Note: This safety plan is based on the most current directives and guidelines and will be revised as new guidelines are issued.
Overview

Purpose

Santa Clara Unified School District is committed to providing a safe and healthy workplace and learning environment for all of our staff, students, families, and those who visit our facilities. To ensure we have a safe and healthy workplace, we have developed this safety plan in response to the COVID-19 pandemic. Management and staff will be responsible for implementing the plan. Our goal is to mitigate the potential for transmission of the COVID-19 virus in our workplaces and community, and that requires a team effort. Only through this cooperative effort, can we reach this goal.
Overview

Plan Development

We strive to implement the most current directives and recommended practices for the prevention of the spread of this disease. This plan was developed using the requirements and recommendations outlined in public health orders and guidelines from the Centers for Disease Control and Prevention (CDC), California Occupational Safety and Health Agency (Cal/OSHA), California Department of Public Health (CDPH), and Santa Clara County Public Health Department (SCCPHD).

A 20-person committee composed of stakeholder representatives from across our district reviewed and provided feedback on the SCUSD COVID-19 Health and Safety Plan over the course of three meetings in September 2020. The plan was approved by the district’s Board of Trustees in October 2020. The plan was updated in August 2021 to reflect new public health orders and guidance.

Disclaimer: This version of the Health and Safety Plan is current as of August 6, 2021. District staff recognizes that recommendations and guidance from CDC, Cal/OSHA, CDPH, and SCCPHD is continually being updated. The district will continue to work with our labor partners to revise the safety plan as new recommendations and guidance is received.
Overview

Operation Status

In mid-March 2020 schools within the district closed to the public and only the essential functions necessary to maintain facilities, support distance learning, prepare meal distribution, and carry out essential administrative functions were performed in-person. The district began to reopen school campuses to students, teachers, and support staff in March 2021 and will implement a full opening for the 2021-2022 school year.
Applicable to All Locations

General

A. The following protocols are posted at the entrance of each facility and provided to all essential employees who must report to work:
   a. Do not enter this facility if you have a cough, fever, or any symptoms of COVID-19.
   b. Masks are required at all times inside.
   c. All students must wear a mask outdoors when they are within 6 feet of other students.
      i. There are exemptions for middle and high school athletic programs and physical education (all grade levels). Athletics will follow CIF or league authority guidance. During physical education, the teacher has the discretion about masking requirements outdoors.
      ii. Principals have the discretion to make more restrictive masking requirements outdoors if necessary.
   d. All adults must wear a mask outdoors when within 6 feet of students.
   e. Sneeze and cough into a cloth or tissue or, if not available, into one’s elbow.
   f. Do not shake hands or engage in any unnecessary physical contact.

B. All employees have been told not to come to work if sick.

C. Break rooms, bathrooms, and other common high touch surfaces are being cleaned and disinfected daily by custodial staff.

D. Staff are permitted to eat in break rooms, offices, and workspaces. However, in order to minimize contact without masks on, it is recommended that staff not congregate in the break rooms after eating.

E. Soap, water, and paper towels are available in all restrooms.

F. In cases where soap and water are not readily available, hand sanitizer stations will be provided.

Applicable to All Locations

Promoting Healthy Hygiene Practices

A. Proper hand washing is more effective at preventing transmission, but hand sanitizer is an acceptable alternative if handwashing is not practicable.

B. Proper handwashing technique, avoiding contact with one’s eyes, nose, and mouth, and covering coughs and sneezes will be taught and reinforced.

C. Signage in high visibility areas to remind students and staff of proper techniques for handwashing, covering of coughs and sneezes, wearing of face coverings and other prevention measures will be posted.

D. Adequate supplies of soap, tissues, face coverings and hand sanitizers are provided.

E. All persons are encouraged to wash their hands or to use hand sanitizer upon arrival.
   a. Hand sanitizing stations will be set up near the entrances of the campus and in office spaces.
   b. Hand sanitizer will contain at least 60% ethyl alcohol.
   c. Children under the age of 9 should use hand sanitizer under adult supervision.
   d. Signs will be posted in restrooms and by hand washing stations with instructions for effective washing.
   e. Signs will be posted with instructions for the use of hand sanitizer.

