2020-2021 School Reopening

A Guide to Address the Challenges of COVID-19

CONTRA COSTA COUNTY
Office of Education
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A Message from the Contra County Superintendent of Schools and the County Health Officer

The Contra Costa County Office of Education (CCCOE) and Contra Costa Health Services (CCHS) have been working closely together with local school districts in our county to address issues associated with school closures and prepare for the reopening of schools for 2020-2021. With the tremendous impact of COVID-19 on our education community, schools and school districts have come together to collaborate, share best practices, and advocate for appropriate resources in order to reopen schools safely and effectively in a COVID-19 environment.

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While there is no "one-size-fits-all," our county-wide public health orders will continue to bring consistency to approaches among schools in our county while allowing for local authority and decision making. Each independent school district, charter and private school will decide how it will go about reopening schools safely and in collaboration with local public health officials and community stakeholders. This document is intended as a guide for districts, charter schools, private schools, and CCCOE programs as they work through their plans.

The guidelines in this document align with recommendations from the California Department of Public Health and have been approved by Contra Costa Health Services. Guidelines are based on the best available information about COVID-19 in the county at this time and are subject to change.

Ultimately, when and how schools reopen is a local decision. Implementation should be tailored to the setting of each district and school, including consideration of the needs of students and families. To do this, school leaders should engage with their families, staff, and labor partners in the school community to formulate and implement plans that consider the following:

- Student, family, and staff population: Who will be impacted by or can serve as partners in implementing any of the measures in your plan?
- Ability to implement or adhere to measures: Do staff, students, and families have the tools, information, resources, and ability to adhere to or implement the new measures successfully?
- Negative/unintended consequences: Are there any negative or unintended consequences to staff, students, or families of implementing the measures, and how can those consequences be mitigated?
- Assessing varied student needs: What resources are needed to support students with specific or special needs?

We hope this document is helpful to you in your planning efforts. Please let us know if you have questions or need further assistance!

CONTRA COSTA COUNTY Office of Education
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Lynn Mackey
County Superintendent of Schools

CONTRA COSTA HEALTH SERVICES

Chris Farnitano, M.D.
County Health Officer

Mensaje del Superintendente de Escuelas del Condado de Contra Costa y el Oficial de Salud del Condado

La Oficina de Educación del Condado de Contra Costa (CCCOE) y los Servicios de Salud de Contra Costa (CCHS) han estado trabajando en estrecha colaboración con los distritos escolares locales de nuestro condado para tratar problemas relacionados con el cierre de escuelas y preparación para la reapertura del año escolar 2020-2021. Con el gran impacto de COVID-19 en nuestra comunidad educativa, las escuelas y los distritos escolares se han unido para colaborar, compartir las mejores prácticas y abogar por los recursos apropiados para reabrir las escuelas de manera segura y efectiva en un entorno COVID-19.

Si bien no hay una solución única para todos los problemas, nuestras órdenes de salud pública del condado continuarán brindando consistencia en los enfoques entre las escuelas de nuestro condado, al mismo tiempo que se les permite a las autoridades locales participación en la toma de decisiones. Cada distrito escolar independiente, charter y escuela privada decidirá como reabrir sus escuelas de manera segura, con la colaboración de los oficiales de salud pública y partes interesadas de la comunidad. Este documento pretende servir de guía para distritos, escuelas, y programas del CCCOE a medida que trabajen en sus planes.

Las pautas en este documento se alinean con las recomendaciones del Departamento de Salud Pública de California y han sido aprobadas por los Servicios de Salud de Contra Costa. Estas pautas están basadas en la mejor información disponible sobre COVID-19 en el condado en este momento y están sujetas a cambios.

Ultimadamente, el cuándo y cómo reabrirán las escuelas es una decisión local. La implementación debe adaptarse al entorno de cada distrito y escuela, incluida la consideración de las necesidades de los estudiantes y las familias. Para hacer esto, los líderes escolares deben comprometerse con sus familias, el personal y los socios laborales en la comunidad escolar para formular e implementar planes que consideren lo siguiente:

- Población estudiantil, familiar y del personal: ¿Quién se verá afectado o puede servir como socio para implementar cualquiera de las medidas de tu plan?
- Capacidad para implementar o adherirse a las medidas: ¿Tiene el personal, los estudiantes y las familias las herramientas, la información, los recursos y la capacidad de adherirse o implementar las nuevas medidas con éxito?
- Consecuencias negativas/no deseadas: ¿Hay consecuencias negativas o no intencionadas para el personal, los estudiantes o las familias al implementar estas medidas, y cómo se pueden mitigar esas consecuencias?
- Evaluar las diferentes necesidades de los estudiantes: ¿Qué recursos se necesitan para apoyar a los estudiantes con necesidades específicas o especiales?

Esperamos que este documento sea útil para usted en sus esfuerzos de planificación. ¡Por favor infórmenos si tiene preguntas o necesita más ayuda!

CONTRA COSTA COUNTY
Office of Education
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Lynn Mackey
County Superintendent of Schools

CONTRA COSTA
HEALTH SERVICES

Chris Farnitano, M.D.
County Health Officer

The health and safety of our students, staff, and families are our highest priorities. When the 2020-2021 school year begins in Contra Costa County, schools, classrooms, and in-class instruction will look much different this year due to new COVID-19 measures. Each district and school in our county is developing plans to reopen schools based on guidance from local and state public health officials. District plans will be updated as the situation and county health orders evolve. It is important to note that district plans will focus on academic instruction to enhance student performance and address learning loss. At the same time, schools will try their best to maintain extracurricular programs, clubs, and athletics that are important to school culture and students' physical, mental, and social well-being.

The economic impact of COVID-19 is having a tremendous impact on the state budget, and projections show deep cuts to California schools. These significant funding cuts for schools will undoubtedly impact the reopening of schools, all of which will be faced with increased costs to address safety measures connected to the pandemic.

Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county1 monitoring list within the prior 14 days.

**When schools resume in the fall,
they will look different.**

Here is what you can expect: Schools have options

Contra Costa Health Services (CCHS) recommends the following health and safety guidance for the reopening of schools based on current information. This guidance will be updated as the situation changes. Please also refer to our FAQ document on our website at www.cocoschools.org/coronavirus

Self-Screening for Symptoms

- Before students and staff come to school, they will need to conduct a self-check for signs and symptoms of COVID-19.
- Anyone who has been exposed to someone with COVID-19 in the past 14 days (exposure means within 4-6 feet for 15-minutes or longer), has COVID-19 symptoms, or who is not feeling well should not go to a school site.
- Students and staff should self-check for symptoms throughout the day. Those who develop signs and symptoms of COVID-19 will be sent home.
- Temperature screening by schools is optional.

Anyone with a fever of 100.4 or higher should not go to a school site.

Transportation

- Physical distancing when getting on/off the bus will be required.
- All students and staff must comply with the most up-to-date face covering order. *See page 6 for face covering requirements.
- Where practicable, space students at least four to six feet apart on buses and six feet from the driver.
- Windows may be open for better ventilation.
- Siblings will be encouraged to sit together.

General Safety Precautions

- Schools will follow disinfection guidelines developed by the California Department of Public Health and the Centers for Disease Control and Prevention for classrooms, workspaces, outdoor spaces, playgrounds, etc.
- Classroom furniture should be arranged to promote physical distancing.
- All students and staff will be encouraged to wash their hands regularly and thoroughly. Hand washing stations with soap and/or fragrance-free, 60% ethyl alcohol hand sanitizer should be made available in or near classrooms.
- Schools should limit the sharing of supplies between students and disinfect between uses if sharing is unavoidable.

Students in grades 3-12 are required to wear face coverings at school.

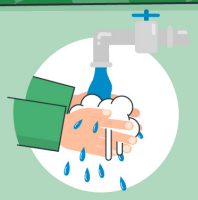
Students in preschool to 2nd grade are strongly encouraged to wear a cloth face covering, particularly when indoors.

Other Safety Considerations

- Cloth face coverings should be worn by staff, unless they have an underlying health condition or difficulty breathing. Teachers can use face shields, which enable younger students to see their teachers' faces and to avoid potential barriers to phonological instruction.
- Students should wear cloth face coverings unless they have an underlying health condition, are unable to self-remove the cloth covering, or have difficulty breathing. Cloth face coverings are important even when physical distancing and cohort groups are occurring. Physical distancing is important at all times, including during drop-off and pick-up of students.
- Students should be frequently reminded to avoid touching their face and face covering, and to wash their hands often.
- Gloves are not recommended for use by students or staff, except for those conducting duties such as cleaning, first aid, providing medical procedures, or food service.
- Physical barriers should be used when physical distancing is not possible.

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

Do's


Clean your hands before touching the mask

Inspect the mask for damage or if dirty

Adjust the mask to your face without leaving gaps on the sides

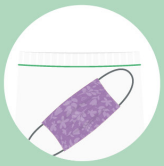
Cover your mouth, nose, and chin

Avoid touching the mask

Clean your hands before removing the mask

Remove the mask by the straps behind the ears or head

Pull the mask away from your face


Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it

Remove the mask by the straps when taking it out of the bag

Wash the mask in soap or detergent, preferably with hot water, at least once a day

Clean your hands after removing the mask

Don'ts

Do not use a mask that looks damaged

Do not wear a loose mask

Do not wear the mask under the nose

Do not remove the mask where there are people within 1 metre

Do not use a mask that is difficult to breathe through

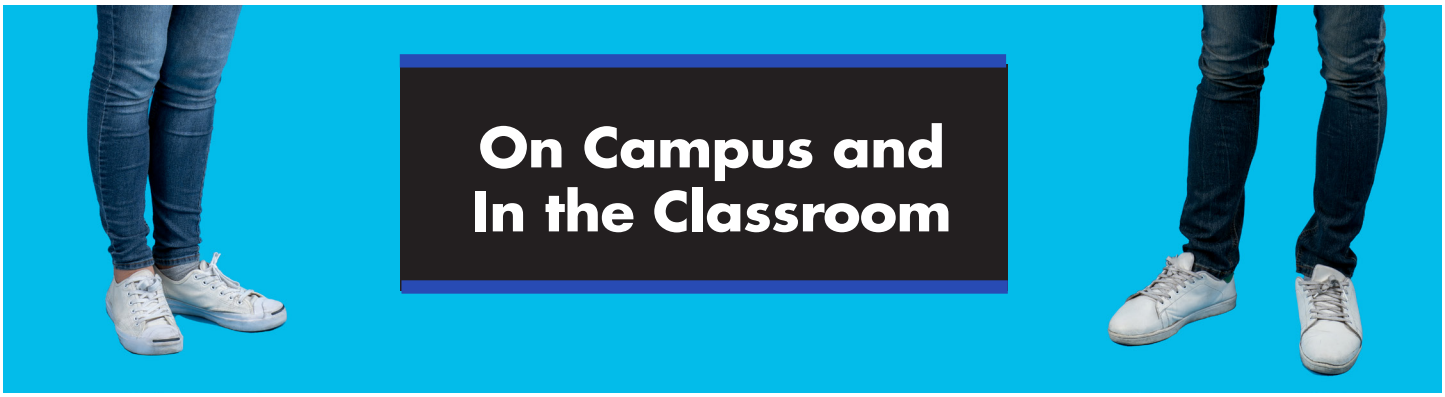
Do not wear a dirty or wet mask

Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 1 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.

who.int/epi-win

World Health Organization



Physical distancing helps limit the spread of the virus. Schools may consider the following strategies to maintain smaller groups of students in shared spaces:

- Limit visitors on campus
- Keep students in smaller cohorts with minimal mixing to the greatest extent practicable
- Stagger lunchtimes and meals in small group settings or the classroom, as practicable
- Space student desks four (4) to six (6) feet apart or more to promote physical distancing where practicable
- Serve individually plated or boxed meals
- Stagger recesses and other transition times as needed
- Avoid large gatherings such as assemblies and dances
- Identify a sick room for students who are not feeling well to minimize contact with others until they can go home.

