



COLTON JOINT UNIFIED SCHOOL DISTRICT

CJUSD COVID-19 Procedures

Presented to the Board of Education
September 2, 2021

**“Today’s complexity
demands greater
simplicity.”**

- L. Tom Perry

COVID-19 Public Health Guidance

On July 9, 2021, the Centers for Disease Control and Prevention (CDC) and the California Department of Public Health (CDPH) published their updated recommendations for K-12 schools. This guidance provides critical information to help K-12 schools formulate and implement plans for safe, successful, and full in-person instruction in the 2021-22 school year.

Overview

- Scenario #1
 - Return to School
 - Vaccinated Individuals
- Scenario #2
 - Contact Tracing
 - Vaccinated Individuals
- Scenario #3
 - Contact Tracing
- Quarantine
- Parent Notifications
- COVID-19 Symptoms Parent/Guardian Letter
- Close Contact/Quarantine Notification Letter
- COVID-19 Impact on Attendance
- Testing
- COVID-19 Symptom Decision Tree
- Procedure Guidelines for Student Contact Tracing

Scenario #1

If a student has **any symptoms** and has **NOT been exposed** to a COVID-19 positive individual

Symptoms of COVID-19

- Fever (>100.4 degrees F)
- Headache
- Congestion/runny nose
- Sore throat
- Nausea/vomiting, diarrhea
- Fatigue/muscle or body aches
- New, uncontrolled cough
- Difficulty breathing (not due to asthma)
- Loss of taste or smell

Student is to remain home

Scenario #1 - Return to School

Student may return to school if

- **symptoms are improving, and**
- **fever-free for 24 hours without use of medication, and**

- **meets one of the following criteria:**

Student has a **negative COVID-19 test**

OR

If confirmed **diagnosis other than COVID-19, must turn in doctor note**

OR

Ten (10) days have passed since symptom onset

Scenario #1 - Vaccinated Individuals

If asymptomatic (not experiencing any COVID-19 symptoms), individuals can refrain from quarantine following a known exposure to someone with suspected or confirmed COVID-19.

Scenario #1

Questions?

Scenario #2

If a student has **been directly exposed to a COVID-19 positive individual** (household members, exposure outside of school)

Student is to remain home

Contact tracing is conducted

Contact Tracing



As part of contact tracing, school nurses will determine, document, and contact any close contacts that may need to quarantine.

- a) School nurses will inform administration and/or attendance technicians of any other students that are being quarantined.

Scenario #2 - Vaccinated Individuals

If asymptomatic (not experiencing any COVID-19 symptoms), individuals can refrain from quarantine following a known exposure to someone with suspected or confirmed COVID-19.

Scenario #2

Questions?

Scenario #3

If a student has
tested positive
for COVID-19

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Student is to
remain home

Contact tracing
is conducted

Contact Tracing



Contact tracing WILL be conducted if a student has a **positive COVID-19 test**, done by the school site nurse.

1. When a positive COVID-19 test result is reported to CJUSD, the next step for administration is to complete the COVID-19 laserfiche form and notify the site school nurse.

Contact Tracing



2. School nurse will contact the student's guardian for further information and provide guidance and recommendations as necessary.

School nurses will inform administration and/or attendance technicians of any other students that are being quarantined.

Scenario #3

Questions?

Quarantine

A. Quarantine Recommendations

1. Students with exposure should follow quarantine guidelines.
 - a) Exposure is **close contact** (more than 15 minutes over a 24-hour period within 0-6 feet indoors)
 - b) This still applies **even if both parties were wearing masks**



Quarantine

B. Quarantine Guidelines

1. Students who remain **asymptomatic**, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:
 - a) Quarantine can **end after Day 10** from the date of the last exposure without testing, or
 - b) Quarantine can **end after Day 7** if a **diagnostic specimen is collected after Day 5** from the date of last exposure and **tests negative**.



Quarantine

If any symptoms develop during the initial 14-day period, the exposed person **MUST** immediately isolate, get tested, and contact their healthcare provider with any questions regarding their care.



Quarantine

Questions?

Parent Notifications

From the Contact Tracing Outreach Informational Message :



Attention CJUSD Families,

California Department of Public Health requires that the District contact anyone determined to be a close contact of someone who has tested positive for COVID-19. A close contact is someone who was within 0-6 ft indoors of a COVID-19 positive individual for more than 15 minutes over 24 hours. **To meet this requirement and ensure we are able to notify families in as timely a manner as possible, anyone who is a confirmed close contact will be notified in several ways. These communication methods include phone calls, email, and text messages. The message will consist of guidance and your point of contact, which will be the school nurse.**

You can update your contact information via the parent portal or in person by visiting the school site. **It is important that you answer the phone, check your email and text messages when our CJUSD Team reaches out to you. As always, thank you so much for your cooperation and support.**

Parent Notifications

From the COVID-19 Parent Notification:

“This email is sent to students who were determined to be a **“Low Risk Exposure”**. Low risk exposure is defined as **individuals who were not within 6 feet for 15 minutes or more of the person who tested positive for COVID-19.** Please follow the CDC guidelines below to monitor symptoms.”



