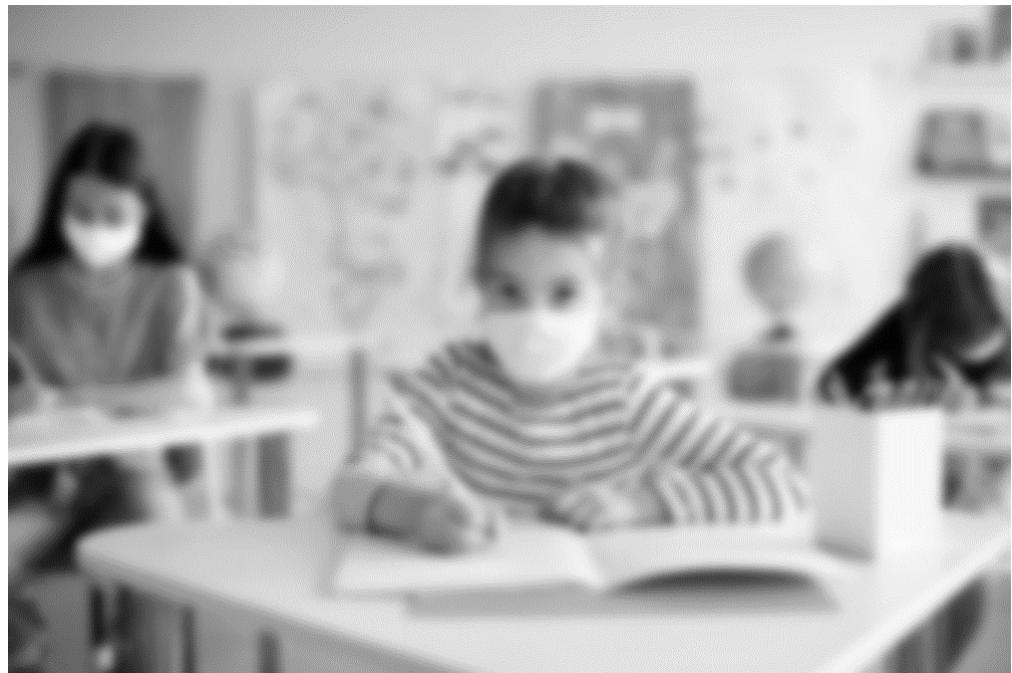


COVID-19 REOPENING GUIDANCE FOR SCHOOLS

MITIGATING COVID-19 RISKS AND ADDRESSING POTENTIAL EXPOSURES
AND/OR POSITIVE STUDENTS, TEACHERS, AND STAFF



NOVEMBER 10,
2020

SACRAMENTO COUNTY PUBLIC HEALTH

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COUNTY

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 PUBLIC
HEALTH
Promote • Prevent • Protect

COVID-19 REOPENING GUIDANCE FOR SCHOOLS

SACRAMENTO COUNTY PUBLIC HEALTH

INTRODUCTION

School reopening is governed by the [California Blueprint for a Safer Economy](#) and [local Public Health Orders](#). School administrators should refer to the most recent iterations of these resources to determine if their schools are permitted to reopen for in-person instruction. Whether planning for reopening or continuing to operate a previously reopened school, it is crucial for schools to implement measures to mitigate the likelihood of COVID-19 spread among students, teachers, and staff. Sacramento County Public Health (SCPH) is providing the following guidance to schools with strategies for safer reopening.

Schools should develop a written plan that incorporates the measures described within this guidance and consider their ability to effectively implement these measures when making decisions about reopening for in-person instruction. Reopening plans should be widely available to families and staff to ensure the whole school community is aware of policies, procedures, and expectations.

CONTACTS

Sacramento County Public Health (SCPH) has a team ready to assist you. If you have questions, call the SCPH Schools Line at (916) 661-7331 or e-mail COVID-19@saccounty.net.

Name	Title
Olivia Kasirye, MD, MS	Health Officer
Melody Law, MD, MS	Deputy Health Officer
Sheena Harris, MD, MPH	Pediatrician
Mikah Owen, MD, MPH	Pediatrician
June Nash, RN, PHN	Supervising Public Health Nurse, Case Investigation Team Leader
Ruth Love, RN	Nurse, School Team Supervisor
Renee Allen, RN	Nurse Lead
Ana Contreras, RN	Nurse Lead
Zieress Francisco, RN	Nurse Lead
Anna Abramova, RN	Nurse Lead
Stacey Kennedy, MS	Program Planner
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CLEANING AND DISINFECTION

Develop protocols for cleaning and disinfecting the school site. This includes regular cleaning schedules using EPA-approved cleaning products, descriptions of how shared surfaces will be regularly cleaned and disinfected, and how use of shared items will be minimized. Schools should consider:

- Develop a schedule for disinfecting spaces on campus, including classrooms, workspaces, bathrooms, common areas, and high-touch surfaces.
- Implement enhanced cleaning in the event that a student, teacher, or staff tests positive for COVID-19.
- Eliminate or limit sharing of supplies between students. If sharing is unavoidable, disinfect supplies between uses.