What is physical distancing?

Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice physical distancing:

- Where practicable, maintain physical distancing of six feet between adults and students; four to six feet distance is permissible between students within a classroom or instructional area
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

In addition to everyday steps to prevent COVID-19, keeping space between you and others and wearing face coverings are the best tools we have to avoid being exposed to this virus and slowing its spread locally, nationally, and globally. *See page 6 for face covering requirements.

Even in a COVID-19 environment, quality instruction and a commitment to equity for all students are critical to the success of educational programs. Each district will make decisions based on available resources, local needs, and state/county policies and health orders. To maintain physical distancing, schools may choose to use schedules that combine distance learning and on-campus instruction, if practicable. Some examples include smaller class sizes where students attend classes for a portion of the week and/or reduced hours per day to maintain physical distancing requirements. Schools may modify school schedules throughout the year to limit the number of students on campus. Some examples of schedules may include:

Half-Day Schedule

Schools may offer double sessions where half the students attend class in the morning, and the other half attend in the afternoon. Allow time and staffing for classroom cleaning between sessions.

Block Schedule

Middle and high schools may implement a block schedule to reduce passing periods and points of contact in each classroom.

Smaller Cohorts/Student Groups

Classes may be divided into smaller cohorts/student groups (e.g., one group may come to school on Monday and Wednesday, the other on Tuesday and Thursday, or any combination of two days per group. The fifth day could be flexible based on district/school site plans.)

Stagger and Modify Schedule

Schools may stagger start and end times within a day; modify recess schedules and lunch periods, and stagger breakfast/lunch schedules or breakfast/lunch in-classroom options.

Traditional Schedule with Safeguards to Minimize Risk

Students may return to school campuses five days a week according to their district's traditional school schedule as long as the required physical distancing is achieved. Districts will follow California Department of Public Health guidance and promote healthy hygiene practices. Parents concerned about sending their child back to school with a traditional reopening for the 2020-2021 school year should work with their school district to develop distance or alternative learning plans.

Accommodations for students with disabilities, students with diverse learning needs, English learners, and students/families with specific health needs, will be made as needed. To address childcare needs, we encourage community partnerships to offer expanded learning programs (before school, after school, and summer programs) to support families, especially families with preschool and elementary students. Schools will work with students and families to ensure equity and access to quality instruction.

Attending to the physical, mental, social, and emotional well-being of our students will be a top priority as they return to school.

District and school staff are committed to supporting students' physical, mental, social, and emotional wellness and offering resources to ensure students transition back to school smoothly. Support may include social-emotional learning, building relationships, community-building activities, and increased access to mental health/wellness services. Families and schools will need to work together to check how students are feeling and assess their individual needs to provide the support students need during these challenging times.

To maintain physical distancing, activities that require students to congregate will be limited and modified as guidelines change.

Physical distancing is critical to limiting the spread of COVID-19. It will impact how some courses will be taught and which sports and extracurricular activities students will be able to participate in safely.

In-Class

- To minimize the number of students interacting, at least four to six feet of physical distancing between students (at least six feet between students and adults) should be maintained in all classes and courses as practicable.
- Some courses may need modifications on how the course will be taught if physical distancing is not feasible or when there is an increased risk for spreading the virus.
- Schools will work with students and families to ensure accommodations are made, and alternative options will be considered.
- All students 3rd grade and above are required to wear face coverings. Students preschool-2nd grade are strongly encouraged to wear face coverings. *See page 6 for face covering requirements.

Sports and Extracurricular Activities

Additional state guidance for schools related to sports and extracurricular activities will be provided at a later date, according to the California Department of Public Health.

Contact sports and some performing arts activities are not permitted.

Additionally, field trips are not currently recommended. Consider virtual field trips when possible.

Acknowledgments

The Contra Costa County Office of Education (CCCOE) 2020-2021 School Reopening: A Guide to Address the Challenges of COVID-19 was developed in coordination with the CCCOE, Contra Costa County school district leadership, and Contra Costa Health Services. This document is aligned with the California Department of Public Health and the California Department of Education guidelines. It is partially adapted from planning documents from the Sacramento, Stanislaus and San Joaquin county offices of education. These plans will be modified as public health guidelines are updated.

Reopening Resources for School Districts

(Right click links below and open in new tab)

Centers for Disease Control and Prevention Considerations for Schools

California Department of Public Health COVID-19 Industry Guidance: Schools and School-Based Programs

Contra Costa Health Services

COVID-19 Health Services Recovery Plan Resource in Educational Settings (CA School Nurses Organization)

California Department of Education Coronavirus Response and School Reopening Guidance

School Reopening Final Report (ACSA)

