Team will clean all workspaces/classrooms at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– Saint Francis Solano School will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors.

Breakrooms or Teacher Lounge/Multipurpose Room–These spaces will be closed for use until further notice. This includes the use of shared appliances such as coffee machines, refrigerators, and microwaves.

Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Daily (Not in use)
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	Throughout the day and at the end of the day

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. (Detailed cleaning checklist posted in all classrooms)

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing, or when suspected positive by a physician as he/she is currently awaiting test results.

SIGNAGE

Signage will be placed throughout the offices and school.

PREVENTIVE MATERIAL INVENTORY

1. Confirm Saint Francis Solano School has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear

3. Touchless thermometers on-site for employee and student screening

COVID-19 INFECTION POLICY (as applicable to all staff & students)

In accordance with [California Department of Public Health: COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs](#) and [CDC Guidelines](#), when a student or employee:

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

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

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

All COVID-19 cases identified in staff and students will be reported to the Public Health Department immediately.

CONTACT TRACING

The administrative secretary, Perrin Cutting, under the direction of the school principal, Debbie Picard, will be the identified contact for the public health department and charged with facilitating the initiation of contact tracing when a confirmed case of COVID-19 is recognized. The school will have a team of parents and staff who will receive the contact tracing certification that will support this process. The certification was obtained from Johns Hopkins University:

<https://www.coursera.org/learn/covid-19-contact-tracing> (see page 20 for proof of certification).

When a Covid positive staff member or student are 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. 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 the contracted testing facility.

CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURE

If a student or employee tests positive for COVID-19 and has exposed others on campus, we will implement the following steps:

- a) Determine if school closure is warranted
- b) the probable duration of the closure, based on the risk level they determine.
- Should a class or the school be quarantined, school will immediately transition to distance learning for continuity of education.

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our school website and **read the school bulletin.**

- Emergency communications regarding closures will also be sent via text message.

DOCUMENTATION OF OUTBREAKS: SCHOOL EMPLOYEE

[Date]

Dear [Name],

As discussed by phone, you were exposed to a case of COVID-19 on or around [date]. We have reported this case to [County] Public Health and personnel there have advised us to [fill in]. In accordance with public health guidelines, you are required to stay home and quarantine for 14 days from the date of the exposure and contact your healthcare provider.

Please look for the following symptoms:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Please review evolving information on the CDC website.

During your absence, you may work remotely. If you are unable to work remotely, you may be eligible for Emergency Paid Sick Leave - Families First Coronavirus Response Act or use accrued sick time. Please contact me directly to establish your remote work plan or for more information.

At the end of the 14-day self-quarantine, if you did not experience any COVID-19 symptoms, you may return to work. If you develop symptoms, you should get tested immediately while continuing your 14-day quarantine. You will only be permitted to return to school when:

- You go 3 days in a row without a fever (above 100.4 F) - without using fever reducing medication; AND
- Your symptoms have improved; AND
- 10 days have elapsed since the symptoms first appeared.

Current guidance suggests for those who are not experiencing symptoms and want to be tested, they should get tested 10 days after the exposure. The area(s) in which the individual(s) who tested positive for COVID-19 were working, will be cleaned and disinfected in accordance with CDC guidance.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. Please let me know how [school] can support you during this time.

Sincerely,
Principal

DOCUMENTATION OF OUTBREAKS:SCHOOL CLOSURE (EMPLOYEE)

[Date]

Dear [School Name] Employee,

There is a positive case of COVID-19 in our [school] community. This case has been reported to the County Public Health Department and it requires that our [school] close for [XX] days. This is a precautionary step from the County to determine the virus' spread in the community. During this time, the [school] facilities will be cleaned and disinfected. [Fill-in more requirements from County]

Close contacts or "exposure" with the individual who tested positive have been notified directly. Exposure is defined by the Centers for Disease Control as an encounter with a COVID-19 positive person for 10-15 minutes or more, while standing less than 6 feet apart, within 48 hours or less of COVID-19 positive person experiencing symptoms. For those who did not receive a close contact notification, it is unlikely that you had prolonged contact with the individual. With that, out of an abundance of caution, we ask that you please monitor yourself for the following symptoms:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Please review evolving information on the CDC website.

During the [school's] temporary site closure, you will be working remotely, and your work hours remain the same. Please contact me directly if you have any questions about your remote work plan.