COVID-19 Symptoms Parent/Guardian Letter

Colton Joint Unified School District

Health Services

909-580-5002



COVID-19 Symptoms-Parent/Guardian Letter

Student: _____ Grade: _____ Date: _____

Dear Parent or Guardian, **your student complained of or had the following symptoms at school today:**

Symptoms Exhibited:

- | | |
|---|---|
| <input type="checkbox"/> Fever (100.4° F or higher) | <input type="checkbox"/> New loss of taste or smell |
| <input type="checkbox"/> _____°F | <input type="checkbox"/> Sore throat |
| <input type="checkbox"/> Cough | <input type="checkbox"/> Congestion or runny nose |
| <input type="checkbox"/> Difficulty breathing | <input type="checkbox"/> Nausea or vomiting |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Diarrhea |
| <input type="checkbox"/> Muscle or body aches | <input type="checkbox"/> Other: Quarantined |
| <input type="checkbox"/> Headache | |

Emergency Warning Signs:

- Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to awaken
 - Bluish lips or face
- Please consult your medical provider for any other symptoms that are severe or concerning.*
- *This list is not all-inclusive*

RETURN TO SCHOOL PROTOCOL

Using the CDPH guidelines for students with symptoms of a possible infectious illness, we recommend your child be tested for COVID-19. *You must meet **ONE** of the following requirements below.*

- If you **choose to not have your child tested**, they must have a note from a medical provider indicating that the symptoms are not COVID-19 before returning to school.
- If your **child is tested and the result is negative AND they did not have close contact with a person who has COVID-19**, they can return in 24 hours with a copy of the negative test result when their symptoms have improved **AND** they have not had a fever for at least 24 hours without using fever reducing medications.
- If you **choose to not have your child tested OR be seen by a medical provider**, then the student may return to school after 10 days **AND** they have not had a fever for at least 24 hours without using fever-reducing medications, **AND** symptoms need to be improving.
- If your **child had close contact (within 6 feet for a total of 15 minutes or more) with a person who has COVID-19**, they must stay home and quarantine for 10 days. If your child is **tested and the result is positive**, they can return to school after 10 days **AND** their symptoms have improved **AND** they have not had a fever for at least 24 hours without using fever-reducing medications.

For more information on COVID-19 and Testing: <https://covid19.ca.gov> and <https://sbccovid19.com/testing-sites/>

Symptoms Exhibited

Emergency Warning Signs

Quarantine Order

Return to School Protocol

Additional Resources

Close Contact/Quarantine Notification Letter



Colton Joint Unified School District

Health Services

909-580-5002

Close Contact/Quarantine Notification for CJUSD Parents/Guardians

Student: _____ Grade: _____ Date: _____

Dear Parent or Guardian,

Your student is either:

- a confirmed close contact of a COVID-19 positive individual; or
- is COVID-19 positive

RETURN TO SCHOOL PROTOCOL

Using the CDPH guidelines for students who are COVID-19 positive or directly exposed to a COVID-19 positive individual, your student **must be asymptomatic** (experiencing no COVID-19 symptoms) **and must meet one of the following requirements** in order to return to school:

- Quarantine can end **after Day 10** from the date of the last exposure **without testing**; or
- Quarantine can end **after Day 7** if a **diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative**.

If any symptoms develop and/or persist during the initial 14-day period, your student **MUST** remain isolated, get tested (or re-tested), and contact your healthcare provider with any questions regarding his or her care.

For more information on COVID-19 and testing, visit <https://covid19.ca.gov> and <https://sbcovid19.com/testing-sites/>.

School Name: _____

Health Assistant: _____

Phone Number: _____

Email: _____

Notifications

Questions?

COVID-19 Impact on Attendance

Student with any COVID-19 symptom



Excluded

Close Contact Exposure



Quarantine

COVID-19 Positive



Quarantine

COVID-19 Impact on Attendance

Questions?

Testing

Students



Healthcare Provider



<http://sbccovid19.com/testing-sites>



Inspire Diagnostics

Testing

Questions?