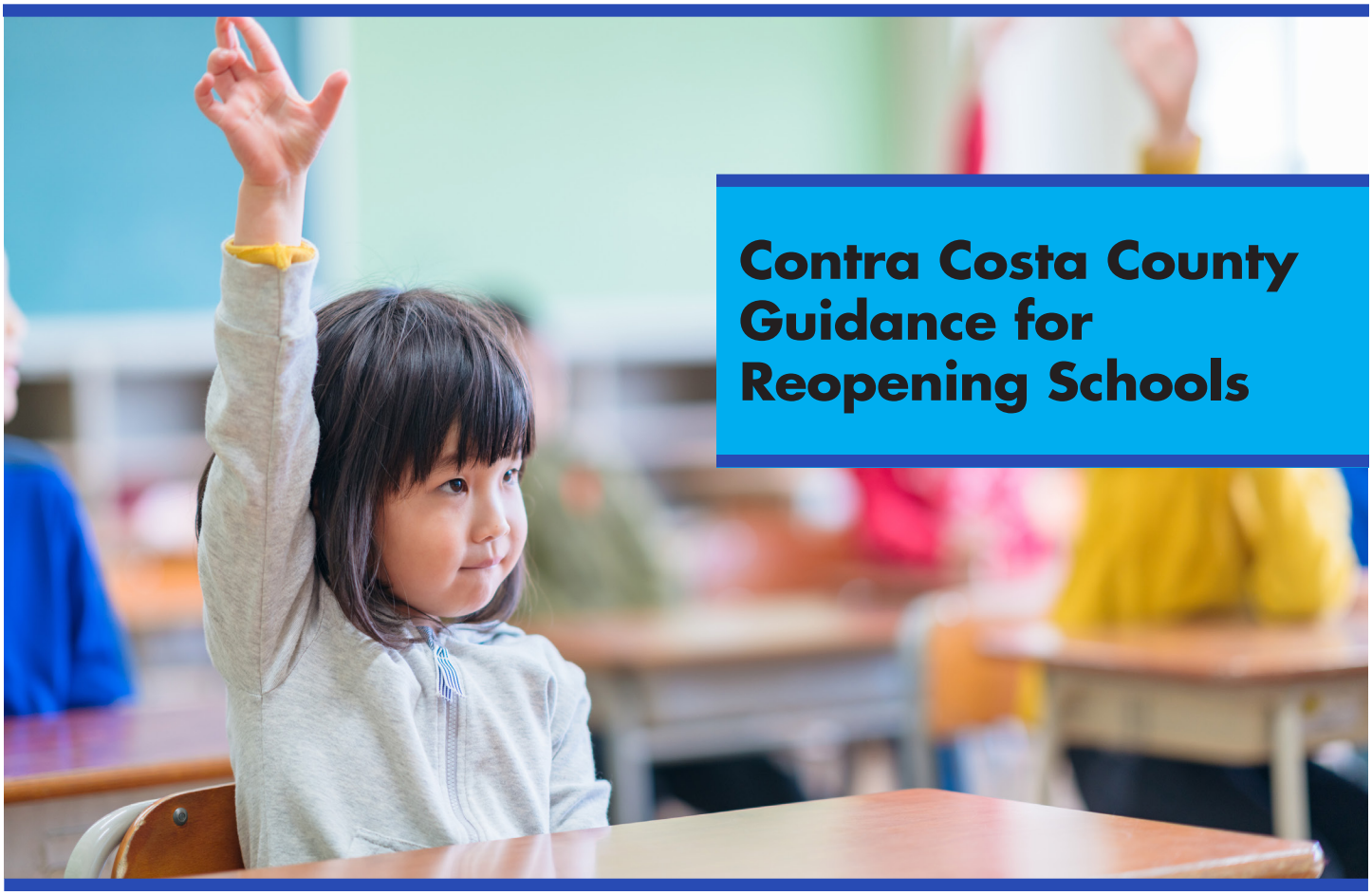
"As pediatricians, our top priority is the health and safety of our children. We urge those in public health and education to work together to strike the right balance between preventing the spread of COVID-19 and providing children with the education, nutrition, physical activity, and mental health benefits provided through the reopening of schools.

The risk of COVID-19 transmission among groups of children has not been well-studied, but current research suggests that the risk is much lower than the adult population. The negative effects of missing in-person educational time as children experience prolonged periods of isolation and lack of instruction, however, is clear. Children rely on schools for multiple needs, including but not limited to education, nutrition, physical activity, socialization, and mental health. Special populations of students receive services for disabilities and other conditions that are virtually impossible to deliver online.

Prolonging a meaningful return to in-person education would result in children being at risk for worsening academic, developmental, and health outcomes."

American Academy of Pediatrics, June 2, 2020

To read the full news release, visit https://bit.ly/PediatricsJune2020



The guidance provided is in accordance with current health orders and guidance from the California Department of Public Health (CDPH), Contra Costa Health Services (CCHS), and the California Department of Education (CDE) as of June 2020.

Districts will need to seek guidance from CCHS to address unique circumstances. Guidance will be modified based on new guidance or directives from state and local agencies.

The following Frequently Asked Questions are included here. CCCOE and CCHS have also developed a longer and more detailed FAQ document. This document will change as county guidelines and health orders change, and can be found at: http://www.cocoschools.org/coronavirus

Screening and Testing

Will students and adults entering campuses be screened for symptoms?

Schools may implement screening measures for students and adults entering campus, however, doing so would likely be challenging to implement. Temperature screening by schools is optional.

It is recommended to ask families to take temperatures each morning before coming to school. Anyone with a fever of 100.4 or higher and/or signs of COVID-19 should not come on a school campus. Students and adults experiencing any symptoms of COVID-19 or who have been exposed to someone with COVID-19 in the past 14 days should not come on a school campus. **Please refer to page 20 for COVID related guidelines including case investigation templates and letters from the Contra Costa County Health Services guidance policy handbook.**

Face Coverings and Personal Protective Equipment

Will students and adults wear face coverings?

According to the current health order, face coverings are required for people age 12 and up, and recommended for students under age 12. Individuals should be frequently reminded not to touch the face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on the proper use, removal, and washing of cloth face coverings.

Are transparent face shields recommended?

Yes, transparent face shields are fully supported for use by staff members depending on availability. Face shields should also be cleaned and sanitized daily. Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.

Information should be provided to staff, students, and students' families on the proper use, removal, and washing of cloth face coverings.

What supplies are needed (e.g., face coverings, thermometers, personal protective equipment) for each campus?

It is recommended that face coverings be provided, if feasible. If face coverings cannot be provided, staff and students should refer to the Surgeon General's instructions on how to make face coverings.