COHORTING

Keep students in small, stable groups with fixed membership that stays together for all activities (e.g. instruction, lunch, recess) as much as is practicable. Cohort members should minimize/avoid contact with other groups or individuals who are not part of the cohort. Stable cohorts are beneficial in that they:

- limit the number of possible exposures if someone on campus becomes infected with COVID-19
- can reduce the number of people who become ill
- assist with effective contact tracing and case investigations
- lessen the impact of COVID-19-induced quarantines and closures

Elementary schools should be able to maintain consistent cohorts with minimal to no mixing of students or teachers. In situations where teachers “push-in” to multiple cohorts (e.g. art, music, foreign language), schools should have those teachers teach remotely from another physical space while students remain in their classroom.

Stable cohorts are more difficult to maintain with middle and high schools due to the nature of class schedules and student movement. Middle and high schools should consider measures to limit student mixing:

- Consider block schedules or other schedules with longer classes and fewer subjects per day, to decrease the number of students that a teacher interacts with each day. This will also decrease opportunities for students to mix in hallways during class changes. If a block schedule is chosen, cohorts should change no more often than once every 3-4 weeks.
- Create cohorts for core academic subjects. (e.g. students remain with the same group of students for English/Social Science and Math/Science)
- Stagger schedules for arrival/dismissal, recess, and lunch to prevent mixing of cohorts/grade levels.

- Utilize a hybrid model, limiting the number of students on campus on a given day and reducing class size. Under a hybrid model, about 50% of students would be on campus at one time, greatly reducing the number of contacts and allowing for distancing in classrooms.
- Shorten the school schedule to limit the need for a lunch break during the school day (State instructional minute requirements have been temporarily reduced due to COVID-19).

Larger gatherings of more than one cohort are currently prohibited (e.g. school assemblies, rallies, performances, morning circle). Additional strategies are included in Sacramento County Office of Education's [School Year Planning: A Guide to Address the Challenges of COVID-19](#).

ENTRANCE, EGRESS, AND MOVEMENT WITHIN THE SCHOOL

Develop plans for how movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts. Include plans for drop-off and pick-up and movement in common spaces like hallways. Schools should consider:

- Schedule staggered pick-up and drop-off times and/or assign different pick-up and drop-off locations on campus to minimize the number of students and parents in one place at one time.
- Stagger schedules to limit the number of students moving through hallways at one time.
- Designate specific routes for entry and exit to the campus for each cohort, using as many entrances/exits as feasible.
- Minimize movement of students through hallways. Examples of strategies to keep hallways clear:
 - Have a small, stable set of teachers rotate into the classroom for different subjects while students remain in the classroom, when feasible.
 - Stagger class change times so that only one cohort is in the hallway at any given time.
 - Consider creating one-way hallways and doorways to minimize congestion. Place physical guides, such as tape, on floors and sidewalks to mark one-way routes.
 - Assign adjacent classrooms to teachers in the same cohort to minimize the distance that students travel between classes.

FACE COVERINGS

Develop policies that align with [California Department of Public Health](#) (CDPH) guidance on the use of face coverings in schools. At minimum, face coverings must be strongly encouraged for children age 2 through 2nd grade and required for grades 3 and up in all indoor spaces and outdoors when distancing of 6 feet or greater cannot be achieved and consistently maintained.

Require all adults on campus to wear face coverings. Per CDPH, in limited situations where a face coverings cannot be used for pedagogical or developmental reasons, (e.g. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering

while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

HEALTH SCREENINGS FOR STUDENTS AND STAFF

Develop a plan to screen students and staff for symptoms of COVID-19. CDC does not currently recommend universal symptom screenings (screening all students grades K-12) be conducted by schools. **Parents or caregivers should be strongly encouraged to monitor their children** for signs of infectious illness every day.

Students who have symptoms of any infectious illness or symptoms consistent with COVID-19 may not attend school in-person. Additional information on specific symptoms that may suggest infectious illness and recommended return-to-school policies are available [here](#).

Schools that choose to conduct symptom screening should conduct these screenings safely and respectfully, and in accordance with any applicable privacy laws and regulations (e.g., confidentiality as required by the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act [FERPA]).

Students or staff who become ill while on campus must be isolated from others and sent home as soon as possible. Schools should designate a “sick room” where others do not regularly pass where symptomatic individuals can remain until they are able to go home.

HEALTHY HYGIENE PRACTICES

Ensure availability of handwashing stations and hand sanitizer, and develop a plan to promote healthy hygiene practices that incorporates handwashing into routines. Students and staff should wash their hands:

- when entering school/class
- before and after eating
- after coughing or sneezing
- after using the restroom
- periodically throughout the day

IDENTIFICATION AND TRACING CONTACTS

Determine the actions that staff will take when there is a confirmed case. Designate staff persons to support contact tracing and have them complete the [Johns Hopkins COVID-19 online contact tracing course](#) (free). If positive cases in the school community are identified, contract tracing staff will work with SCPH nurses to identify contacts and determine appropriate course of action, such as quarantine, cohort closure, and notifications.

PHYSICAL DISTANCING

Develop detailed plans for facilitating and maintaining physical distancing of 6 feet or greater between everyone on campus as much as is practicable.

- Stationary settings (e.g. desks and furniture) must be arranged to keep individuals spaced at least 6 feet apart.
- In areas where students are expected to line up, use physical reminders to encourage 6 foot spacing (e.g. tape on the floor, signage).
- In areas where visitor interaction is likely (e.g. front desk), install physical barriers (e.g. plexi-glass) and signage to remind visitors to maintain physical distancing.
- Utilize a hybrid model to reduce the number of students in each classroom at one time, allowing for greater distancing between desks.