F. In addition to the general hand washing training already included in this plan, staff who are engaged with students will be instructed and reminded to wash their hands:
   a. When they arrive at the facility and before they leave the facility.
   b. Before and after handling food, feeding a child, or eating.
   c. Before and after changing a diaper, or helping a child use the bathroom (also wash the child’s hands after helping the child use the bathroom or changing their diaper).
   d. After helping a child wipe their nose or mouth.
   e. Before and after providing first aid.
   f. After working in sandboxes and similar children’s play areas.
   g. Before and after giving medicine to a child.
   h. After handling waste baskets or garbage.
   i. After cleaning surfaces.
   j. After using a toilet or urinal.

G. Students will be instructed to wash their hands or use hand sanitizer:
   a. When arriving and leaving home; arriving at and leaving school.
   b. After playing outside.
   c. After having close contact with others.
   d. After using shared surfaces or tools.
   e. Before and after using the restroom.
   f. After blowing their nose, coughing, and sneezing.
   g. Before and after eating and preparing foods.
   h. Before boarding a bus and after unloading.
Promoting Healthy Hygiene Practices (continued)

H. Staff will teach and remind students to sneeze and cough into a cloth or tissue or, if not available, into one’s elbow and to wash their hands or use sanitizer. The cloth or tissue should be thrown away immediately.

I. Minimize staff and students’ contact with high-touch surfaces (e.g. propping open building or room doors, particularly at arrival and departure times).

J. All employees complete Keenan SafeSchools online training modules for COVID-19.

K. Suspend or modify use of site resources that necessitate sharing or touching items. For example, suspend the use of drinking fountains and install hydration stations; encourage the use of reusable water bottles.
Applicable to All Locations

Face Coverings

A. Per CDC, all adults must wear a face covering at all times while inside, except while eating or drinking or in an enclosed room not shared by others or have an exemption listed below (G).
   a. “Face covering” means a face covering that is well-fitted to an individual and covers the nose and mouth especially while talking, consistent with the guidance of the CDPH at https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/guidance-for-face-coverings.asp. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric or any mask that has an unfiltered one-way exhaust valve.

B. Per CDPH, all students (PK-12) are required to wear face coverings when:
   a. In the classroom, unless exempt as listed below (G).

C. All students must wear a mask outdoors when they are within 6 feet of other students.
   a. There are exemptions for middle and high school athletic programs and physical education (all grade levels). Athletics will follow CIF or league authority guidance. During physical education, the teacher has the discretion about masking requirements outdoors.
   b. Principals have the discretion to make more restrictive masking requirements outdoors if necessary.

D. All adults must wear a mask outdoors when within 6 feet of students.

E. Staff and students will be instructed on the appropriate use and care of face coverings.

F. Staff and students will use their own face covering so long as it provides adequate covering of the nose and mouth.

G. A face covering will be provided to staff and students who need one.

H. The following individuals are exempt from wearing a face covering:
   a. Persons age two years or under. These very young children must not wear a face covering because of the risk of suffocation.
   b. Face coverings are not recommended for anyone age 2 years old or younger or those who have trouble breathing or are unconscious, incapacitated, or otherwise unable to remove the covering without assistance.
   c. Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
   d. Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
   e. Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

I. The district will make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons.

J. Per CDPH guidelines, teachers can use face shields, which enable younger students to see their teachers’ faces and to avoid potential barriers to phonological instruction.
Daily Screening

A. Staff, students, and families will be provided with information on how to self-screen for symptoms of COVID-19 and instructed not to enter the campus if they have symptoms or have been in close contact with an infectious person and to contact their health provider for evaluation and direction on self-care.
   a. Common symptoms:
      i. Fever or chills
      ii. Cough
      iii. Shortness of breath or difficulty breathing
      iv. Fatigue (tiredness)
      v. Muscle or body aches
      vi. Headache
      vii. New loss of taste or smell
      viii. Sore throat
      ix. Congestion or runny nose with another symptom
      x. Nausea or vomiting
      xi. Diarrhea

B. A health screening check will be performed by all employees, students, volunteers, families, or contractors before entering the facility and will consist of asking:
   a. About having been diagnosed with COVID-19 within the past 10 days
   b. About whether living with or having close contact with someone who, in the past 10 days, has been in isolation for or had a test confirming they have the virus. Close contact is 0-6 feet of a positive case while infectious for a period of more than 15 minutes cumulative within a 24-hour period, regardless of face coverings.
   c. About having COVID-19 symptoms (listed by SCCPHD COVID-19 Prepared pg. 25-26) within the past 3 days.