While temperature screening is optional, schools should have a non-contact temporal or external thermometer on site to detect fever in students or staff who become ill after arriving at school. Hand-washing stations with soap and/or fragrance-free, 60% ethyl alcohol hand sanitizer should be made available in classrooms and other areas where staff / students are likely to be present. Any student under the age of nine should be supervised when using hand sanitizer.

Gloves are not recommended for use by students or staff, except for those conducting duties such as cleaning, first aid, medical procedures, or food service.

Physical Distancing and Limiting Contact

What are the physical distancing protocols (distance, number permitted in a group) in multiple settings: in classrooms, hallways, common outdoor spaces?

Depending on grade level, physical space, and class sizes, schools should consider the following strategies, where possible and appropriate:

- Minimize contact at school between students, staff, families, and the community at the beginning and end of the school day.

- Minimize the movement of students and teachers or staff as much as practicable. Students should remain in the same space and in groups as small and consistent as practicable.
- Maximize space between seating and desks (at least four to six feet).
- Mechanical barriers should be used when physical distancing is not possible.
- Orient desks so students are not facing each other.
- Develop instructions to maximize spacing and minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- Limit nonessential visitors, volunteers, and activities involving other groups.
- Consider the use of non-classroom space for instruction, including regular use of outdoor space.
- Minimize congregate movement through hallways as much as practicable.
- Serve meals in classrooms or outdoors instead of cafeterias or group dining rooms where practicable. Serve individually plated or boxed meals. Avoid sharing of foods and utensils and buffet or family-style meals.
- Consider staggering lunches, recesses, and other breaks to maintain smaller groups of students in shared spaces and/or holding recess activities in separate areas designated by class.
- Limit communal activities where practicable. Do not host larger gatherings such as assemblies, rallies, and dances. Contact sports are currently not recommended.
- Implement procedures for turning in assignments in ways that minimize contact.
- Keep each child's belongings separated and in individually labeled storage containers, cubbies, or areas.
- Ensure adequate supplies to minimize the sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit the use of supplies and equipment to one group of children at a time, and clean and disinfect between uses.
- Avoid sharing electronic devices, clothing, toys, books, and other games or learning aids as much as practicable.

What is the recommended number of students in a class based on student age and room size?

The number of students per classroom will depend on room size and furniture configuration. Schools will likely need to assess their physical spaces and determine capacity accordingly. Currently, at least four to six feet of physical distancing between students (at least six feet between adults and students) is required.

Do schools need to close or limit access to common outdoor spaces?

Common outdoor spaces may present less risk of transmission than indoor spaces; assuming students and adults maintain physical distancing. Schools may consider staggering recesses and/or outdoor time so that smaller groups are using shared spaces at one time.

When using outdoor spaces, cohorts should be maintained whenever possible. Contact sports and activities that encourage close contact should be avoided.

What are the recommendations on how to configure the campus to include a space to isolate emergent COVID-19 cases? Are there possible campus configurations to designate an 'area' or safe place where students can wait to be picked up if they are showing signs of COVID-19?

When feasible, identify a "sick room" through which others do not regularly pass where symptomatic individuals can remain until they can go home.

Transportation

What safety measures will need to be in place for bus drivers and students?

To lower the risk of exposure, districts may implement the following:

- Staff should wear face coverings at all times.
- See page 6 for face covering requirements.
- When possible, space students out on buses with at least four to six feet of physical distance.
- Windows may be open for better ventilation.
- Families will be encouraged to sit together.
- Physical distancing when getting on/off the bus will be required.

Healthy Hygiene Practices

How will healthy hygiene practices be supported at schools?

Schools should teach and reinforce – to both students and staff – healthy hygiene practices such as washing hands; avoiding contact with one's eyes, nose and mouth; and covering coughs and sneezes. Other methods to promote healthy hygiene include the following:

- Staff should model and practice hand washing.
- Develop routines enabling students and staff to wash their hands at staggered intervals regularly.
- Consider using portable hand washing stations throughout a site and near classrooms.
- Teach and reinforce the proper use of cloth face coverings, masks, or face shields. Cloth face coverings are most essential in settings where physical distancing is not practicable.
- Students and staff should be frequently reminded not to touch their face covering and to wash their hands frequently. Information should be provided to staff, students, and students' families on the proper use, removal, and washing of cloth face coverings.
- Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizer.

Reporting/Health Protocols/ Communication

What is the protocol for handling students or staff exhibiting symptoms?

Students or staff who are exhibiting COVID-19 symptoms should not come to school. If they begin exhibiting symptoms after arriving at school, separate the individual from others as much as possible and make arrangements for the individual to go home as soon as possible. When feasible, identify a "sick room" through which others do not regularly pass where symptomatic individuals can remain until they can go home. Procedures should be established to arrange for safe transport home or to a healthcare facility, as appropriate.

What are the expected reporting procedures with Contra Costa Health Services (CCHS)? What are the procedures for referring, tracing, and isolating students and staff with symptoms or diagnosis?

CCHS has procedures in place for investigating communicable disease cases. CCHS staff will conduct contact tracing using classroom rosters and information obtained from school personnel through interviews and in coordination with school officials.

What are the communication guidelines when a positive case is confirmed?

Communication recommendations will vary depending on the specific circumstances of a case in a school community. At a minimum, the affected cohort will need to be notified. Media is handled in coordination between the proper school administrator and the CCHS public information officer (PIO).

Will staff or students diagnosed with COVID-19 need a document to return to school?

Not necessarily. The CDC guidelines for determining when a person who was recently in close contact with a person with COVID-19 or a person with COVID-19 can return to work or school include:

Recently had close contact with a person with COVID-19:

- Stay home until 14 days after your last exposure.
- Check your temperature twice a day and watch for symptoms of COVID-19.
- If possible, stay away from people who are at higher risk of getting very sick from COVID-19.