STAFF TRAINING AND FAMILY EDUCATION

Develop a plan to train staff and families on the application and enforcement of the school reopening plan. Include expectations for student, staff, and parent behavior as it relates to physical distancing and face covering use while on and off of campus.

Designate a staff person, such as a school nurse, to be responsible for responding to COVID-19 concerns. All school staff and families should know who this person is and how to contact them.

TESTING OF STAFF AND STUDENTS

Implement a surveillance testing program where all teachers and school site staff are tested for COVID-19 every two months, with approximately 25% of staff being tested every two weeks. Surveillance testing can help detect asymptomatic infections and reduce the likelihood of outbreaks. Sacramento County is providing no-cost testing to teachers and school site staff at testing sites throughout Sacramento County.

Provide information to parents about where they and their families can get tested for COVID-19, including the free [community testing sites](#) in Sacramento County.

TRIGGERS FOR SWITCHING TO DISTANCE LEARNING

Confirmed COVID-19 cases among students, teachers, or staff may necessitate the closure of a cohort, multiple cohorts, or the entire school to limit the spread of COVID-19 within the school community. Decisions about closure, which should be made with consultation from Sacramento County Public Health, are based on the number of cases and the percentage of school population that tests positive for COVID-19. Generally, a single confirmed case of COVID-19 will necessitate the closure of a cohort. When multiple cohorts are affected or at least 5 percent of students, teachers, and staff test positive for COVID-19, full school closure may be warranted.

Schools are encouraged to maintain a distance learning program in parallel with in-person instruction as it provides:

- a lower risk learning option for students with underlying health conditions or students with household members who are older or have underlying health conditions.
- a lower risk work option for teachers who are older or have underlying health conditions or have household members with those risk factors.
- students who are quarantined or impacted by a cohort closure an opportunity to continue their studies virtually.

ADDRESSING POTENTIAL EXPOSURE AND/OR COVID-19 POSITIVE STUDENTS, TEACHERS, AND STAFF AT SCHOOL AND IN THE WORKPLACE

This guidance includes several scenarios for school settings (teachers, staff, and students on campus) and for office settings (district offices or schools with staff, but no students on campus). It also includes templates for communicating with staff and/or parents about the variety of scenarios that may impact school sites. In the event that your school or district office is experiencing a scenario that is not covered in this document, contact Sacramento County Public Health for guidance on your specific situation.

SCHOOL/COHORT SETTING SCENARIOS

SCHOOL SETTINGS WITH STUDENTS PRESENT (IN-PERSON LEARNING)

Scenario 1	Recommended Actions and Communications
<p>A student or staff member responds “yes” to one of the health screening questions, has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19.</p>	<ul style="list-style-type: none"> ● The cohort remains open. ● The student or staff member should not enter the building, should be sent home, and self-isolate. ● The student or staff member should seek guidance from their healthcare provider. ● Healthcare provider confirms alternate diagnosis for symptoms. Return to school in 72 hours after symptoms resolve/improve. ● Those with symptoms consistent with COVID-19 should isolate and not return until 10 days + 24 hours after symptoms improve. ● Sacramento County Public Health (916) 661-7331
Scenario 2	Recommended Actions and Communications
<p>A student or staff member lives with or has been in close contact with a person who has tested positive for COVID-19.</p>	<ul style="list-style-type: none"> ● The cohort remains open. ● The student or staff member is expected to report this to the site administrator immediately, is excluded from the cohort, and they and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing. ● The site administrator should gather any additional information regarding details of known contact and share this information with SCPH. ● SCPH will advise of any additional next steps including support of expedited testing if advised. ● If the student or staff member has siblings, family or household members at other school sites with possible exposure they should be excused from school and SCPH contacted to assess exposure risk and determine disposition (e.g. exclude from cohort). ● All families of students and staff members of the cohort should

	<p>be notified that a student or staff member has a household member that has tested positive for COVID-19.</p> <ul style="list-style-type: none"> ● Sacramento County Public Health (916) 661-7331 ● <u>Communication Template (Sample Letter)</u>
Scenario 3	Recommended Actions and Communications
A student or staff member of a cohort tests positive for COVID-19.	<ul style="list-style-type: none"> ● The cohort will be closed for 14 days from last known exposure. ● All families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive. Students and staff should be quarantined for 14 days from date of last known contact. ● The entire cohort of staff and students should be tested working directly with their healthcare providers and/or SCPH. ● Further testing of family members may be advised based on cohort test member results. ● Sacramento County Public Health (916) 661-7331 ● <u>Communication Template (Sample Letter)</u>
Scenario 4	Recommended Actions and Communications
A student or staff member who has quarantined or isolated for any of the reasons in scenarios one, two or three and is tested - and tests negative .	<ul style="list-style-type: none"> ● The cohort remains open. ● Even though the student or staff member has tested negative, if the student or staff member has had close contact with an individual that has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual. ● All families of students and staff members of the cohort should be notified that the student or staff member tested negative. ● Sacramento County Public Health (916) 661-7331 ● <u>Communication Template (Sample Letter)</u>

OFFICE SETTING SCENARIOS

DISTRICT OFFICES OR SCHOOL SETTINGS WITH NO STUDENTS PRESENT (DISTANCE LEARNING)