C. Anyone exhibiting or reporting symptoms of COVID-19 or having close contact with a known positive case will be excluded from the workplace or campus.
Applicable to All Locations

Cleaning and Disinfection Strategy for COVID-19 Virus

A. In addition to the cleaning protocols specified in this plan, high touch shared surfaces will be cleaned and disinfected daily on a regular cleaning schedule using an EPA approved disinfectant effective against COVID-19.
   a. Prioritized cleaning - high-touch surfaces at least once per day; if the space is a high traffic area, it may be cleaned more frequently or disinfected in addition to cleaning. Frequently touched surfaces to be included are
      i. door handles
      ii. light switches
      iii. sink handles
      iv. bathroom surfaces
      v. tables
      vi. chairs
      vii. desks
      viii. drinking fountain handles.
   b. Employees, other than custodians, may clean high touch surfaces with district-provided disinfecting wipes.

B. Employees tasked with cleaning and disinfection will be provided with the appropriate training and personal protective equipment (PPE).

C. Every reasonable effort will be made to ensure disinfection will take place when students are not present to avoid student exposure.

D. Proper ventilation will be used when conducting disinfection to reduce employee exposure.
   a. MERV-13 air filters will be installed in HVAC systems throughout the district.
   b. The MERV-13 air filters will be replaced on a routine schedule based on manufacturer recommendations.

E. Air circulation is increased by
   a. having HVAC fresh outside air intake maximized
   b. keeping windows and doors open to the extent that other occupant health considerations are not negatively impacted

F. Cleaning and disinfection procedures:
   a. Appropriate ventilation in the area will be maintained
   b. Area will be cleared of all but employee(s) tasked with disinfection
   c. Employees must wear the appropriate PPE
   d. Surface will be cleaned using general purpose spray cleaner, if necessary
   e. A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer’s instruction, allowing for the appropriate contact time
   f. Electrostatic disinfectant systems, if used, will be used in accordance with the manufacturer’s directions
   g. Employees must remove PPE and wash their hands
Cleaning and Disinfection Strategy for COVID-19 Virus (continued)

G. Cleaning and Disinfection procedures for areas occupied by a sick person or someone who has tested positive for COVID-19 in your facility within the last 24 hours:
   a. Before cleaning and disinfecting:
      i. Restrict and seal off areas used by the person who was confirmed infected, shut off HVAC systems, and wait as long as practical (at least several hours) before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets and allow droplets to fall
   b. After cleaning and disinfecting:
      i. Increase air circulation and ventilation in the area by opening doors and windows and using fans or HVAC systems.
   c. Cleaning and disinfecting activities should start farthest from the entry door of a room or space of the immediate areas occupied by the person who is diagnosed with COVID-19.
   d. Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens or keyboards
   e. Appropriate PPE will be worn before entering the room and while cleaning and disinfecting
   f. A disinfectant with an EPA registration number that is approved as effective against the COVID-19 virus will be applied in accordance with the manufacturer’s instruction, allowing for the appropriate contact time. Ventilation will be maximized after disinfection dwell time.
   g. Electrostatic disinfectant systems, if necessary, will be used in accordance with the manufacturer’s directions.
   h. Employees will remove PPE and wash their hands.
   i. If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, the area will be cleaned and disinfected.
   j. If more than 24 hours since the person who is sick or diagnosed with COVID-19 has been in the space, standard cleaning and disinfection is sufficient.
   k. If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practice) is needed

List of Currently Stocked Disinfectant

<table>
<thead>
<tr>
<th>Disinfectant</th>
<th>EPA Registration Number</th>
<th>Contact Time (min.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>pH7Q Dual Concentrated Neutral Disinfectant Cleaner</td>
<td>10324-141</td>
<td>1</td>
</tr>
<tr>
<td>Purell Professional Surface Disinfectant</td>
<td>84368-1</td>
<td>1</td>
</tr>
</tbody>
</table>
Applicable to All Locations

Personal Protective Equipment

Personal protective equipment, commonly referred to as "PPE," is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses or to protect others by limiting the spread of respiratory droplets emanating from the wearer, i.e. face coverings and face shields worn for this purpose. There are supply shortages of PPE nationwide due to high demand. All reasonable measures will be taken to obtain this equipment necessary to protect students and staff.