We will tentatively resume on-site [instruction] on [Date] subject to the County Health Department's approval.

If you experience any symptoms during the closure, please self-quarantine, contact your healthcare provider, and let us know your status.

If you have any specific COVID-19 questions, please contact the County Health Department or your medical provider. Please let me know how [school] can support you during this time.

Sincerely,

[Name]
Principal

DOCUMENTATION OF OUTBREAKS: STUDENT EXPOSURE

[Date]

Dear [Name],

As discussed by phone, your child was exposed to a case of COVID-19 on or around [date]. We have reported this case to [County] Public Health and personnel there have advised us to [fill in]. In accordance with public health guidelines, your child will need to stay home and quarantine for 14 days from the date of the exposure and contact their health care provider.

Please monitor your child for the following symptoms and let me know if he/she exhibits any of them:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Please review evolving information on the CDC website.

During your child's absence, your child's teacher will provide your child with an independent study program. It will be important that you support your child through their independent study program. Upon return, your child's teacher will partner with you to ensure that your child remains on track. If you are employed and need to take time off to care for your child, you may be eligible for Emergency Paid Family Leave - Families First Coronavirus Response Act. Contact your worksite.

At the end of the 14-day quarantine, if your child did not experience any COVID-19 symptoms, he/she may return to school. If your child develops symptoms during the 14-day quarantine, you should have them tested immediately. Your child will be permitted to return to school when:

- They go 3 days in a row without a fever (above 100.4 F); without using fever reducing medication;
- AND
- Their symptoms have improved; AND
 - 10 days have elapsed since the symptoms first appeared.

Current guidance suggests for those who are not experiencing symptoms and want to be tested, they should get tested 10 days after the exposure.

The area(s) in which the individual who tested positive for COVID-19 were working, such as the classroom, will be cleaned and disinfected in accordance with CDC guidance.

If you have any specific COVID-19 questions, please contact the County Health Department or your child's medical provider. Please let me know how [the school] can support you during this time.

Sincerely,

Principal

[Name]

DOCUMENTATION OF OUTBREAKS: SCHOOL CLOSURE (STUDENT)

[Date]

Dear [School Name] Community,

There is a positive case of COVID-19 in our school community. This case has been reported to the County Public Health Department and it requires that our school close for XX days. This is a precautionary step from the County to determine the virus' spread in the community. During this time, the school facilities will be cleaned and disinfected.

[Fill-in more requirements from County]

Close contacts or "exposure" with the individual who tested positive have been notified directly. Exposure is defined by the Centers for Disease Control as an encounter with a COVID-19 positive person for 10-15 minutes or more, while standing less than 6 feet apart, within 48 hours or less of COVID-19 positive person experiencing symptoms. For those who did not receive a close contact notification, it is unlikely that your child had prolonged contact with the individual. With that, out of an abundance of caution, we ask that you please monitor your child for the following symptoms:

- Fever (100.4 F) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Please review evolving information on the CDC website.

During the school's temporary site closure, your child's teacher will provide your child with a remote learning plan. It will be important that you support your child through his/her remote learning. Upon return, your child's teacher will partner with you to ensure that your child remains on track. If you are employed, you may be eligible for Emergency Paid Family Leave - Family First Coronavirus Response Act. Contact your worksite.

We will tentatively resume on-site instruction on [Date] subject to the County Health Department's approval.

If your child experiences any symptoms during the closure, please have them self-quarantine, contact your healthcare provider, and let us know their status. Current guidance suggests for those who are not experiencing symptoms and want to be tested, they should get tested 10 days after the exposure.

If you have any specific COVID-19 questions, please contact the County Health Department or your child's medical provider. Please let me know how [the school] can support you during this time.

Sincerely,

[Name]

Pastor/Principal

 **JOHNS HOPKINS**
UNIVERSITY

Oct 6, 2020

Perrin Cutting

has successfully completed

COVID-19 Contact Tracing

an online non-credit course authorized by Johns Hopkins University and offered through Coursera



Dr. Emily S. Gurley
Associate Scientist
Department of Epidemiology
Johns Hopkins Bloomberg School of Public Health

**COURSE
CERTIFICATE**


EDUCATION FOR EVERYONE
COURSE CERTIFICATE

Verify at coursera.org/verify/ARZ97SRML2EP