Scenario 1	Recommended Actions and Communications
A staff member has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19.	<ul style="list-style-type: none"> The staff member is expected to stay home and isolate until symptom free for 72 hours, notify their supervisor, and seek guidance from their healthcare provider. If tested for COVID-19, the staff member is expected to notify their supervisor.
Scenario 2	Recommended Actions and Communications
A staff member lives with or has been in close contact with a person who has tested positive for COVID-19.	<ul style="list-style-type: none"> The staff member is expected to report details and timing of contact to their supervisor immediately, quarantine and work remotely if possible, monitor symptoms, and seek guidance from their healthcare provider, and/or SCPH. If unable to work remotely, work with supervisor and personnel on available leave options. If tested for COVID-19, the staff member is expected to notify their supervisor of results as soon as possible. <u>Communication Template (Sample Letter)</u>
Scenario 3	Recommended Actions and Communications
A staff member tests positive.	<ul style="list-style-type: none"> The staff member is required to immediately notify their supervisor or the personnel department as well as SCPH. The staff member is required to work with SCPH to assess potential worksite exposure, any recommended additional testing or steps, including quarantine or isolation instructions. The staff member will isolate, work remotely if possible, monitor symptoms, and seek guidance from their healthcare provider. Individuals who test positive and never develop symptoms must isolate for 10 days from the date of the test. <u>Communication Template (Sample Letter)</u>
Scenario 4	Recommended Actions and Communications
A staff member who has quarantined or isolated for any of the reasons described above and is tested - and tests negative.	<ul style="list-style-type: none"> Even though the staff member has tested negative, if they had close contact with an individual that has tested positive for COVID-19, they should remain in quarantine for 14 days from last known close contact with the individual.
Scenario 5	Recommended Actions and Communications
A staff member has been in close contact with someone	<ul style="list-style-type: none"> The staff member is asked to provide details of timing and duration of contact, continue to monitor health, follow all health

who is symptomatic and is scheduled to be tested.	and safety protocols, and is provided information on testing for essential workers. <ul style="list-style-type: none">● If close contact tests positive go to Scenario #2.● If tested for COVID-19, the staff member is expected to notify their supervisor of test results as soon as possible.● <u>Communication Template (Sample Letter)</u>
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COMMUNICATIONS TEMPLATES

The following pages include sample letters for communicating with parents and/or staff regarding the scenarios described in the previous section. Note that every scenario is unique and these templates are provided only as guides. Schools and school districts should tailor their communications for their specific situations. In the event that a district experiences a scenario that is not described in this document, contact Sacramento County Public Health for guidance.

When communicating with parents and/or staff, it may be useful to share some or all of the resources contained on the resources page of this document.

SAMPLE LETTER

SCENARIO 2 IN A SCHOOL, COHORT, OR OFFICE SETTING

To be utilized when a student or staff member lives with a person or has been in close contact with a person who has tested positive for COVID-19.

Date

Dear [XXX School/Classroom] Parents/Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort [lives with/has been in close contact with] a person who has tested positive for COVID-19.

Sacramento County Public Health (SCPH) has been notified and is taking further steps. In accordance with SCPH guidance, the classroom cohort will continue to operate. The individual and their immediate family/household members have been quarantined, are monitoring symptoms, and are working with their healthcare providers for additional steps, including testing if advised.

We will update you with any additional pertinent information when we receive it. Please continue to monitor [yourself/your student] for symptoms and stay home if you are experiencing influenza-like illness. Please contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

[XXX Site Administrator/Teacher]

[School Name]

SAMPLE LETTER

SCENARIO 3 IN A SCHOOL OR COHORT SETTING

To be utilized when a student or staff member of a cohort tests positive for COVID-19.

Date

Dear [XXX School/Classroom] Parents/Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student or staff member in your child's cohort at [XXX School] has tested positive for COVID-19. The last date of known exposure to the classroom cohort was [XXX date].

You may be contacted by Sacramento County Public Health (SCPH). In the meantime, SCPH advises that your child or you immediately quarantine to the greatest extent possible, even if you are asymptomatic. We will work with SCPH to schedule testing for your child. You may also work with your healthcare provider to schedule testing as soon as possible. Be sure to let the provider know that you or your child has had a direct exposure through this classroom cohort.

The classroom cohort will be closed through at least [date] to allow students and staff to be tested and to avoid further spread of the virus. [Information related to distance learning to be completed by district/school] If you have any health-related questions, please contact your healthcare provider. Thank you for your prompt response to this matter.

Sincerely,

[XXX Site Administrator/Teacher]

[School Name]

SAMPLE LETTER

SCENARIO 4 IN A SCHOOL OR COHORT SETTING

To be utilized when a student or staff member who has quarantined or isolated for any of the reasons in scenarios 1, 2, or 3 and is tested – and tests negative.

Date

Dear [XXX School/Classroom] Parents and Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that the student or staff member who had [exhibited symptoms and/or been in close contact with an individual who tested positive for COVID-19] has tested negative.

In accordance with Sacramento County Public Health guidance, the classroom cohort will continue to operate. We will update you with any additional pertinent information. Please let us know if you have any questions and contact your healthcare provider if you have any additional questions or concerns.

