

Santa Clara County Office of Education
Alternative Education Department
Comprehensive Safety Guide
Spring 2021

Revised 3/10/2021

The Santa Clara County Office of Education Alternative Education Department operates 25 classrooms across Santa Clara County. Our students come to us from a variety of settings and backgrounds. As educators we are dedicated to ensuring their success. Our commitment to providing a quality education is a priority. We also hold safety of students and staff as a priority across all our classrooms and campuses.

The following document is intended to provide staff a guideline for health and safety protocols for the safe return to in-person instruction within our classrooms.

The Alternative Education schools will open in a phased-in approach using a hybrid model of in-person and distance learning during the weeks of March 22, 2021 and March 29, 2021. Osborne and Blue Ridge will open to students on March 22, 2021. The AED Sunol and South County Community Schools will open on March 29, 2021. All classes will resume for full day in-person instruction five days a week beginning April 5, 2021.

These guidelines are in line with the County of Santa Clara Public Health Department, the State of California Public Health Department, and the Federal Centers for Disease Control and Prevention (CDC).

Testing availability is readily available at SCCOE Site-Specific locations, Appointment-based at SCCOE Ridder Park location, and upon request from your healthcare provider.

Employee Portal COVID-19 Latest Updates, Links, and Forms:

<https://santaclaracoe.sharepoint.com/sites/covid19>

Osborne and Blue Ridge staff must have a COVID-19 test within five (5) days of their return to the campus. Staff who are currently onsite have been participating in regular COVID testing and reporting their results to the Director/Principal every two weeks or more frequently. All Osborne and Blue Ridge staff will participate in mandatory COVID-19 testing every two weeks. A negative result is required to enter the facilities. The results of your test is to be reported to the Director/Principal. All testing information is kept confidential and secure. In preparation for return to in-person on March 22, 2021, Osborne and Blue Ridge staff are to report their test results for initial entrance into the facilities no later than Friday, March 19, 2021 at 3:00pm.

If your COVID test result is positive you are to remove yourself from the site and contact the Director/Principal immediately via phone or email. A follow-up call will occur with instructions for

Daily symptom checks are required as part of our return to AED school sites. Click on the following link and your site location to complete the symptom check. If you are unable to locate South County Community School, please select Gateway. This issue is currently being corrected and so you should soon see South County Community School or South County Annex as a choice.

<http://checkin.sccoe.org>

Arrival and Departure at Community Schools

- Minimizing close contact between students, staff, families, and the broader community at arrival and departure through the following:
 - All campuses will use as many clearly marked entrances and exits as possible to decrease crowding at entry and exit points.
 - Drivers are to follow one-way directional arrows into parking area
 - Drivers will remain in their vehicles when dropping off or picking up students.
 - Spaces will be marked six feet apart for adults waiting outside to drop off or pick up students on foot, by bicycle, or other means of active transportation.
 - Adults entering campus for in-person pick-up or drop-off to wear a face covering.
- If crowding of students occurs during arrival or departures, sites will consider staggering arrival and departure times and give parents 24-hour notice.

School Setting All Schools

- All schools
 - Student desks will be spaced at least six feet apart.
 - Class sizes will be as small as practicable.
 - Teacher and staff desks will be at least six feet away from students' desks.
 - Students will be seated in stable seating arrangements within the classroom which are easily identifiable by the student.
 - Stable classroom cohorts of students will be established and remain together for the entire school day when feasible.
 - Instruction and as many activities as possible will be moved to outdoor spaces.
 - Students will receive instruction on social distancing
 - Students will be shown the location of hand sanitizers.
 - Operable windows will be open when feasible.
 - All classrooms will have a reduced amount of furniture and equipment to reduce high-touch surfaces.
 - Student desks will be faced in the same direction.
 - Adequate supplies will be made available with cleaning and disinfecting occurring between uses.
 - Optional markings on floors will facilitate physical distancing.
- Students with disabilities and support staff
 - Students with disabilities and their support staff can rotate into the classroom cohort while staff maintain six feet of distance from everyone in the cohort other than the student receiving services.
- Restrooms
 - Restroom use will be staggered to ensure only one student occupies the restroom at a time.
- Libraries
 - When available, student cohorts will have staggered access.
- Physical Education

- All activities will be conducted outdoors whenever possible, with appropriate physical distancing within cohorts to the extent practicable.
- Students and staff will not congregate in hallways.