A. The following PPE will be required to be worn in accordance with section B of this plan. Face coverings will be provided to staff, students and visitors on an “as needed” basis with the preference that staff, visitors, contractors, and volunteers arrive with their own face covering and that families provide a face covering suitable for their child. Face shields will be provided to employees, as needed.
   a. Face mask
   b. Face shield

B. The following is a list of PPE that will be provided appropriate to the task:
   a. Face shields with mask: Engaged in symptom screening or caring for a person with symptoms of COVID-19
   b. Gloves (impervious, appropriate to task):
      i. Cleaning and disinfection with an EPA approved disinfectant
      ii. Meal preparation and service
      iii. Tech equipment distribution, service, and exchange
      iv. Performing an aerosol generating procedure
      v. Employees engaged in wellness screening or treating persons with symptoms
      vi. Front office staff when handling objects submitted by the public
      vii. Tasks involving contact with bodily fluids/excrement
   c. Gowns (disposable): Employee caring for a person with symptoms of COVID-19 infections who is coughing or sneezing or an employee performing disinfection in a space previously occupied by someone who has tested positive for the COVID-19 virus.
   d. N95 respirator (as available, and fitted): Provided to employees caring for a person with COVID-19 symptoms – nurses/health office staff. Note: The district is not currently using a disinfectant product that would require respirator protection.
COVID-19 Reporting Procedures

Health officials, staff, and families will be notified if they have been in close contact of a positive case of COVID-19 while maintaining confidentiality as required by state and federal laws. Please note, a “Close Contact” is currently defined as being within 0-6 feet of a positive case while infectious for a period of more than 15 minutes cumulative within a 24-hour period, regardless of face coverings.

Routine monthly testing of staff through healthcare providers or at testing sites is encouraged.

A. No Symptoms, No Close Contact with Confirmed Case, or No Positive Test
   a. Continue daily self screening to monitor for symptoms
   b. No quarantine
   c. No testing required
   d. Address any concerns with personal health provider

B. Person displays COVID-19 Symptoms
   a. Immediately mask, if not already, and send to Isolation area (or home, if staff) until can be transported home or to healthcare facility as soon as practicable
   b. Close off areas used by any sick person and do not use before disinfection. To reduce risk of exposure PPE equipment will be used to protect staff, and will be disinfected before reopening.
   c. Require students and staff to get tested after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive for COVID-19
   d. If tests Negative or provides medical note explaining symptoms and reasons
      i. Symptomatic individuals who are not close contacts and who test negative for COVID-19 can return to in-person school/work after at least 24 hours from fever resolution (if any) and improvements in other symptoms
      ii. Close contacts to a COVID-19 case who test negative can return to in-person school/work only after completion of 10 days of quarantine from last exposure
      iii. Documentation of negative test results must be provided to school administration
      iv. School/Class Remains Open
      v. No Additional Communication
   e. Tests Positive
      i. Follow Confirmed Case protocol per SCCPHD COVID-19 Prepared pg. 27-31 and provide SCCPHD template letter with instructions (see D.)
      ii. Follow Close Contact protocol per SCCPHD COVID-19 Prepared pg. 27-31, if close contacts are identified
      iii. Students/staff who test positive and have completed isolation requirements, do not require a medical note of a negative test prior to returning to school/work
Plan for Handling Sick Persons

A. An isolation room will be designated at each school and equipped with appropriate PPE.
B. Persons exhibiting symptoms of COVID-19 will be immediately required to wear a mask (unless their age or physical condition would make doing so unsafe).
C. If a student exhibits or reports symptoms of COVID-19 or reports exposure to anyone testing positive for COVID-19 they will immediately be moved to the isolation area. The student will be released to their parent for follow-up care and testing.
D. Staff who develop symptoms will be asked to leave the premises and to seek care and instructed to get tested.
E. Symptomatic students and staff, who are not close contacts and who test negative, can return 24 hours after resolution of fever (if any) and improvement of symptoms. Documentation of negative test should be provided to school administrators. In lieu of a negative test result, allow students and staff to return to work with a medical note that provides an alternative explanation for symptoms and reason for not testing.
F. Students and staff testing positive for COVID-19 can return to school when they have met SCCPHD criteria for completing isolation, which is at least 10 days since symptoms began (or from positive test collection date if never had symptoms) and 24 hours fever free and improvement of symptoms.
Applicable to All Locations