COVID-19 Symptom Decision Tree

COVID-19 SYMPTOM DECISION TREE



Symptoms of COVID-19

- Fever (>100.4 degrees F)
- Headache
- Congestion/Runny Nose
- Sore Throat
- Nausea/Vomiting, Diarrhea
- Fatigue/Muscle or Body Aches
- New, uncontrolled cough
- Difficulty Breathing (not due to asthma)
- Loss of Taste or Smell

Scenario 1:

If a student has any symptoms and has NOT been exposed to a COVID-19 positive individual

Student is to remain home

Student may return to school if symptoms are improving, **AND** fever free for 24 hours without use of medication

AND

MEET ONE OF THE REQUIREMENTS BELOW

• Student has a negative COVID-19 test

OR

• If confirmed diagnosis other than COVID-19 (eg. stomach virus, ear infection). Must turn in doctor note in order to attend school.

OR

• 10 days have passed since symptom onset

Scenario 2:

If a student has been directly exposed to a COVID-19 positive individual (household members, exposure outside of school)

Student is to remain home

• Notify site administration so they can complete a Laserfiche form **AND** follow the Procedure for Guidelines for Student Contact Tracing for COVID-19 for the 2021-2022 School Year.

Scenario 3:

If student tested positive for COVID-19

Student is to remain home

• Notify site administration so they can complete a Laserfiche form **AND** follow the Procedure for Guidelines for Student Contact Tracing for COVID-19 for the 2021-2022 School Year.

The above recommendations come from CDPH Guidelines.

For further clarification please refer to this link:

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year.aspx>

Revised 8-12-21

Procedure Guidelines for Student Contact Tracing

Procedure Guidelines for Student Contact Tracing for COVID-19 for the 2021-2022 School Year

Purpose: Contact tracing slows the spread of COVID-19. This procedure establishes guidelines for contact tracing of COVID-19 within Colton Joint Unified School District. Procedure was established based on guidelines from the [California Department of Public Health \(CDPH\)](#) and [California Department of Education \(CDE\)](#).

Procedure:

- I. For all confirmed positive cases and any person directly exposed to a confirmed positive person (close contact), **please contact your school nurse (students only)**. The school site administrator or immediate supervisor fills out a COVID Response form. For **students**, these reports are sent to the school nurses.
 - A. Household or outside of school close contact exposure - The nurses will contact the student and determine the need for quarantine. School nurses will inform administration and/or attendance technicians of any other students that are being quarantined.
- II. Responding to COVID-19 positive cases:
 - A. **Staff members** will be contacted by their immediate supervisor, and HR.
 - B. **Students** will be contacted by the school nurse during the contact tracing process if they need to quarantine.
 - C. For all positive cases at a school site, site administration will send a notice to all families at that school site (use template).
- III. Contact tracing

Contact tracing **WILL** be conducted if a student has a positive COVID-19 test, done by the school site nurse.

Contact tracing will be performed by a school nurse or designee for students:

 1. When a positive COVID-19 test result is reported to CJUSD, the next step for administration is to complete the COVID-19 laserfiche form and notify the site school nurse.

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d after Day 5 from the date of last exposure and tests

If any symptoms develop during the initial 14-day period,
the exposed person must immediately isolate, get tested
and contact their healthcare provider with any questions
regarding their care.

VID-19 Public Health Guidance for K-12 Schools in
[DC/Pages/COVID-19/K-12-Guidance-2021-22-School-Year](#)

Community Resources

Questions?

CJUSD COVID-19 Procedures for Staff

Workplace safety and health regulations in California require employers to take steps to protect workers exposed to infectious diseases like COVID-19.

STAFF Contact Tracing/ Work Exclusion

- Guidelines and Protocols for Staff and different than Students
- Protocols for Staff are guided by Cal/OSHA
- If there is a workplace exposure we take action to secure the safety of the environment by “excluding” staff that are Positive Cases or High Risk

High Risk vs. Low Risk

High Risk: Exposure to a Case that is either:

- Direct Contact or
- Close Contact (6ft or less, for 15 minutes or more, within a 24 hour period)

Low Risk: Exposure to a Case that is:

- Proximal Contact- outside of 6ft

CJUSD COVID-19 Decision Tree

Employee notifies Management that they:

Scenario 1

Employee is experiencing symptoms similar to symptoms of COVID-19 but have NOT had or potentially had close contact with a positive COVID-19 individual

Management will ask additional follow up questions as follows:

Are the symptoms you are experiencing due to an underlying condition (i.e. migraines, allergies, etc.)

Employee replies with YES, the symptoms appear to be due to an underlying condition

Management will not complete CJUSD COVID Report form but will ask employee to notify them if there are any changes to their condition.