Hygiene Measures All Schools

- Face Coverings
 - All adults will always wear a face covering while on campus, except while eating or drinking. Face coverings are not required if a person is alone in an office, classroom, or other space
 - All students are required to wear face coverings:
 - While arriving and departing from school campus
 - In any area outside of the classroom (except when eating, drinking, or engaging in a physical activity requiring heavy exertion).
 - While in the classroom, even if students are in a stable classroom cohort.
 - Face coverings may not be required for students or staff if there is a medical or behavioral contraindication verified in writing from a medical professional or behavioral specialist.
 - If a student engages in spitting and/or biting, the teacher is to notify the site administrator and appropriate steps will be taken to address the student's conduct.
 - Signage will be posted throughout the school to remind students and staff of (1) when and where face coverings are required and (2) appropriate use of face coverings.
 - The school will communicate with all staff and families regarding expectations for use of face coverings at school.
 - Students will be instructed on the rationale and proper use of face coverings
 - Face coverings will be supplied to students if needed.
 - There are a lot of creative ways to allow students to take mask breaks. Taking a mask break allows a student to remove their mask temporarily in a safe manner. This usually occurs outside, but can occur in a room with the student as the only occupant.
 - If a student refuses to wear a mask staff are to contact the site administrator.
 - The student will temporarily be removed from the classroom in an effort to support the needs of the student. Student will be returned to the classroom as soon as possible.
- Handwashing and other hygiene measures
 - Students will be instructed on proper handwashing technique.
 - Signage will be posted in highly visible areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.
 - Access to soap, tissues, and hand sanitizer will be available throughout the school site.
 - High touch areas will be cleaned daily and as needed.
 - Students will either wash their hands or use hand sanitizer upon entering the school site and or classroom.

- Water fountains will not be accessible. Students and staff are encouraged to bring a reusable water bottle.

Cleaning and Maintenance All Schools

- At least daily, and more frequently if feasible, frequently touched hard surfaces will be cleaned and disinfected (e.g., tables, desks, chairs, door handles, light switches, copy machines, bathroom surfaces (toilets, countertops, faucets)).

Health Screenings All Schools

- All students and staff are to be screened for symptoms each day. Parents will screen their student prior to arriving on campus.
- Staff and student daily symptom screening is to be completed using the links or QR codes found at the end of this guide.

COVID-19 Guidelines for Post-Vaccination Symptoms

How to respond to symptoms that develop post-vaccination			
Individual has sensitivity, pain, redness or swelling around the vaccination site, but no other symptoms.	Individual has symptoms unlikely caused by vaccine: Cough Shortness of breath Sore throat Loss of taste or smell	Individual has symptoms that <i>may</i> be caused by vaccine: Fever Fatigue Headaches Chills Muscle or joint pain/ache	
Follow usual protocols for vaccine-related side effects. Individual may return to work or school.	Follow established protocols for individuals who show symptoms of COVID-19 infections	Individuals should stay home for at least 48 hours	
	Call the Director/Principal for next steps.	If symptoms resolve within 48 hours, the individual may return to work or school when symptom-free	If symptoms persist beyond 48 hours, individuals should get tested for COVID-19 and follow established protocols for individuals who show symptoms of a COVID-19 infection.