COVID-19 Reporting Procedures (continued)

C. Close Contact with Confirmed Case
   a. Identify Close Contacts
   b. Send Close Contacts home
   c. Provide SCCPHD template letters for close contacts with instructions for quarantine and testing (quarantine is 10 days from last exposure).
   d. Notify school cohort of a known close contact with SCCPHD template letter, if indicated
   e. School remains open

D. Confirmed Case Infection
   a. School administration notified
   b. COVID Designee should notify Public Health Department within 24 hours of learning of any positive COVID-19 case via the Education Reporting Portal at www.sccgov.org/schools
   c. Confirmed student/staff given template letter for positive COVID-19 with instructions for isolation
   d. Follow Close Contact with Confirmed Case protocol (if indicated) per CDPH1
      i. School based close contacts identified and given SCCPHD template letter with instructions for quarantine and testing recommendations
         1. For settings in which stable classroom cohorts have been maintained: all students and staff within the same classroom cohort as the confirmed COVID-19 case should be sent home immediately and instructed to quarantine at home for 10 days from the last exposure and be tested in accordance with Public Health Department recommendations
         2. For settings in which stable classroom cohorts have NOT been maintained: Utilize class seating rosters and consultation with teachers/staff to identify close contacts to the confirmed COVID-19 case in all classrooms and on-campus activities. Close contacts should be sent home immediately and instructed to quarantine for 10 days from the last exposure and be tested in accordance with Public Health Department recommendations
   e. Urge parents/guardians to notify any individuals or organizations with which their child has close contacts outside the school setting
   f. Disinfect classroom and spaces where case spent significant time
   g. Notify school / workplace of known case
   h. School remains open per guidance from Local Health Jurisdiction (LHJ)
COVID-19 Reporting Procedures (continued)

E. Quarantine Guidance for fully vaccinated people
   a. Following the direction of the CDC and CDPH, the County of Santa Clara Public Health Department has issued new quarantine guidance for people who have been fully vaccinated.
   b. If you have completed your COVID-19 vaccination and you have been a close contact to someone with COVID-19, you do NOT need to quarantine if you meet ALL the conditions listed below.
      i. Are fully vaccinated (this means 2 or more weeks have passed after you received the second dose in a 2-dose vaccine series, or 2 or more weeks have passed after you received one dose of a single-dose vaccine),
      ii. Do not have symptoms of COVID-19 since the current exposure. (If you have COVID-19 symptoms, isolate and get tested immediately.)
      iii. Are not an inpatient or resident in a healthcare setting or facility

F. Quarantine recommendations for unvaccinated students for exposures when both parties were wearing masks, as required in K-12 indoors settings. These are adapted from the CDC K-12 guidance and CDC definition of a close contact.
   a. When both parties were wearing a mask in the indoor classroom setting, unvaccinated students who are close contacts (more than 15 minutes over a 24-hour period within 0-6 feet indoors) may undergo a modified 10-day quarantine as follows. They may continue to attend school for in-person instruction if they:
      i. Are asymptomatic;
      ii. Continue to appropriately mask, as required;
      iii. Undergo at least twice weekly testing during the 10-day quarantine; and
      iv. Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.
COVID-19 Reporting Procedures (continued)

G. Quarantine recommendations for: unvaccinated close contacts who were not wearing masks or for whom the infected individual was not wearing a mask during the indoor exposure; or unvaccinated students as described in “F” above.

a. For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:

   i. Quarantine can end after Day 10 from the date of last exposure without testing; OR

   ii. Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.

b. To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:

c. Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND

d. Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

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

A. Screening testing identifies:
   a. Infected people, including those with or without symptoms (or before development of symptoms)
   b. Who may be contagious, so that measures can be taken to prevent further transmission.

B. In K-12 schools, screening testing:
   a. Can help promptly identify and isolate cases
   b. Quarantine those who may have been exposed to COVID-19 and are not fully vaccinated
   c. Identify clusters to reduce the risk to in-person education.

C. CDC guidance provides that:
   a. People who are fully vaccinated do not need to participate in screening testing
   b. People who are fully vaccinated do not need to quarantine if they do not have any symptoms; though decisions regarding screening testing may be made at the state or local level.