Employee replies with NO or I'm NOT sure if they are due to an underlying condition

Management will send employee home as Personal Illness and complete COVID-19 Investigation Form

Scenario 2

Employee had or potentially had contact with a positive COVID-19 individual

Management will work with LVN/HR to investigate to determine "low or high risk level"

Low Risk - employee will continue to work.

High Risk-Admin/Supervisor will send employee home as Personal Illness and advise the employee to wait for further instruction from LVN/HR. and complete the COVID-19 Investigation Form

Scenario 3

Employee is experiencing symptoms of COVID-19 and has had or potentially had close contact with a positive COVID-19 individual

Management will send employee home and complete the COVID-19 Investigation Form

Employee to wait for further instruction from LVN/HR.

Scenario 4

Employee is a Positive Case

Management will send employee home as Personal Illness and completes the Laserfiche CJUSD COVID Report Form.

Employees that are Vaccinated AND Non Symptomatic may not be excluded

Return to Physical Workplace

Staff may return to physical workplace if :

- **Symptoms are due to previous condition**
- **Symptoms are improving, and**
- **Fever-free for 24 hours without use of medication, and**

● **meets one of the following criteria:**

HR/LVN or Doctor Release

OR

If confirmed **diagnosis other than COVID-19, must turn in doctor note**

OR

***Ten (10) days have passed since symptom onset/ high risk exposure**

Supplemental Paid Sick Leave (SPSL)

Caring for

Yourself:

The covered employee is subject to a quarantine or isolation period related to COVID-19, or has been advised by a healthcare provider to quarantine due to COVID-19, or is experiencing symptoms of COVID-19 and seeking a medical diagnosis.

Caring for a

Family Member:

Caring for a family member who is either subject to a quarantine or isolation period related to COVID-19 or has been advised by a healthcare provider or the employee is caring for a child whose school or place of care is closed or unavailable due to COVID-19 on the premises.

Vaccine-Related:

The covered employee is attending a vaccine appointment or cannot work or telework due to vaccine-related side effects.

SPSL Credit

Details

- 10 Days
- January 1 through September 30, 2021
- Employee meets criteria

SPSL Form:

1. Upon Return the employee will be sent, complete and send to HR the SPSL form
2. HR will determine eligibility for the Leave
3. HR will code eligible absences as SPSL

Frontline:

- Employee's Personal Illness will be replaced by SPSL as eligible
- Employee should check to verify

Educational Services-Supporting Students During Absences

<i>Student Going to Quarantine or Likely to be out for:</i>	<i>Educational Process</i>
<i>Quarantine Period</i> <i>Current Absences</i> <i>Concerns</i>	<ol style="list-style-type: none"><li data-bbox="459 441 1789 539">1. Teachers provide work for students (via google classroom, email, packets, etc.), students submit work after returning. Ed code is one day plus the number of days absent to complete work. (Ex: student misses 5 days, make-up work is due 6 days after returning from absence). <ul style="list-style-type: none"><li data-bbox="467 583 1761 648">● Inconsistent use of Google classroom/email/packets to provide work in a timely manner due to teacher load.<li data-bbox="467 655 1584 790">● Average Daily Attendance-ADA considerations for Students on COVID absences<ul style="list-style-type: none"><li data-bbox="564 692 1066 718">○ ADA provides funding for schools<li data-bbox="564 725 1530 751">○ All absences do not receive ADA unless made up in Saturday School<li data-bbox="564 757 1491 784">○ We do receive ADA for students on Short-term Independent Study

Educational Services-Supporting Students During Absences

<i>Student Going to Quarantine or Likely to be out for:</i>	<i>Short-Term Independent Study</i>
<i>Minimum of 3 days and not more than 14 days</i>	<ol style="list-style-type: none"><li data-bbox="459 405 1769 470">1. When a student is excluded from school (as symptoms present or quarantined), the Site Admin shall offer a Parent/Guardian Short-Term Independent Study option.<li data-bbox="459 476 1769 579">2. The teacher, along with school site staff, begins the process of developing a Short-Term Independent Study Learning Agreement for the student. This agreement details the work to be completed and must be signed by the teacher, student, parent, and admin or designee.