Post-Vaccination Quarantine

- You don't need to quarantine if you meet ALL of the following conditions:
 - You are fully vaccinated, meaning \geq passed since you received the second dose in a 2-dose vaccine or 1-dose in a single-dose vaccine.
 - You are within 3 months of having received the last does of the vaccine.
 - You have not had any symptoms since the current COVID-19 exposure.
- You still need to quarantine if you meet ANY ONE of these conditions:
 - You have not received all vaccine doses (either for a 2-dose vaccine or a single dose vaccine).
 - It has been more than 3 months since you received the last dose of the vaccine.
 - You have had symptoms following the current COVID-19 exposure.

COVID-19 Testing and Reporting

- Indications for testing:
 - Students and staff are required to get tested 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.
 - COVID-19 symptoms include
 - Persistent cough
 - Fever
 - Repeated shaking with chills
 - Sore throat
 - Shortness of breath
 - Persistent pain/pressure in the chest
 - Vomiting and/or diarrhea
 - New loss of taste or smell
 - Body/muscle pains
 - Headache
 - New confusion
- Positive test results
 - Require that parents/guardians and staff notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
 - Further instructions will come from school administration.
- Negative test results:
 - Symptomatic individuals who test negative for COVID-19 can return to in-person school/work after at least 24 hours from fever resolution (if any) and improvement in other symptoms.
 - Individuals who are close contacts to a COVID-19 case who test negative can return to in-person school/work only after completion of 14 days of quarantine from last exposure.
 - Documentation of negative test results must be provided to school administration before returning to facility.

Response to Suspected or Confirmed Cases and Close Contacts

- Suspected COVID-19 Case(s) Response
 - Each site will have an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
 - Any students or staff exhibiting symptoms will immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
 - Isolation room will be cleaned and sanitized 24-hours upon being vacated.
- Confirmed COVID-19 Case(s) Response
 - School Office Coordinators will notify the Director/Principal and site Assistant Principal upon learning of any positive COVID-19 case.
 - Director/Principal will notify SCCOE Superintendent Designee.
 - Notification to staff and students/families will occur as mandated while maintaining confidentiality as required by state and federal laws.
 - All areas used by any sick person will be closed off until cleaned and disinfected. To reduce risk of exposure. A 24-hour waiting period will be enforced before cleaning and disinfecting.
 - For settings in which stable classroom cohorts have been maintained: All students and staff within the same classroom cohort as the confirmed COVID-19 case will be sent home immediately and instructed to quarantine at home for 14 days from the last exposure.
 - Identification of all close contacts (someone who has been within six feet of the case for a prolonged period (at least 15 minutes) regardless of face covering use) will be identified. Close contacts will be sent home immediately and instructed to quarantine at home for 14 days from the last exposure.
 - No action is to be taken for persons who have not had close contact with a confirmed COVID-19 case.
- Return to Campus after receiving a Positive Test result
 - Symptomatic individuals who test positive for COVID-19 can return 10 days since symptoms first appeared AND at least 24 hours with no fever AND improvement in other symptoms.
 - Asymptomatic individuals who test positive for COVID-19 can return 10 days after their positive test result was collected.
- Return to Campus after Testing (Negative Test Results)
 - Symptomatic individuals, who are not close-contacts and who test negative for COVID-19 can return 24 hours after resolution of fever (if any) and improvement in symptoms.
 - In lieu of a negative test result, students and staff can return to work with a medical note by a physician that provides alternative explanations for symptoms and reasons for not ordering COVID-19 testing.
 - Individuals who are close contacts to confirmed COVID-19 cases, who test negative at least 7 days after exposure, and remain asymptomatic, can return 14 days after the date of last exposure to the case. If a close contact continues to be

exposed to a case during their isolation (e.g. household member), quarantine ends 14 days after the case's isolation period ends.

SCCOE: Alternative Education Cleaning Procedures

Increased Routine Cleaning and Disinfecting

- Always have sufficient supplies and time for hand washing, cleaning and disinfecting.
- Notify your school SOC if you are running low of PPE and/or cleaning supplies.
- Never mix products used for cleaning and disinfecting. Allow product used for cleaning to dry completely before disinfecting with another product.
- Geneon Spray is used for disinfecting.
 - Follow instructions for use on bottle.
- Cleaning solutions will always be kept out of reach of children, stored in a safe place and locked when not in use.

