

# AUHSD Health & Safety Protocols



The health and safety of our students, staff, and families is of the utmost importance. The plan to reopen schools for in-person instruction is based on current guidance from public health officials and state agencies and will be updated as the situation evolves.

## IMPLEMENTING PHYSICAL DISTANCE

Physical distancing will limit the spread of the virus. Students and staff will adhere to the following strategies to maintain physical distancing as much as possible:

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Prioritize minimizing contact between adults at all times.
- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups and ask school community members to call the office instead of physically visiting for routine office business. An appointment system will be used for non routine meetings.
- Minimize movement of students and teachers or staff as much as practicable.
- Not hold large gatherings such as assemblies, award ceremonies and performances and move to implement virtual events for families instead of on-campus gatherings for widely attended events such as Back-to-School Night and Open House.
- Routes will be designated one way to reduce face-to-face contact and directionality at entry and exit to lunch, breaks, and other transition times.
- Staggered schedules for restroom breaks, lunch and transition.
- Modifications to instructional schedules, lunch and break protocols to reduce concentration of students and build stable cohorts.
- Each campus will have a designated isolation room to hold staff or students who show symptoms while at school.



## INSIDE CLASSROOMS

- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Student desks will be spaced to allow six feet between students and between students and staff.
- Personal protective equipment (PPE), including desk shields, will be provided in classrooms that require additional PPE.
- Work surfaces will be disinfected before and after each class period.

## FACE MASKS & PERSONAL PROTECTIVE EQUIPMENT (PPE)

In accordance with the California Department of Public Health (CDPH) and Contra Costa County Health Services (CCHS) guidance, students and staff are expected to wear face masks. Gaiters, bandanas and masks with exhalation valves are not allowed on campus.

- Students and staff must wear face masks that cover both nose and mouth at all times while on campus, except when eating/drinking or exercising while physically distanced under supervision of staff.
- Persons exempted from wearing a mask due to a medical condition can seek permission to wear an alternative such as a face shield with a drape at the bottom edge.
- Schools will provide face masks should students or staff forget to bring a mask.

## COVID-19 SCREENING

All staff and students will be required to complete a daily COVID-19 self screening prior to arriving at school.

- AUHSD has partnered with Company Nurse to conduct COVID-19 screening.
- Detailed directions to complete daily screening and next steps can be found on the district website.
- Staff and students experiencing COVID-19 symptoms should not come to school. See Appendix A for a symptom decision tree.

## ARRIVAL AT SCHOOL

- Students and staff will follow school procedures for entering campus in order to limit direct contact with others.
- School sites will have signage throughout campus to remind students and staff about wearing face masks, physical distancing, safe hygiene practices, and traffic flow.
- Parents and visitors will have limited access to school campuses. Visitors may be required to complete a COVID-19 screening when visiting school sites. Meetings will be scheduled online as practicable.

## OTHER SAFETY CONSIDERATIONS

- Students and staff will be required to complete mandated COVID-19 trainings and/or orientation.
- Campuses will follow guidelines developed by CDPH for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (e.g. door handles, countertops, restrooms, student desks and chairs).
- Students and staff will be expected to sanitize/wash their hands regularly.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.

# Facility Cleaning & Sanitization Protocols

The safety of employees and students at Acalanes Union High School District is the highest priority. Schools have been completely cleaned and disinfected, and AUHSD will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be followed:

**CLEANING** - Physical removal of soil (dirt and debris) from surfaces which can include the use of water and detergent.

**DISINFECTING** - Destroy or inactivate microorganisms, including bacteria and viruses on surfaces

**SANITIZATION** - Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

## CLEANING AND DISINFECTING

The District has developed protocols, consistent with public health guidance, for daily and ongoing cleaning of each school facility before the return of students to the campus.

In order to disinfect high-touch surfaces regularly to minimize the risk of exposure, the District has invested in updated equipment that will both speed up and make the cleaning process more complete. Also, each classroom and workspace will have access to paper towels and disinfecting supplies.