D. Screening testing may be most valuable in areas with:
   a. Substantial or high community transmission levels
   b. In areas with low vaccination coverage
   c. In schools where other prevention strategies are not implemented

E. More frequent testing can increase effectiveness, but feasibility of increased testing in schools needs to be considered. Screening testing should be done in a way that:
   a. Ensures the ability to maintain confidentiality of results
   b. Protect student, teacher, and staff privacy. Consistent with state legal requirements and Family Educational Rights and Privacy Act (FERPA)external icon
   c. K-12 schools should obtain parental consent for minor students and assent/consent for students themselves.

F. Screening testing can be used to help evaluate and adjust prevention strategies and provide added protection for schools that are not able to provide optimal physical distance between students.

G. Screening testing should be offered to:
   a. Students who have not been fully vaccinated when community transmission is at moderate, substantial, or high levels
   b. At any level of community transmission, screening testing should be offered to all teachers and staff who have not been fully vaccinated
      i. To be effective, the screening program should test at least once per week, and rapidly (within 24 hours) report results.
      ii. Screening testing more than once a week might be more effective at interrupting transmission. Schools may consider multiple screening testing strategies, for example, testing a random sample of at least 10% of students who are not fully vaccinated, or conducting pooled testing of cohorts. Testing in low-prevalence settings might produce false positive results, but testing can provide an important prevention strategy and safety net to support in-person education.
Screening Testing (continued)

H. To facilitate safe participation in sports, extracurricular activities, and other activities with elevated risk (such as activities that involve singing, shouting, band, and exercise that could lead to increased exhalation), schools may consider implementing screening testing for:

   a. Participants who are not fully vaccinated.
   b. Student athletes, participants, coaches, and trainers, and other people (such as adult volunteers) who are not fully vaccinated and could come into close contact with others during these activities.
      i. Schools can implement screening testing of participants who are not fully vaccinated up to 24 hours before sporting, competition, or extracurricular events.
      ii. Schools can use different screening testing strategies for lower-risk sports.
      iii. High-risk sports and extracurricular activities should be virtual or canceled in areas of high community transmission unless all participants are fully vaccinated.

Concentric Pooled Testing Protocols

A. Required weekly COVID-19 testing program for ALL staff.
   a. COVID-19 testing will be required, regardless of vaccination status.
B. The same, weekly COVID-19 screening / testing program will be available for all students throughout the district.
   a. Parents / Guardians will need to opt-in to have their child participate in the program.
C. More details will be released the week of August 16th regarding the logistics of the testing program for students and staff.
Applicable to All Locations

Training

A. The district will train all staff and provide educational materials to families in the following safety actions:
   a. Enhanced sanitation practices
   b. Proper handwashing
   c. Use and care of face coverings and other protective equipment
   d. Screening practices
   e. COVID-19 specific symptom identification
   f. Staff will receive an overview of the district’s COVID-19 Safety Plan

B. Training and education is conducted virtually, or, in-person.

C. The following online courses are assigned:
   a. Cal/OSHA COVID-19 Protection Plan Training (All Employees)
   b. Cal/OSHA COVID-19 Protection Plan Training Supplement (All Employees)
   c. COVID-19 Revision Supplemental Training
   d. Cleaning & Disinfecting Common Spaces (All Employees)
   e. Integrated Pest Management (Staff involved with disinfection)
   f. Blood Borne Pathogen (Custodians and other exposed staff)

D. Employees tasked with disinfection of surfaces and equipment will be provided with training on the following:
   a. SCUSD COVID-19 Safety Plan – Cleaning and Disinfection
   b. Exposure to and control of COVID-19 during cleaning and disinfection
   c. Universal precautions
   d. Type, use, and limitations of PPE
   e. Correct disinfections methods
   f. Safety Data Sheet information on chemical used
   g. How to get answers to safety concerns
Applicable to All Locations

Training (continued)

E. Employees tasked with conducting wellness checks will be provided with training on the following:
   a. SCUSD COVID-19 Safety Plan – Active Screening
   b. Exposure to and control of COVID-19 during wellness checks
   c. Type, use, and limitations of PPE
   d. How to get answers to safety concerns

F. Employees tasked with caring for sick persons will be provided with training on the following:
   a. SCUSD COVID-19 Safety Plan – Plan for Handling Sick Persons
   b. Exposure to and control of COVID-19 during care
   c. Type, use, and limitations of PPE
   d. Process of handling sick persons to limit exposure to themselves and others
   e. How to get answers to safety concerns