Sincerely,
[XXX Site Administrator/Teacher]
[School Name]

SAMPLE LETTER

SCENARIO 2 IN AN OFFICE SETTING

*To be utilized when a staff member **lives with** a person or has been in **close contact** with a person who has **tested positive** for COVID-19.*

Date

Dear [XXX Office] Staff,

The health and safety of our **(students and)** staff is/are our top priority. This letter is to inform you that a staff member at **[XXX Office]** **[lives with/has been in close contact with]** a person who has tested positive for COVID-19 and is following Sacramento County Public Health (SCPH) direction for quarantine and testing.

In accordance with SCPH guidance, the office will continue to operate.

Please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. Free Testing for Essential Workers (including school staff) is available if you would like to be tested.

We will update you with any additional pertinent information, and we appreciate all that you are doing to support the needs of our students.

Sincerely,

[XXX Site Administrator/Teacher]

[School Name]

SAMPLE LETTER

SCENARIO 3 IN AN OFFICE SETTING

To be utilized when a staff member in an office tests positive for COVID-19. This also applies to schools where staff are working from campus, but no students are present.

Dear [Office Staff],

We want you to be aware that a staff member at [Office] has tested positive for COVID-19. We have protocols in place for a situation such as this and we are following them with the assistance of our public health partners, who are closely guiding our response. We are currently working with Sacramento County Public Health (SCPH) to support contact tracing efforts. Any staff members who may have had close contact with the individual will be contacted by SCPH and provided with guidance related to any potential quarantining or testing. SCPH will also be monitoring any [Office] staff with symptoms or who may have been in close contact with the staff member who has tested positive. As this monitoring continues, any [Office] staff potentially impacted will be contacted by SCPH.

We will update you with any additional pertinent information when we receive it. It is our responsibility to keep the name of the individual confidential, but I know we all send our colleague our very best wishes. As always, please remember to follow all protocols for your safety and the safety of others, and, most especially, thanks for all of the great work you are all doing in support of so many during these challenging times.

Sincerely,
[Office Administrator]

ALTERNATE OPTION:

Dear [Office] Staff,

A member of our [Office] Office Team has tested positive for COVID-19 and is now in isolation. Sacramento County Public Health (SCPH) is working closely with the individual to assess and determine any potential worksite exposure and close contact they may have had with any other members of our team. You may be contacted by a SCPH representative if you may have had close contact.

The office remains open unless otherwise directed by SCPH. Please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Please contact your healthcare provider if you have further questions or concerns.

Thank you for all that you do to support the learning and success of students in Sacramento County and the health and wellbeing of our team.

Sincerely,
[Superintendent]

SAMPLE LETTER

SCENARIO 5 IN AN OFFICE SETTING

To be utilized when a staff member has been in close contact with someone outside of work who is symptomatic and is scheduled to be tested.

Dear [Staff Member Name],

Thank you for the information and we hope that your [friend or family member] is OK. For the time being, until [s/he] receives test results, please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. Free Testing is available if you would like to be tested.

If your [friend or family member] tests positive for COVID-19 please contact your supervisor right away. Protocols are in place that will guide next steps.

Please let us know if you have any questions. Most importantly, please know how much we appreciate your bringing this forward. It truly shows your care and concern for your Lattice colleagues.

Sincerely,

[Supervisor Name]

RESOURCES

COVID-19 GENERAL INFORMATION

[Exposure Risk \(CDC\)](#)

[Glossary of Key Terms \(CDC\)](#)

[Symptoms \(CDC\)](#)

[Screening K-12 Students for Symptoms of COVID-19 \(CDC\)](#)

SACRAMENTO COUNTY INFORMATION AND RESOURCES

[COVID-19 Dashboards \(SCPH\)](#)

[COVID-19 Community Testing Sites in Sacramento County](#)

[Sacramento County COVID-19 Website](#)

[Sacramento County COVID-19 Schools Page](#)

[Sacramento County Public Health Orders](#)

[School Year Planning: A Guide to Address the Challenges of COVID-19 \(SCOE\)](#)

ISOLATION AND QUARANTINE

[Home Isolation for People with COVID-19 \(SCPH\)](#)

[Home Quarantine Guidance for Close Contacts to COVID-19 \(SCPH\)](#)

[Quarantine vs. Isolation \(CDC\)](#)

[Sacramento County Public Health General Quarantine Orders](#)

[Sacramento County Public Health General Isolation Orders](#)

CONTACT TRACING

[Johns Hopkins Online Contact Tracer Training](#)

QUESTIONS?

Sacramento County Public Health

(916) 661-7331

COVID19@saccounty.net

APPENDIX

SAMPLE COVID-19 SCREENING TOOL FOR ADULTS

Before coming to campus each day, adults should screen themselves for symptoms of illness by answering the following questions.

- Do you have a fever (100.4° F or greater) without having taken any fever-reducing medications?
- Do you have a loss of smell or taste?
- Do you have a cough?
- Do you have muscle aches?
- Do you have a sore throat?
- Do you have nasal congestion or a runny nose?
- Do you have shortness of breath?
- Do you have chills?
- Do you have a headache?
- Have you experienced any new gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
- Have you, or anyone you have been in close contact with, been diagnosed with COVID-19 or placed in quarantine for possible exposure to COVID-19 within the last two weeks?
- Have you been asked to isolate or quarantine by a medical professional or a local public health official in the last two weeks?

SAMPLE COVID-19 SCREENING TOOL FOR CHILDREN

Before coming to campus each day, children should be screened for symptoms of illness by answering the following questions.