Before School

- Open windows or door in room for ventilation before and after students arrive if possible.
- Check the inventory of all cleaning supplies and sanitizer. Notify your school SOC if you are running low of PPE and/or cleaning supplies.
- Mark or remark the social distancing area if needed.

End of Day

- Disinfect all materials and re-stage for re-use
- Disinfect all tabletops / surfaces
- All surfaces, furnishings, and equipment that have been contaminated by body fluids shall be cleaned and disinfected effectively as needed

Youth will not be involved in this process. The disinfecting process must never be done near youth.

POST IN THE CLASSROOM



Cleaning and Disinfecting

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process **works by either cleaning or disinfecting** surfaces or objects to lower the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Guidelines:

- Surfaces, etc. must first be cleaned then disinfecting.
- Cleaning/disinfecting solutions must be kept out of reach of children at all times
- Cleaning/disinfecting solutions must be kept in locked cabinet when not in use.
- Room should be well ventilated (open windows/doors if possible); children are not to be seated at the table or near sinks when cleaning and disinfecting
- All surfaces, furnishings, and equipment that have been contaminated by body fluids shall be cleaned and disinfected immediately.
- Items in contact with bodily fluids will be set aside until they are cleaned and disinfected.
- Clean and disinfect tables before and after all meals.
- Children will not be involved in the process of disinfecting with Geneon solution

Cleaning Solution

- Soap and water is the only approved cleaning solution.
- Wear gloves while cleaning.
- Add ¼ teaspoon dish soap in 1 quart of water (spray bottle = 1 quart)
- Spray bottle must be labeled: **SOAP and WATER SOLUTION**

Disinfecting Solution

- Geneon Disinfectant Solution
 - Follow instructions for use on bottle.

Instructions on following page.

CLEANING INSTRUCTIONS

Surfaces

1. Remove debris from surface
2. Put on gloves
3. Spray surface with soap and water solution
4. Dry surface with a clean paper towel

DISINFECTING INSTRUCTIONS

Surfaces

1. Put on gloves
2. Spray surface with Geneon Spray
3. Wait 10 minutes before wiping and drying with a clean paper towel

Rev. 3/10/2021

Youth will not be involved in this process. The disinfecting process must never be done near youth.

POST IN THE CLASSROOM

Santa Clara County Juvenile Hall /James Ranch Social Distancing Protocol

Entity: County of Santa Clara

Facility Address: 840 Guadalupe Parkway, San José, CA 95110

Signage:

- Signs posted at entrance to and throughout facility to inform youth and employees to contact medical staff immediately if any youth have a cough, fever, or shortness of breath.
- Signs posted at entrance to and throughout facility to inform youth and employees to:
 - Maintain six-foot distance from one another and not engage in unnecessary physical contact or sports with close contacts
 - Cough or sneeze into a disposable tissue or an upper sleeve.
 - Frequently wash hands with soap and water.
- Social distancing and hand washing information is communicated to newly admitted youth through handouts.
- Copies of this protocol are posted at facility entrance and throughout the facility.

Measures to Protect Employee Health:

- Employees who can carry out their duties at home have been instructed to do so.
- All employees have been told not to come to work if sick.
- Temperature checks are conducted before employees can enter the workspace. Symptomatic employees are sent home.
- Employees are instructed to maintain at least 6 feet apart to the extent possible when performing routine work duties.
- Break rooms, bathrooms, and other common areas are disinfected each day.
- Disinfectants and related supplies are available to employees throughout the facility, including at offices, clinics, and nursing stations.
- Hand sanitizer is available to employees at the following locations: intake, youth housing units, administrative areas, offices, clinics, and nursing stations.
- Soap and water are available to employees at the following locations: youth housing units, restrooms, and clinics.
- Employees are provided and must wear masks and other personal protective equipment as set out in their Department's guidance and in conformance with CDC recommendations. Copies of this guidance have been distributed to all employees.
- Copies of this protocol have been distributed to all employees.