In addition, AUHSD staff will engage in the following:

- Reduction in shared items – water fountains, equipment
- Ongoing cleaning and disinfecting of frequently touched surfaces (e.g., door handles, light switches, bathroom surfaces)
- Disinfecting equipment between use
- Classroom workspaces will be cleaned routinely, with student workstations cleaned after each class period
- Additional custodial staff will be deployed at each site
- Personal Protective Equipment (PPE) will be available at each site as needed

## INDOOR AIR QUALITY

Indoor air quality is essential to providing a safe and comfortable environment for schools and offices. Proper temperature and humidity levels can help slow down the reproduction of viruses and bacteria. AUHSD is ensuring proper preventive maintenance is being performed on all HVAC units and is changing filters on a regular basis and providing adequate air filters:

- The Center for Disease Control recommends increasing air filtration as high as possible (target MERV 13) without diminishing air flow and enforcing the existing or revised indoor air quality plan
- AUHSD HVAC systems have been updated to include MERV-13 filters
- Needlepoint Bi-Polar Ionization devices are being installed to further reduce pathogens and particles
- HEPA standing filters and fans are being used as needed
- To help increase airflow in spaces where possible, continuous fan, AC or heat is being utilized in addition to maximizing outdoor air exchange

## HANDWASHING

Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.

- Wash hands thoroughly with soap and water for at least 20 seconds
- Thoroughly dry hands
- Hand sanitizer dispensers have been installed in all school classrooms and instructional spaces

Portable hand sanitization stations are being deployed to supplement existing facilities, especially where food is eaten and in common areas.



## DRINKING STATIONS

- Drinking fountains have bottle filling stations and provides an alternative to using drinking fountains.
- Students should provide their own reusable water bottles to reduce sharing and encourage environmentally friendly alternatives to disposable water bottles.

# CDPH COVID-19 GUIDELINES

## CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (CDPH) GUIDELINES FOR PUBLIC SCHOOLS

### CLOSE CONTACT:

A close contact is defined as a person who is less than 6 feet from a positive case for more than 15 minutes, during the positive person's communicable period.

### COHORT:

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

### COMMUNICABLE PERIOD:

The communicable period for a positive case begins 48 hours prior to the onset of symptoms, or, if asymptomatic, 48 hours prior to the administration date of a positive test.

### What are the criteria for closing a school?

The California Department of Public Health recommends individual school closure based on the number of cases, the percentage of the teacher/student/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teacher/student/staff cases are within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

### If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following has occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

### What are the criteria for closing a school district?

The California Department of Public Health recommends that a superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local health department.

### If a school district is closed, when may it reopen?

Districts may typically reopen after 14 days, in consultation with the local health department.

\*These action guidelines may change in accordance with recommendations from CDPH and the local county health officer.



## GENERAL GUIDELINES FROM CDPH

### Student or staff with COVID-19 Symptoms

(e.g., fever, cough, loss of taste or smell, difficulty breathing):

- (Appendix A) Use Symptom Decision Tree to identify symptoms and proceed accordingly
- School/classroom remain open
- No communication sent to classroom or school community

### Student or staff with close contact to a COVID-19 confirmed case:

- (Appendix B) Send home student or staff immediately, place in school site isolation room while awaiting pick-up
- Quarantine for 10 days from last exposure
- Recommend COVID-testing
- School/classroom remains open
- Consider school community notification of a known contact

### Staff or student with confirmed COVID-19 case infection:

- (Appendix B) Notify the local public health department
- Isolate case and exclude from school for 10 days from symptom onset or test date
- Identify close contacts, quarantine and exclude expose contacts; could be entire cohort for 10 days after the last date the case was present at school while infectious
- Recommend testing of contacts, prioritize symptomatic contacts
- Disinfection and cleaning of classroom and primary spaces where case spent significant time
- School remains open
- School or classroom community notification of a known case

### Staff or student tests negative after symptoms:

- (Appendix A) Staff or student may return to school after 24 hours without fever and symptoms improving
- School/classroom remain open
- Consider school community notification if prior awareness of testing

# COVID-19 Symptom Check FAQs & Resources

## What do I do if my child is experiencing COVID-19 symptoms while at home?

If your child is experiencing COVID-19 symptoms, please keep them home and contact your child's health care provider. Please contact your school to report the absence; a COVID-19 related absence is excused for the student and other children living in the household. See Appendix A for more details.