- Does the child have a fever (100.4° F or greater) without having taken any fever-reducing medications?
- Does the child have a sore throat?
- Does the child have nasal congestion or a runny nose?
- Does the child have a new uncontrolled cough that causes difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?
- Does the child have diarrhea or vomiting?
- Does the child have new onset of severe headache, especially with a fever?

Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

Low-risk: general symptoms



Fever ($\geq 100.4^{\circ}\text{F}$)



Congestion/runny nose



Nausea/vomiting/diarrhea



Sore throat



Headache



Fatigue/muscle
or body aches

High-risk: red flag symptoms



Cough



Difficulty breathing



Loss of taste/smell

Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer

NO

► 1 low risk symptom



Send home



Return to school 72 hrs
after symptom resolution
(without fever reducing
medication)

► ≥ 2 low risk symptoms

OR 1 high risk symptom



Send home



Evaluation by
health care provider

1

Health care provider confirms alternative
diagnosis for symptoms.



Return to school after 72 hrs without fever
and symptoms improving

2

Negative SARS-CoV-2
PCR test.



Return to school after 72 hrs without fever
and symptoms improving

3

Positive SARS-CoV-2
PCR test
OR
No provider visit or test.



**Return to school only after 10 days since
symptom onset and 24 hrs without fever.
Quarantine close contacts of confirmed
cases. Contact HCA if questions.**

YES

► ► Stay home*



**Return to school after 14 days from last
contact, unless symptoms develop.
If symptoms develop, perform
SARS-CoV-2 PCR test.**

*In consultation with Sacramento County Public Health

SACRAMENTO COUNTY

COVID-19 REPORTING & CONTACT TRACING FORM FOR SCHOOLS

Schools (including daycare, childcare, and K-12) should:

- Report cases of confirmed COVID-19 in students or staff to Sacramento County Public Health by using this reporting form OR by submitting a line list (if there are multiple cases and it is easier for the school)
- Follow Sacramento County Public Health guidance after identification of a student or staff with confirmed COVID-19

School Site/Location: _____

School Point of Contact & Phone Number: _____

POSITIVE PATIENT INFORMATION

Student/Staff Name: (Last, First)	Date of Birth:	Sex:	
		<input type="checkbox"/> Male <input type="checkbox"/> Female	
Home Address:	City, Zip Code:	Phone #:	
Race:	Ethnicity:	Teacher(s) and/or Room Location:	
<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Native American <input type="checkbox"/> Other <input type="checkbox"/> Unknown	<input type="checkbox"/> Hispanic <input type="checkbox"/> Non-Hispanic	
Date of Illness Onset:	Date of Last Attendance:	COVID-19 + Test Date:	COVID-19 Symptoms: (if yes, please list)
			<input type="checkbox"/> Yes <input type="checkbox"/> No

COMPLETE LIST OF CLOSE CONTACTS OF PATIENT

For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Symptoms can include: 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 and diarrhea.

Contact Name	Location	Phone #	Relation to Positive Case	Duration of Contact More Than 15 min AND Distance Between Contact Less Than 6 ft.?	COVID-19 Symptoms Y/N (If yes, list)	COVID-19 Test Y/N (if yes, date)	COVID-19 Test Results Date, Pos/Neg	Date Notified by School Contact Tracer Team
SAMPLE: Mrs. Franklin	Room 1	555-555-5555	Teacher	Y	N	Y 9/22/20	Neg 9/24/20	
SAMPLE: Jimmy Lee	Room 1	555-555-5555	Student	Y	Y Fever 101	Y 9/22/20	Pos 9/24/20	

Please send/fax report to:

Sacramento County Public Health

COVID19@saccounty.net or Secure Fax: (916) 854-9709

FREQUENTLY ASKED QUESTIONS (FAQ)

ATHLETICS

Are teams permitted to practice, train, or condition?

School athletic teams may conduct conditioning in accordance with [SCPH Youth Sports Conditioning Guidance](#). Games, scrimmages, and tournaments are not permitted.

CHILD CARE

Can child care be offered on school campus?

Child care may be offered at school sites in compliance with [SCPH Child Care Guidance](#), which limits cohort size to a maximum of 14 children. Targeted, specialized support and services are permitted under [CDPH Guidance for Small Cohorts/Groups of Children and Youth](#).

CONTACT TRACING AND CASE REPORTING – FORM AND PROTOCOL

Is a separate form to be used for each case, or can multiple cases be used on one form?

One form should be used per positive case and include the list of close contacts of the patient.

If reporting a fever in the symptoms section, is it necessary to list the temperature in degrees?

Please list each symptom experienced by the patient. In the case of a fever, please indicate the temperature.

Is the “Date Notified by School Contact Tracer Team” column for when the contact was notified of possible exposure or when SCPH was notified?

This field indicates when the contact was notified of the possible exposure.

What type of follow up will SCPH contact tracers be doing?

SCPH will provide as much support as necessary for each school site. Each school site should determine what level of engagement they would like to participate in the contact tracing process.

Can daily check-ins with the individuals that are quarantining be by email, text, or only phone calls?

Daily check-ins can be completed via the preference of the contact. It is preferred that a phone call is completed for the initial contact to determine the preferred mode of contact for each individual.

Can school contact tracers follow up with contacts via text instead of phone?

Check-ins can be completed via the mode preferred by the close contact.

If a positive case lives in a different county but works or attends school in Sacramento County, who do we work with?