Measures to Protect Youth Health:

- Medical assessments, including temperature and symptoms screening as well as COVID 19 risk screening is performed for every youth entering the facility.

- Youth identified as symptomatic at any time are immediately isolated for further assessment and appropriate testing and medical treatment.
- Newly admitted youth are temporarily housed in designated locations and single rooms as possible for 14 days and have twice daily temperature checks and daily symptom screenings during that 14-day period before entering facility's general population. All newly admitted youth are provided a cloth face mask at admission.
- COVID-19 testing has begun with all newly admitted youth during a medical screening upon admittance. Youth are again tested after 12 days after initial admitting date, and if negative are moved into a general housing unit
- All currently admitted youth have temperature screenings completed once daily.
- If any youth reports or is observed with symptoms they are immediately masked and isolated in a designated COVID-19 management area for further assessment within the Juvenile Hall Medical Clinic.
- Youth under investigation for COVID-19 or confirmed for COVID-19 are isolated in a single room (negative airflow room with contact and airborne precautions if available) and provided appropriate medical treatment.
- Youth may obtain a facemask to wear which is cleaned per facility laundry services and protocols.
 - Youth are typically provided with a reusable cloth facemask to wear. Youth with respiratory infection are provided a surgical mask.
 - Confirmed COVID-19 or PUI youth are provided a surgical mask and gloves to wear when they are outside of their isolation housing unit.
 - Youth can exchange masks as needed.
- Housing units and common areas are disinfected at least once per day.
- Disinfectants and related supplies are available to youth in all housing units.
- Soap and water are available to youth in all housing units, holding cells, and work areas. Unlimited free soap is available upon request in each housing unit.

Measures to Keep People at Least Six Feet Apart:

- Reduced juvenile facilities' population, creating more space for remaining youth.
- Opened additional units in both facilities to reduce unit census and allow proper social distancing.
- Placing signs throughout facility to remind people to be at least six feet apart, including as possible within confined areas. Social distancing information is also broadcast overhead announcement periodically.
- Placing tape or other markings at least six feet apart in potentially crowded areas, such as all youth living units, clinics, and pill call locations.
- All employees and youth have been instructed to maintain at least six feet distance from other employees and youth except when temporarily necessary.
- Programming which would cause crowds are suspended.
- Reduced non-urgent clinic visits with a maximum of 2-3 youth in clinic at any given time to allow for appropriate social distancing.
- Conduct sick calls in the units as much as possible to avoid traffic in the clinic and youth movement.
- Pause non-urgent DDS visits and non-urgent clinic procedures.

Measures to Prevent Unnecessary Contact:

- All meals for staff and youth are sealed and pre-packaged.
- Limiting outside visitors from entering facility by suspending most visitation. To allow continued contact between family/caregivers and youth, each living unit provided with tablet with video capability.
- Reduced non-urgent outside appointments to avoid youth and staff unnecessary contact with environments such as hospital or other community clinics.

Measures to Increase Sanitization:

- Disinfecting wipes and spray available in offices youth living units and clinic and at pill calls and with nursing staff during nursing care needed (such as during treatment or pill call).
- Hand sanitizer, soap and water, or effective disinfectant are available to employees throughout the facility, including entrance area, work areas, police admission, girl's receiving, boy's receiving, gym, restrooms, the staff dining room, offices, clinic exam rooms, and nursing stations.
- Soap and water, or effective disinfectant are available to youth at all housing units, holding areas, gym, and work areas.
- Employees assigned to disinfect all common areas, including booking, nursing stations, clinics, bathrooms, breakrooms, and youth common areas at least once per day.
- Employees assigned to clean youth housing units at least once per day.
- Disinfecting all phones used by youth frequently and spray bottles available for cleanings between each use.
- Disinfecting all other high-contact surfaces frequently.
- Disinfecting reusable equipment in between uses.
- Disinfecting desk surfaces by employees frequently.