What if someone has been diagnosed with COVID-19, or is waiting for test results, or has cough, fever, or shortness of breath, or other symptoms of COVID-19?

Stay home until it is safe to be around others. This means three days with no fever (without fever-reducing medication) and symptoms improved, and 10 days since symptoms first appeared. If you live with others, stay in a specific "sick room" or area and away from other people or animals, including pets. Use a separate bathroom, if available.

Guidelines for determining when a COVID-19 infected person can return to school or work continue to evolve as we learn more about COVID-19. CCHS will continue to provide guidance to medical providers. Staff or students should contact their personal medical provider if a return-to-school/work clearance note is needed since individual health situations may vary.

If a parent is diagnosed with COVID-19, will their student need to self-isolate 14 days before returning to school? How will the schools know when the student is okay to return?

If a student or staff has a household member that tests positive for COVID-19, the student will be ordered to quarantine at home for 14 days. CCHS may issue an order with explicit instructions on quarantine and details on its expiration. If needed, CCHS may provide clearance letters at the end of isolation/ quarantine.

Facilities – Safety and Sanitation Considerations

What supplies should be included in every classroom and general area (e.g., office, cafeteria, bathroom) for use by students/staff?

All sinks should have soap. Hand washing stations with soap and/or fragrance-free 60% ethyl alcohol hand sanitizer should be made available in or near classrooms. Face coverings should be made available to students and staff.

How might the county office and districts coordinate the procurement of supplies across the county?

The state procurement of supplies is in process. However, schools should establish their own contracts for procurement for the long term.

Where might physical barriers need to be installed at school sites and district offices to ensure student and safe safety?

Schools may want to consider installing clear plexiglass barriers at front counters where physical distancing is not possible, similar to what many retailers have done at check-out counters. Staff workstations should be arranged so that staff can physically distance.

What accommodations will be needed for students and staff who are vulnerable and/or at higher risk of contracting the virus? What safety measures will need to be in place for students in special education programs, who are medically fragile, and/or cannot wear masks?

It is important to make sure that there are adequate accommodations for medically fragile students. If physical distancing and hand hygiene are not possible, please work with your school nurse and your special education department.

What is the recommendation for heating, ventilation, and air conditioning (HVAC) systems to identify optimal working conditions to support health and safety?

Districts and schools should ensure that HVAC systems function properly, maximize air exchanges per hour, maximize outdoor air, and are maintained according to the manufacturer's recommendations.

What are the guidelines for cleaning and sanitation?

Schools will follow disinfection guidelines for classrooms, offices, and outdoor spaces that include the following:

- Consider suspending or modifying the use of site resources that necessitate sharing or touching items.
- Staff should clean and disinfect frequently high-touched surfaces within the school and on school buses at least daily and, as practicable, frequently throughout the day.
- Buses should be thoroughly cleaned and disinfected daily, and after transporting any individual who is exhibiting symptoms of COVID-19.
- Limit the use of shared playground equipment.
- Limit the sharing of objects and equipment, such as toys, games, and art supplies, to the extent practicable. But where allowed, clean and disinfect between uses.
- Establish a cleaning and disinfecting schedule.
- Ensure proper ventilation during cleaning and disinfecting.

Will extensive classroom cleaning need to be performed if a student or teacher is diagnosed with COVID-19? What are the guidelines for this?

Yes. Districts/schools will follow the established guidelines put forward by CCHS, which are the same procedures used after a norovirus outbreak.

Is the use of hand dryers in restrooms recommended?

CCHS does not have specific concerns about hand dryers at this time.

General Safety Concerns

Will campuses be required to close again?

Schools and districts should develop a plan for the possibility of repeated closures of groups/cohorts of students, particular classes, or entire facilities. Preventive measures like physical distancing and cloth face covers will decrease the number of contacts and the spread. This means that just because there is a positive case in a classroom, the entire classroom or school will not necessarily need to be closed.

We should plan to expect positive cases of COVID19 just like there will be cases of influenza this flu season. Work with your school nurse and consult with CCHS when determining whether a school/class closure is warranted, including the length of time necessary.

CCCOE and CCHS have also developed a longer and more detailed FAQ document. This document will change as county guidelines and health orders change, and can be found at: http://www.cocoschools.org/coronavirus

What are other measures to maintain a healthy organization?

Continued training, communication, and support can help maintain a healthy organization and community. Recommendations include the following:

- Monitor staff/student absenteeism.
- Monitor the types of illnesses and symptoms among your students and staff to help isolate them promptly.
- Designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns.
- Support staff and students at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing options such as telework, virtual learning, or independent study.

Health Education

What are the recommended health education topics schools should provide?

Schools should consider educating students on the importance of healthy hygiene practices, understanding and monitoring for symptoms of COVID-19, physical distancing, and available mental health resources.

Will Contra Costa Health Services (CCHS) assist with the development of health education training, guidelines, and materials for students and families?

CCHS, in collaboration with CCCOE, will continue to provide information on several health topics before the start of each school year. We will include information on COVID-19 this year and can provide additional information as needed.

ANNA M. ROTH, RN, MS, MPH
HEALTH SERVICES DIRECTOR
DANIEL PEDDYCORD, RN, MPA/HA
PUBLIC HEALTH DIRECTOR

CONTRA COSTA HEALTH SERVICES

CONTRA COSTA PUBLIC HEALTH
COMMUNICABLE DISEASE PROGRAMS
597 CENTER AVENUE, SUITE 200-A
MARTINEZ, CALIFORNIA 94553
PH (925) 313-6740
FAX (925) 313-6465
WWW.CCHEALTH.ORG

FOR PEOPLE WITH COVID-19

The following are some preventative steps you can take to help reduce the spread of COVID19 in your community and household.