## If my child was sent home sick, what is the protocol and what do I need to present to the school office before he/she can return?

It depends on the outcome of your consultation with your medical provider, and if your student had COVID-19 exposure. See Appendix A for specifics.

## What if someone in our household tested positive for COVID-19?

If someone in your household tested positive for COVID-19, your child should follow the steps outlined in Appendix B.

## What happens if a student demonstrates COVID-19 symptoms while at school?

If a student becomes ill during the school day, the following steps will be taken:

- Student will be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area until they are picked up by a parent or guardian
- The school site will work with the family to follow the Symptom Decision Tree (Appendix A)

## I have more than one student in the district. If one is sent home, how does that affect my other children?

Per CDPH guidelines, only students who are exhibiting signs and symptoms of COVID-19 will be sent home. Your medical provider will determine the appropriate next steps, including, but not limited to, COVID-19 testing for your student and other family members. Quarantine guidelines may apply to all your students and, this will be determined in consultation with your medical provider and the county health department.

## Can my child wear a face shield and mask? Does the district supply a face shield?

Your child can wear both a face shield and mask together. The district does not supply face shields to students.

## Can my child wear just a clear face shield and no mask?

No. Students wanting an exemption from wearing a mask due to a medical condition must seek permission to wear an alternative such as a face shield with a drape at the bottom edge. The request must be accompanied by a medical note from healthcare provider. This exemption may also be applied to students with disabilities, but determined on a case-by-case basis.

## What are the criteria for closing a school?

Please see page 3 for CA Department of Public Health (CDPH) guidelines for school closure.

## What happens if a positive COVID-19 case occurs at a school site?

For any positive COVID-19 case the following protocol will be applied, in accordance with state and local laws and regulations. School administrators will notify the District Office designee with the following information:

- Name of person confirmed
- If known, date of potential exposure
- Date of test
- Last date on AUHSD campus or facility
- Names of individuals who had physical contact with an infected person or spent 15 minutes or more within six feet of distance

The person, if on campus, will be isolated and safely dismissed from school. The person will follow CCHS guidelines for isolation.

District staff will coordinate a response with CCHS, and initiate contact tracing. Persons who were in close contact with COVID-19 case (less than 6 feet for more than 15 minutes over a 24-hour period) will be identified and will begin a 10-day quarantine after the last date the case was present at school while infectious.

The classroom or impacted areas will receive extensive cleaning and sanitation following District Maintenance & Operations procedures and CDPH/CCHS guidelines.

The school community will be notified of a known case.

**PLEASE SEE OUR WEBSITE FOR ADDITIONAL FAQ/RESOURCES.**

## COVID-19 RESOURCES

The following public agency websites provide additional information and guidance on the state of the pandemic and how it relates to school operations:

- Contra Costa Health Services (CCHS) [free COVID-19 testing website](#) (or call 844-729-8410)
- Contra Costa County Office of Education (CCCOE) [School Reopening Guide](#) (prepared in consultation with CCHS)
- California Department of Public Health (CDPH) [Guidance for Schools and School-Based Programs](#)
- Contra Costa Health Department (CCHS) [COVID-19 website](#)
- [Contra Costa County Office of Education \(CCCOE\)](#)
- [CA Department of Public Health \(CDPH\)](#)
- CA COVID-19 [Blueprint for a Safer Economy website](#) (weekly update of county COVID-19 risk level)
- CDC [Coronavirus \(COVID-19\) website](#)