You may contact the following persons with questions or comments about this protocol:

Name: Nick Birchard, Deputy Chief Probation Officer

Phone: (408) 278-5920

Name: Shelly Aggarwal MD, MS, Medical Director

Phone: (408)-299-4841

County of Santa Clara Probation Department Policy Mandating COVID-19 Testing

Policy Purpose

The coronavirus continues to circulate in our community, state, and nation at significant levels. Custody settings, including the Probation Department's juvenile detention facilities, are more prone to COVID-19 outbreaks. While the County has generally been successful in preventing inmates and youth entering custody settings who might have COVID-19 from transmitting it to others, COVID-19 transmission from adults working in these facilities remains a concern. Staff who work in the County's custody settings continue to test positive.

In a November 3, 2020 memorandum, County Executive Dr. Jeffrey V. Smith imposed a mandatory COVID-19 surveillance testing requirement applicable to all County employees assigned to custody settings. The memorandum requires all County employees assigned to the County's four detention facilities to undergo testing for COVID-19 every two weeks.

In his November 3, 2020 memorandum, Dr. Smith authorized the Probation Department, in consultation with the Public Health Department, to establish a COVID-19 testing requirement for contractors who have frequent contact with youth or staff in custody settings. This policy is issued pursuant to that authorization.

By implementing a surveillance testing requirement for contractors who are assigned to the Probation Department's juvenile detention facilities, the William F. James Ranch ("James Ranch") and Juvenile Hall, this policy furthers the November 3, 2020 memorandum's goal of containing the spread of COVID-19 in the County's custodial settings. The policy provides clear guidelines on COVID-19 testing requirements applicable to contractor personnel who provide in-person services in Juvenile Hall and James Ranch.

Definitions

1. "**Contractor**" means a business or other entity that is a party to a contract or memorandum of understanding with the County in which it has agreed to provide services in the County's juvenile detention facilities.
2. "**Contractor Personnel**" means non-County staff employed by a Contractor or by any other governmental entity (i.e., even a governmental entity that is not a party to a contract or memorandum of understanding with the County) who work on-site at Juvenile Hall and/or James Ranch and come into frequent contact with other staff or with youth in these facilities. Contractor Personnel subject to this policy include, but are not limited to, Santa Clara County Office of Education employees providing in-person education services and providers of in-person behavioral health and rehabilitative services to youth who are detained in Juvenile Hall or James Ranch.

Policy Procedures

To further reduce the risk of COVID-19 transmission in Juvenile Hall and James Ranch, the following are effective immediately:

1. After being off-site for two weeks or more, Contractor Personnel returning to work on-site at James Ranch and/or Juvenile Hall must provide proof of a negative COVID-19 test to their Contractor supervisor or manager. The test must be administered no more than five days before Contractor Personnel enter the juvenile detention facilities. Contractors must provide confirmation to the Probation Department that their Contractor Personnel have tested negative for COVID-19 within the previous five days before Contractor Personnel will be allowed to enter James Hall and Juvenile Ranch.
2. All Contractor Personnel are required to undergo testing for COVID-19 at least once every two weeks. Any Contractor Personnel who have not received a COVID-19 test within the past two weeks are prohibited from entering Juvenile Hall and James Ranch.
3. The testing requirement also applies to those who have received a COVID-19 vaccine.
4. Contractor Personnel must provide proof of their test results to their Contractor supervisor and/or manager.
5. Contractor Personnel must immediately notify the Probation Department and their Contractor supervisor or manager if they test positive for COVID-19. Contractor Personnel who test positive may return on-site to the juvenile detention facilities under the following circumstances:
 - a. Contractor Personnel who had symptoms (i.e., symptomatic Contractor Personnel) can return if it has been 10 days since their symptoms appeared, their symptoms have improved, and at least 24 hours have passed since they had a fever (without the use of fever-reducing medication).
 - b. Contractor Personnel who never exhibited symptoms (i.e., asymptomatic Contractor Personnel) can return if it has been at least 10 days since they first tested positive.
6. Contractors that employ Contractor Personnel are responsible for ensuring compliance with this policy. Contractors must immediately notify the Probation Department if Contractor Personnel test positive for COVID-19 and they were on-site at Juvenile Hall or James Ranch within 48 hours before the onset of symptoms or 48 hours prior to a positive test. Contractors are required to notify the Public Health Department within four hours of learning that Contractor Personnel tested positive for COVID-19 by completing the worksite case and contact reporting form located at sccsafeworkplace.org.