Protect the Public:

- Stay home except to see your doctor. Reschedule any non-essential healthcare appointments (non-urgent doctor appointments, dentist appointments, etc.).
- Do not go to work or school.
- Do not use public transportation (bus, BART, airplane, taxi, UBER, LYFT).
- Do not travel.
- Do not go to the movies, to church, to a shopping mall or any place where lots of people may gather.
- You can go outside in your own yard (not a shared yard).

Protect your Family:

- Cover your coughs and sneezes, use tissues and throw them away immediately.
- You and your family should wash hands frequently using soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with greater than 60% ethanol or 70% isopropanol as active ingredients.
- Separate yourself from other people in your home as much as possible.
- Stay in a specific room away from other people and use a separate bathroom if possible
- Avoid sharing personal household items such as drinking glasses, dishes, eating utensils, towels and bedding. These items are safe for others to use after regular washing.
- Increase your cleaning routine, specifically in areas that need to be shared such as a bathroom or kitchen. Clean doorknobs, phones, keyboards, tablets, bedside tables, toilets, bathroom and kitchen fixtures.

Protect Vulnerable Members in Your Community:

- If you have a close contact or someone in your household who spends a lot of time or works in a skilled nursing facility, a nursing home, a memory care center, a correctional/detention facility, a shelter, a group home, a day program, a dialysis center, or a healthcare facility/as a first responder, please let us know or have them contact us by calling Contra Costa Public Health at 925-313-6740 or emailing us at CoCohelp@cchealth.org.
- Have your close contacts or household contacts monitor their symptoms and remain at home until 14 days after you no longer need to be isolated.

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FOR PEOPLE WITH COVID-19

- If someone in your family becomes sick, have them contact their healthcare provider and tell him/her that your family member has been in contact with someone with COVID-19.

Monitor Your Health:

- **Seek prompt medical attention if your illness is worsening. For example, if you start to have trouble breathing.**
- If you need to call 911, notify the dispatch personnel that you have been diagnosed with COVID-19.
- Before seeking care call your medical provider and inform them that you have been diagnosed with COVID-19. Put on a facemask before entering any healthcare facility. If you do not have one, send someone into the facility to ask for one and to inform the staff of your arrival.

For questions or concerns you can contact Contra Costa Public Health during normal business hours Monday-Friday 8:00AM-5:00PM at **925-313-6740** or email us at **CoCohelp@cchealth.org**. You can also find more information online at *cchealth.org/coronavirus.*

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FOR PEOPLE WITH COVID-19

Instructions for Self-Isolation & Health Monitoring

You have tested positive for COVID-19 (also known as novel coronavirus). You will need to stay in your home until you are well. This is called self-isolation. Deciding when you are well and able to leave your home depends on your symptoms.

If **you have** mild symptoms, **stay at home for at least 10 days after your symptoms began**.

- If you still have cough and fever after 10 days, continue to stay at home until 24 hours after:
  - the fever has gone away (without using a fever-reducing medication like Tylenol or ibuprofen) **AND**
  - your symptoms such as cough, body aches, sore throat, have improved.

After this time, you will no longer need to be isolated.

If you tested positive, but **did not** have any symptoms at the time of testing:

- You should remain in isolation for 10 days from the **date the test was performed**.
  - During this time, you should also monitor yourself for symptoms. If any symptoms develop during this time, you should remain in isolation as noted above.

If you **stayed in the hospital** in the intensive care unit because of your COVID-19 symptoms:

- You will need to be in isolation for at least 20 days after your symptoms began with improving symptoms for at least 24 hours. If you left the hospital and it has not been at least 20 days, you will need to remain at home (in self-isolation) for 20 days after your symptoms began.

- If you still have cough and fever after 20 days, continue to stay home until 24 hours after:
  - the fever has gone away (without using a fever-reducing medication like Tylenol or ibuprofen) **AND**
  - your symptoms, such as cough, body aches, sore throat, have improved.

After this time, you will no longer need to be isolated.

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WAITING FOR COVID-19 RESULTS

If you have completed your COVID-19 test and are awaiting results, please follow the guidance below.

Until you know your results:

- If you are **feeling sick**, you need to stay home and isolate yourself from other household members.
- If you **had close contact** with a person with confirmed COVID-19 infection you need to stay home, even if you are feeling well. This is called quarantine. Please follow *Quarantine Instructions for Close Contacts.*
- If you are **feeling well** and **have not had close contact** with anyone with confirmed COVID-19 you may continue your regular activities within the current Health Officer's guidelines until you receive your results.

When your results come in, please follow the guidance below.

If your results are **negative**:

- If you are **feeling sick**, you need to remain home until you feel better.
- If you are **feeling well**, but you **had close contact** with a person with confirmed COVID-19 infection, you need to stay at home on quarantine for 14 days from your last contact with that person. If you develop symptoms during this time, follow up with your provider for possible re-testing. You will also need to remain isolated in your home until you get your results or until you are well as noted below. Please refer to the *Quarantine Instructions for Close Contacts.*

If your results are **positive:**

Please refer to the *Instructions for Self-Isolation & Health Monitoring*, where you will find guidance on how to protect yourself, your family, and your community.

For more information on how to get testing, home quarantine and isolation please visit: https://www.coronavirus.cchealth.org/ and click tabs Get Tested or About COVID-19.

For questions or concerns you can contact Contra Costa Public Health during normal business hours Monday-Friday 8:00AM-5:00PM at **925-313-6740** or email us at **CoCohelp@cchealth.org**. You can also find more information online at *cchealth.org/coronavirus.*

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FOR CLOSE CONTACTS/HOUSEHOLD MEMBERS

Instructions for Home Quarantine & Health Monitoring

Even though you may not feel sick, you must remain quarantined at home since you've had close contact with someone with known COVID-19 (also known as novel coronavirus). Quarantine is a way to prevent the spread of the virus to more people. You will need to stay home and monitor yourself for any signs of illness.