Educational Services-Supporting Students During Absences

<i>Student Going to Quarantine or Likely to be out for:</i>	<i>Educational Process</i>
<i>Day 15+</i>	<ul style="list-style-type: none">● Starting on the 15th day of Short-Term IS, the teacher of record must provide the student:<ul style="list-style-type: none">○ Grades TK-3:<ul style="list-style-type: none">■ Teacher will have live WebEx session for an identified daily <i>synchronous instruction</i>*○ Grades 4 – 8:<ul style="list-style-type: none">■ Daily <i>live interaction</i>**■ Teacher will provide a weekly synchronous instruction○ Grades 9 – 12:<ul style="list-style-type: none">■ Teacher will provide a weekly synchronous instruction <p style="text-align: center;"><u>OR</u></p> <ul style="list-style-type: none">● Site Administration to communicate with Parent/Guardian.● Students will be offered Long Term Independent Study at a designated Independent Study site. <p>*Negotiations for Independent Study begin on Friday, September 3.</p>

Business Services: Preparing Sites for the COVID-19 Environment

Clean and Disinfected classrooms are important in preventing the spread of COVID-19:

- **Installation of desk shields on all desks**
- **Ventilation adjusted for 70% outside air, set to start 2 hours before class, MERV 11 filters changed regularly, bipolar ionization units, restroom ventilation improvement, air scrubbers in locker rooms**
- **Installation of outside hand wash and bottle filling stations**
- **Following CDPH mandate for face coverings**
- **Providing disinfecting wipes that are non-toxic to students/staff**
- **Adding additional 45 custodial positions to provide daily disinfection**
- **Disinfecting after potential COVID-19 exposure**

Business Services: Everyday Cleaning Priorities

- ✓ Trash all areas daily
- ✓ Clean and disinfect all restrooms throughout the day
- ✓ Disinfect all HTPs throughout the day
- ✓ Clean, disinfect, and vacuum admin offices daily
- ✓ Clean, disinfect, and vacuum kindergarten classrooms daily
 - Other classrooms clean, disinfect daily, vacuum alternating days
- ✓ Ensure all hand washing and sanitizing supplies are stocked daily



Business Services: High Touch Points

HTP

High Touch Points
are Areas Of Priority



- Classroom desks and chairs
- Lunchroom tables and chairs
- Door handles and push plates
- Handrails
- Restroom faucets, sinks, urinals, toilets
- Light switches
- Buttons on vending machines and elevators
- Shared telephones
- Bus seats and handrails

ELECTROSTATIC SPRAYERS



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Cleaning/Disinfecting Needs- Meeting the Standards

What we are doing to meet these Standards:

- **First, adding 45 additional day/night positions to enhance cleaning**
 - Increase cleaning, disinfecting, vacuuming
 - Reviewing the efficacy of the geographic zone cleaning system
- **Next, investigating contract with personnel staffing agency to immediately fill sub custodian positions**
- **Then, we need to train all custodians on the new color-coded cleaning system along with COVID-19 cleaning and disinfecting protocols**
- **And, follow up that cleaning is being done effectively and consistently**

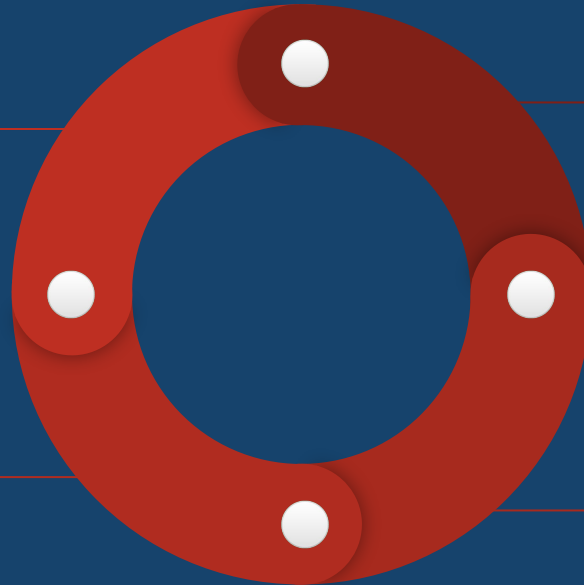
CJUSD COVID-19 Priorities

Educational Program

Short-Term Independent Study
Long-Term Independent Study
Educational Program Changes Based on
Local Virus Conditions and Public Health
Recommendations

COVID Protocols

Contact Tracing Protocols
for Students and Staff
Quarantine Recommendations and Safe
Return to School / Job
Contracted Services for COVID Protocols



Staffing

Substitute Staffing for COVID Related Absences
(Classified and Certificated)
Regular Staffing to Support COVID Protocols
(Vacancies and New Positions)
Extra Duty/Overtime for COVID Related Duties

Cleanliness and Disinfecting

Daily Cleaning Standards
- Day to Day Cleaning
- COVID Prevention Practices - HTP
Disinfecting Post Positive Cases

Thank You for Your Support!

Questions?