The school site can work with Sacramento County Public Health and we will notify and coordinate with the appropriate parties in the county that the staff or student resides in.

Are students or staff who reside in a county other than Sacramento County still able to go to a Sacramento County community testing site?

Students or staff do not have to live in Sacramento County to be tested at a Sacramento County COVID-19 community testing site.

Is it okay to ask close contacts to contact school designated contact tracers if they develop systems?

Yes.

What is the guidance for a student living in a household with someone who has tested positive for COVID-19 or who is showing signs of COVID-19 and waiting for test results?

Students who live in a household with someone positive for COVID-19 or waiting for test results who can separate themselves from the infected person will need to quarantine for 14 days since last exposure to the infected person or until negative results have been confirmed. If they are unable to separate from the infected person in the household, the student will need to quarantine for the entire isolation period of the family member (at least 10 days) plus an additional 14 days to assure they do not develop symptoms.

If a student in class tests positive, does a follow up letter goes out to the whole class? Do you have a draft letter?

Several possible scenarios and draft sample communications are available in this document.

Are there suggestions regarding specific guidelines for an isolation room at the school site?

Ideally, an isolation room is an enclosed space located away from high traffic areas.

Is the SCPH Schools Phone Line available at night or over the weekend? What is the best number to call when we learn of positive cases outside of business hours?

The Schools Line is available Monday through Friday between the hours of 8am and 4pm. If you need to contact SCPH outside of business hours, call (916) 875-5881. This will direct you to an on-call staff person or volunteer.

What do you suggest we do if the case is reported to SCPH, but the contacts do not hear back from you?

If this occurs, please contact the SCPH Schools Line at (916) 661-7331.

Will material from SCPH be translated into any threshold languages?

SCPH is currently looking into having materials translated into additional languages.

What are the security requirements for sending the Sacramento County COVID-19 Reporting & Contact Tracing Form for Schools to SCPH?

Schools can send the form via confidential FAX or through encrypted e-mail (however the school normally communicates sensitive documents).

Do school staff only conduct contact tracing within the school? Or do we extend the interview to home and community?

School points of contact are only asked to complete contact tracing within the school site. SCPH will complete all contact tracing that extends to the home and outside community.

Do we need to trace for students who continue distance learning?

Designated school staff do not need to complete contact tracing for students who remain on distance learning. SCPH staff will complete contact tracing in these situations.

How many days prior to a positive test result should we trace back to?

For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. Symptoms can include: 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, and diarrhea.

If a school contact has completed Contact Tracing training through a provider other than Johns Hopkins, will that suffice?

Yes, equivalent contact tracing training will suffice in meeting the requirements for contact tracing.

COUNSELING

Can schools provide counseling to students?

Counseling may be conducted on an individual (1:1) basis, as needed. Counselor and student must maintain physical distancing of 6 feet or greater as much as practicable and abide by masking guidance for schools.

COVID-19 TESTING

Is COVID-19 testing free at Sacramento County Community Testing Sites?

COVID-19 testing is free and available to teachers and staff Monday through Friday at [multiple locations](#) throughout Sacramento County. Additional COVID-19 testing for adults age 18 and older is available at the drive-thru testing site at Cal-Expo. Students and their families can access free testing through these same sites.

ENGLISH LANGUAGE LEARNERS

Can teachers/staff provide in-person assistance for students who are English Language Learners?

Schools that are not otherwise open for in-person instruction may provide these services for all grade levels (TK-12) by following [CDPH cohort guidance](#) and [FAQs](#).

EXTRA-CURRICULAR ACTIVITIES

Can academic teams, clubs, music groups, etc. meet or practice?

Students may participate in extra-curricular activities following [CDPH cohort guidance](#). Extra-curricular groups must maintain stable cohorts that do not exceed 14 students and two staff/adults.

Students may not participate in internships at this time.

GATHERINGS/EVENTS

Can a school host a gathering, event, field trip, etc.?

Schools may not sponsor, endorse, or otherwise encourage student participation in in-person gatherings or events. This includes, but is not limited to orientations, field trips, rallies, dances, senior sunrise, senior breakfast, grad nights, and graduations. If school administrators or staff become aware of plans for student gatherings or events, they should actively discourage them.

HOME VISITS

Can teachers and/or staff conduct home visits with students?

School personnel may conduct home visits with modifications. All participants should maintain physical distancing of 6 feet or greater as much as practicable and wear face coverings.

HVAC FILTRATION

What type of HVAC filters should our school use?

SCPH does not have any specific guidance on AC filtration systems. Additional information can be found at <https://www.epa.gov/coronavirus/air-cleaners-hvac-filters-and-coronavirus-covid-19>

PERFORMING ARTS

Are band or choir groups permitted to practice together?

Activities, such as band and choir, create increased likelihood of transmission due to exhaled respiratory droplets. Wind instrument practice and performances are not permitted. This includes indoor and outdoor settings. Singing is permitted outdoors only. Schools should maximize distancing between participants, preferably more than 6 feet, and all participants must wear face coverings, even when singing. Performances with live audiences are not permitted.

Are orchestra groups permitted to practice together?

Orchestra ensembles (string instruments) may practice together. Instructors and students must maintain physical distancing of 6 feet or greater from others and face coverings must be worn.

Can marching band practice outdoors?