The County Probation Department thanks you in advance for your continued support of youth. In collaboration, we can reduce the spread of COVID-19 in our facilities and community.

The following is a Checklist of the tasks needed to be completed for the preparation of opening sites. Please view this as the PRE-preparation or planning document.

Please below indicate task progress—whether the task has been completed (C), in progress (IP), not completed (I) or is not applicable (N/A) to this location or at this time.

Classroom needs for daily function				
Task		Task progress	Responsible	Deadline
1	Classroom Configuration and Set up			
1.1	Create floor plans for best set ups with distance learning focus			
1.2	Appropriate markings for 6ft physical distancing			
1.3	Identify items/furniture to be relocated			
1.4	Identify where items will be temporarily stored			
1.5	Update inventory to account for where items are			
1.6	Inventory and assess classroom items that will be needed to comply with orders and mandates such as large plastic tubs to rotate materials or clean material and to keep individual supplies for children.			
2	Isolation Area			
2.1	Connect with district partners if there is already an isolation room available			
2.2	If no district isolation room is available, identify a potential Isolation Area			
2.3	Determine and demarcate appropriate space to be designated as Isolation Area			
2.4	Inventory and assess items that will be needed to comply with orders and mandates for maintaining safety in isolation area			
2.5	Install and modify space as needed to create space			
3	Drop off/Pick Up Area			
3.1	Identify outdoor area for drop off/pick up			
3.2	Demarcate area			

Health and Safety				
Task		Task progress	Responsible	Deadline
1	Policies and Procedures			
1.1	Modify and draft Policies and Procedures to comply with current orders/mandates/regulations			
2	Health and Safety Equipment			
2.1	Create a list of COVID-19 related PPE/non-PPE that will be needed.			
2.2	Forecast with Purchasing Department on monthly needs/quants			
2.3	Upon Delivery, send to sites/classrooms			
3	Forms and Signs			
3.1	Identify signs that will be posted in the classrooms			
3.2	Provide all sites with Social Distancing Protocol			
3.3	Provide all sites with appropriate signage for outside/inside (based on OSHA, licensing, etc)			
3.4	Modification of daily online health check screening form (tinyurl.com/AEDHealth)			
3.6	Teacher Daily checklist updated to reflect COVID-19 precautions			

Staff and Substitutes --				
Task		Task progress	Responsible	Deadline
1	Training & Professional Development			
1.1	Staff Development			
1.3	Review of Procedures			
1.4	Create checklist per teaching staff to indicate all trainings have been completed			

Resources

Santa Clara County Public Health Emergency Operations Center

<https://www.sccgov.org/sites/covid19/Pages/home.aspx>

COVID-19 PREPARED: Reopening of Santa Clara County K-12 Schools for the 2020-2021

School Year: Revised December 14, 2020.

<https://www.sccgov.org/sites/covid19/Documents/Reopening-of-Santa-Clara-County-K-12-Schools.pdf>

COVID-19 Industry Guidance: Schools and School-Based Programs: Update August 3, 2020

<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

“How to Select, Wear, and Clean Your Mask” (updated August 27, 2020), available at:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