During your quarantine period, please follow the instructions below:

1. Stay in your home.
2. Do not go to work or school.
3. Do not go to the grocery store or run other essential errands (e.g. going to the pharmacy) unless it is absolutely necessary. Please plan to use family members or friends for your essential errands.
4. Do not have visitors for the duration of the quarantine period.
5. Wash your hands frequently with soap and water, especially after coughing, sneezing, blowing your nose, going to the bathroom, or having direct contact with moist materials such as tissue, pampers, and used masks. Hand sanitizer with greater than 60% ethanol or 70% isopropanol as active ingredients can also be used instead of soap and water if the hands are not visibly dirty.
6. Cover your mouth and nose with tissue when you sneeze or cough. Put tissues in the garbage and wash your hands immediately with soap and water or use hand sanitizer.
7. Do not share toothbrushes, drinks or eating utensils.

Monitor your health:

- Monitor yourself for symptoms. The most common symptoms of COVID-19 are fever, cough and shortness of breath.
- If you start to feel sick, please contact your healthcare provider and let them know you have had contact with someone who has tested positive for COVID-19. If you have mild symptoms, your healthcare provider will most likely advise you to take care of yourself at home as you would with any other mild cold or flu.

When does quarantine end?

Even if you get a negative test result during your quarantine period, you still will need to complete the full quarantine period as follows:

- If you do not live with someone who has COVID-19, your quarantine will end after 14 days from last exposure to the known COVID-19 positive individual.
- If you live with someone who has COVID-19, you will need to be quarantined for 14 days after your household member no longer needs to be isolated.

If you have any concerns or questions, please call the Public Health COVID Response line during normal business hours (Monday-Friday 8:00AM-5:00PM) at **925-313-6740** or email us at **CoCohelp@cchealth.org**. You can also find more information online at *cchealth.org/coronavirus.*

[DATE]

Dear Parent or Guardian of [Name of Student]:

It has come to our attention that a person at [Name of School] recently diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions (mucus from the nose and mouth) from the person who is sick. People who spend 15 minutes or longer within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19.

[Name of School] is working closely with Contra Costa Public Health to address this situation. We are identifying students and staff who may have been exposed to the infected individual. Records indicate that your student may have been exposed to this individual. Therefore, your student needs to be quarantined for 14 days from the last date that they were exposed [fill in date]. Please view home quarantine instructions for close contacts for more details on home quarantine: https://www.coronavirus.cchealth.org/for-covid-19-patients. You will also receive a call from our Contact Tracing Team.

Current studies on COVID-19 in children suggest that many children will have no symptoms or very mild symptoms of illness. Children and adults who have COVID-19 but do not have any symptoms can still transmit the virus. *This means that your child should stay in quarantine for the full 14 days even if s/he does not develop symptoms.* If your child is having any of the symptoms of COVID-19 listed below please see your healthcare provider right away:

- 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

For more information, please visit https://www.coronavirus.cchealth.org/.

Sincerely,

[Date]

Dear [Name of Staff person]:

It has come to our attention that a person at [Name of School] has recently been diagnosed with COVID-19. COVID-19 is a disease caused by the SARS-CoV-2 virus and is spread from person to person through contact with respiratory secretions from the infected individual. People who spend 15 minutes or longer within six feet of a person infected with COVID-19 are considered exposed and at risk of contracting COVID-19.

[Name of School] is working closely with Contra Costa Public Health to address this situation. We are identifying students and staff who may have been exposed to the infected individual. Records indicate that you may have been exposed to this individual. Therefore, you need to be quarantined for 14 days from the last date that you were exposed [fill in date]. Please view home quarantine instructions for close contacts for more details on home quarantine: https://www.coronavirus.cchealth.org/for-covid-19-patients. You will also receive a call from our Contact Tracing Team.

If you are having any symptoms of COVID-19 listed below please see your healthcare provider right away:

- 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

For more information, please visit https://www.coronavirus.cchealth.org/.

Sincerely,

Respiratory Illness Symptom Screening Tool for Parents and Caregivers

Parents and caregivers should use the following questionnaire to assess the health status of household members and their child on a daily basis.

Does *your child* or *anyone in the household* have:

1. A positive test for COVID-19 or is waiting for the results of a COVID-19 test
2. Fever (100˚F or 37.8˚C or higher) or chills
3. Cough
4. Shortness of breath or difficulty breathing
5. Fatigue
6. Muscle or body aches
7. Headache
8. New loss of taste or smell
9. Sore throat
10. Congestion or runny nose
11. Nausea or vomiting
12. Diarrhea

SHOULD I KEEP MY CHILD HOME?

- If your child has had close contact with someone who was diagnosed with COVID-19: **Keep your child home until recommended quarantine guidelines have been met.**
- If your child has a fever AND one of the other symptoms, **keep your child home for at least 10 days after their symptoms began**.
    - **If they still have cough and fever after 10 days, continue to keep them home** until 24 hours after their fever has gone away (without using a fever-reducing medication like Tylenol or ibuprofen) **AND** symptoms like cough, body aches or sore throat have improved.
- If your child has been diagnosed by a healthcare provider with a different disease, such as strep, follow your healthcare provider's recommendation and school policy for when to return to school.
- If there are household members that have symptoms suspicious for COVID-19, please keep your child at home and contact your healthcare provider to ask about testing.

WHAT SHOULD I TELL MY CHILD'S SCHOOL?

- If you checked "Yes" to fever AND one of the other symptoms, tell your child's attendance office that your child is home with a respiratory (influenza-like) illness.
- If your child has been diagnosed by a healthcare provider with a different disease, such as strep, tell your child's attendance office.

CONTRA COSTA COUNTY
Office of Education
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77 Santa Barbara Road, Pleasant Hill, CA 94523
(925) 942-3388 • www.cocoschools.org

CCCOE COMM .indd • 6-22-2020