Marching band may practice marching techniques and fundamentals under youth sport conditioning guidance. As noted in the conditioning guidance, stable cohorts of 14 students and 2 adults (or any combination of 16) must be maintained. Wind instruments are not permitted to practice or perform. Percussion instruments may be used.

Can theatre groups practice or perform together?

Theatre or drama organizations may practice together. Rehearsal is permitted outdoors only. Schools should maximize distancing between participants, preferably more than 6 feet, and all participants must wear face coverings, even when singing. Performances with live audiences are not permitted.

Can cohorts be scheduled based upon the size of room and precautions in place or is there a specific number regardless of the facility? Can large facilities such as gyms and multi-purpose rooms be utilized?

For academic classes, class size is based on the number of students that can safely be accommodated with 6 foot physical distancing. Facilities such as gyms or multi-purpose rooms may be utilized to hold classes in order to ensure distancing, but should not be used to create larger than usual class sizes.

PHYSICAL EDUCATION

Can students use locker rooms to change for P.E.?

Yes. Students and staff should take the same preventative measures they take in other spaces to maintain physical distancing of at least 6 feet and face coverings should be worn at all times.

Can students use sports equipment such as balls during P.E.?

Yes. Students and teachers should take care to wash their hands/use hand sanitizer prior to and immediately following activities where equipment and/or balls are handled by multiple individuals. Participants should avoid touching their faces when engaging in activities where equipment and/or balls are handled by multiple individuals.

REOPENING

How does Sacramento County's tier placement on California's Blueprint for a Safer Economy impact schools?

Schools may reopen for in-person instruction after Sacramento County has been in Red Tier 2 for at least two weeks. When Sacramento County is in Purple Tier 1, schools that have previously reopened for in-person instruction may remain open. Schools that have not yet reopened may not conduct in-person instruction until Sacramento County returns to Red Tier 2 and remains there for two weeks. Campuses that are in the midst of a phased reopening are allowed to continue with their opening, but this would not apply to other campuses within that same school system that have not already begun to reopen. These requirements are outlined by CDPH in [this FAQ](#).

When Sacramento County is in Purple Tier 1, elementary schools (grades TK-6) may apply for a waiver from Sacramento County Public Health to conduct in-person instruction. There is no waiver process for middle or high schools.

School administrators should refer to the [California Blueprint for a Safer Economy](#) and most recent [local Public Health Order](#) to determine Sacramento County's current tier.

If a school has not reopened for in-person instruction, can they provide specialized services for students needing additional support?

Yes. Schools not open for in-person instruction can still provide specialized services to students needing additional support under California Department of Public Health (CDPH) [guidance on cohorts](#) and associated [FAQ](#) (with limits of 14 children and 2 adults or a configuration of no more than 16 individuals). Schools may provide onsite targeted, specialized support and services to children and youth in small, stable cohorts in accordance with CDPH Guidance for Small Cohorts. Cohorts should be used to prioritize services to students with disabilities, English language learners, students at higher risk of further learning loss or not participating in distance learning, students at risk of abuse or neglect, foster youth, and students experiencing homelessness. Cohorts are not intended to allow for in-person instruction for all students and the number of students on a given school site should not exceed 25% of the school's enrollment size or available building capacity.

Do school sites need inspections or receive a site visit prior to reopening for in-person learning?

Inspections are not required, but a school site may ask to receive technical assistance and request someone from the SCPH school team to provide a site visit. In the event that Sacramento County Public Health receives complaints from parents, teachers, or staff about unsafe practices at a school site, we may contact a school to schedule a site visit.

SUBSTITUTES

How can substitute teachers be used?

Substitutes are allowed. Care must be taken to minimize the number of cohorts a substitute supervises.

TUTORING

Can students remain on campus for individual tutoring?

Tutoring should be offered on an individual (1:1) basis or in small, stable cohorts. For schools that have not reopened for in-person instruction, CDPH cohort guidance allows for the provision of "specialized services, targeted services, and support for students while schools are otherwise closed for in-person instruction..." on an individual basis or in small, stable cohorts. These services can be provided for all grade levels (TK-12) and schools wishing to provide them must abide by all tenets of the [CDPH cohort guidance](#) and [FAQs](#).

UPDATES

NOVEMBER 10, 2020

INTRODUCTION (PAGE 1)

Changed language to reflect current conditions.

SAMPLE SCREENING TOOL FOR CHILDREN (APPENDIX)

Added question about nasal congestion or runny nose.

FAQ – CONTACT TRACING (APPENDIX)

Added new questions and answers from most recent contact tracing training.

FAQ – COVID-19 TESTING SITES (APPENDIX)

Added language clarifying that Cal Expo drive-thru testing is for adults 18 and older.

FAQ – REOPENING (APPENDIX)

Added language on impacts of tier placement on school reopening. Added language on CDPH cohort guidance for the purposes of providing specialized services to students needing additional support in schools that are not open for in-person instruction.

HEALTH OFFICER LETTER TO FAMILIES (APPENDIX)

Removed letter. A new letter to families will be published in the future.

OCTOBER 26, 2020

CONTACTS (PAGE 1)

Updated to include full nursing team.

SYMPTOM DECISION TREE (APPENDIX)

Replaced with updated version.

FAQ – PERFORMING ARTS (APPENDIX)

Updated to permit singing and theater practice with modifications.

FAQ – PHYSICAL EDUCATION (APPENDIX)

New questions and answers added.