California Public Health Department COVID-19 Homepage

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/ncov2019.aspx>

Appendix A

I. Isolation Area and Isolation Room

- A. Isolation Area. Weather permitting, an isolation area may be designated outdoors near the front of the school grounds.
 1. At least one office staff person must be delegated the task of watching students that are in the isolation area at all times until that student(s) is picked up.
 2. Supervising staff must wear a face covering. Gloves and a face shield are optional PPE that staff may choose to wear, especially if they must come in close contact with the student/staff.
- B. Isolation Room. Each school site shall have a designated isolation room. Ideally, the isolation room should include the following:
 1. Located near the front of the school (or by the front office) so parents can easily access their child
 2. Needs to be in an area where the student can always be seen. Constant supervision must be provided. Where practicable, a plastic barrier should be made available for the supervisor to stand or sit behind while monitoring the student.
 3. Adequate air circulation: preferably air that is circulated to the outdoors. Rooms with doors and/or windows that have access to the outside should be opened.
 4. A dedicated restroom for symptomatic students/staff.
 5. Access to a sink with running water and soap, or access to hand sanitizer if water and soap are not available.
- C. Bathrooms: ideally, an isolation area/room should have a designated bathroom exclusively for the use of staff or students displaying symptoms of COVID-19. If such a bathroom is not available, allow staff/students to use a restroom closest to the isolation area. After use, this bathroom must be closed down until maintenance can sanitize/disinfect the room.
- D. Confidentiality: the utmost care and confidentiality must be followed for students and/or staff that are symptomatic. Staff must not draw attention to or make it obvious that students are in the isolation area/room for a specific reason. Sharing of this information is on a need-to-know basis only.
- E. Supplies. The isolation area and or room needs the following supplies.
 1. A chair and/or bed
 2. Advanced droplet personal protective equipment for the person supervising the isolation area including:
 - One time use surgical masks
 - A face shield
 - Disposable latex-free gloves
 3. A working telephone
 4. An Isolation Bin that will contain the following supplies:
 - 1 bottle of hand sanitizer
 - 1 non-touch thermometer
 - 10 disposable surgical masks
 - 1 box of gloves
 - 1 face shield
 - 1 canister of disinfectant wipes to clean thermometer and shield
 - 1 box of tissues
 - 1 unit of paper towels
 - 10 black garbage bags

Staff will notify the school SOC if they need their supplies replenished

F. Isolation Area Procedure:

Identifying symptoms:

1. Classroom staff will notify the SOC or site administrator if a student develops one or more of the following symptoms:
 - Fever or chills
 - Cough
 - Loss of taste or smell
 - Shortness of breath or difficulty breathing
 2. Classroom staff will notify the SOC or site administrator if a student develops one or more of the following symptoms that are *new or not explained by another reason* (e.g., student is fatigued due to recent exercise or has a headache due to dehydration).
 - Fatigue
 - Muscle or body aches
 - Headache
 - Sore throat
 - Nausea, vomiting, or diarrhea
- G. SOC or site administrator will immediately notify AED Director/Principal and share information about the student/staff member.
- H. The student will be given a face covering to wear if they do not already have one. Students must be escorted to the isolation area either by a classroom staff member or office staff member. The face covering can be removed if he/she is exempt from wearing a covering or has difficulty breathing with the mask on.
- I. The student will sanitize/wash hands properly.
- J. The student should have their temperature taken with a non-contact thermometer.
- K. The guardian or emergency contacts will immediately be contacted to pick up their child. The student must be picked up within 30 minutes of entering the isolation area.
- L. Parents/guardians must be instructed to contact their primary care physician as soon as possible for COVID-19 testing.
- M. Paramedics must be called anytime the student experiences the following:
1. Difficulty breathing
 2. Persistent pain or pressure in the chest
 3. New confusion
 4. Inability to wake or stay awake
 5. Bluish lips or face

Isolation and Quarantine Guidelines While Awaiting and After Receiving COVID-19 Test Results



1. If not tested, obtain medical note (explaining why not tested) OR follow instructions for positive case.
2. If test done earlier than 7 days after last exposure to case, repeat testing towards the end of the quarantine period. If not tested, quarantine for 14 days.

Decision Tree for TK-12 Schools 9.18.20