G. Employees interacting with the public (food distribution, technology support, enrollment assistance, etc) will be provided with training on the following:
   a. SCUSD COVID-19 Safety Plan – General and Worksite Specific Controls
   b. Type, use, and limitations of PPE
   c. How to get answers to safety concerns

H. The district website includes a Coronavirus Updates page which links to credible sources relating to the COVID-19 disease, current prevention guidelines, and how to access testing and treatment

I. Records for employee training will be maintained.
School Sites

School Campuses Open to Students

Entrance, Egress, and Moving Through the School

A. Close contact between students, staff, families, and the broader community at arrival and departure will be minimized through the following methods:
   a. Utilize as many entrances and exits as can be supervised appropriately to decrease crowding at entry and exit points.
   b. Designate routes for entry and exit.
   c. Instruct drivers to remain in their vehicles, to the extent possible, when dropping off or picking up students. When in-person drop-off or pick-up is needed, only a single parent or caregiver should enter the facility to pick up or drop off the child with prior approval of administrator.
   d. Require adults and students entering campus for in-person pick-up or drop-off to wear a face covering when indoors.
   e. Provide supervision to disperse student gatherings during school arrival and departure.

B. Multiple entry points will be used as practical.
C. Staggered drop-off and pick-up times may be considered.
D. Student groups and movement of groups will be kept to a minimum as practical.
E. Provide supervision to disperse student gatherings during school arrival and departure.
Athletic Guidance

OUTDOOR SPORTS
A. Our district has clarified that masks are mandatory both indoors and outdoors. Specifically, masks are mandatory for students and for any adult with 6 feet of a student.

B. There are two exemptions.
   a. The first exemption is an athlete who is actively participating in the event.
      i. At a practice, this would mean any student athlete who is working out.
      ii. At a game, this would mean any student athlete who is in uniform and eligible to go in the game.
      iii. It would not apply to an injured or ineligible player.

   b. The second exemption is a temporary one for someone who is actively eating or drinking.

C. To be clear, it is the expectation that all coaches wear masks at all times when with students.
   a. Admin will be enforcing this mandate among the spectators, but it is our expectation that you are consistently enforcing this among your coaching staff and injured/ineligible players at all times when you are in charge, including team meetings, the locker room, at practice, and during games.

INDOOR SPORTS
A. Very little change, as masks are already mandatory. This is a reminder to coaches that this includes you, and it's in effect at all times, including team meetings, the locker room, at practice, and during games.

B. At the SCVAL Board of Managers meeting, we discussed what to do if a spectator refuses to wear a mask.
   a. The agreed-upon response was that we will stop the game and not have the game resume until the spectator has either put on their mask or left.
   b. If an admin is in the gym when this happens, the admin will lead this game stoppage. If we are not in the gym, please do this.
   c. The eating exemption won't apply inside our gym as we do not allow food or drinks besides for water in the SCHS gym.
Transportation

Student Transport

A. Information will be provided to families regarding the prevention protocols, including:
   a. Families must screen their student for symptoms of COVID-19 prior to arriving at the bus stop. Students exhibiting symptoms must stay at home
   b. Students should have an appropriate face covering to be worn while riding on the bus.
   c. A face covering will be provided for students who do not have one before entering the bus

B. In the case that county guidelines require a more restrictive approach due to an increase in COVID-19 cases, bus routes may require that transportation options be revised which take into consideration:
   a. Prioritization of elementary students
   b. Prioritization of students living in low socio-economic regions
   c. Reduction in the number of riders on the bus
   d. Staggering start times of schools so multiple buses can serve bus routes for one school starting earlier and then another school starting later following cleaning and disinfection between routes.

C. The driver and passengers will be required to wear face coverings on all buses. Buses will have extra face coverings for students who lose or forget to bring their face coverings.

D. Ventilation on buses may be increased by opening windows to the greatest extent possible.

E. Bus drivers will clean and disinfect high touch surfaces at the end of their day.
Food Service

In-person Students

General

A. Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.

Physical Distancing

A. Per CDPH, maximize physical distancing as much as possible while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as classrooms or the gymnasium can help facilitate distancing. Arrange for eating outdoors as much as feasible.

Cleaning and Disinfecting Protocols

A. Restrooms, breakrooms, and food preparation areas are cleaned and disinfected daily.
B. Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.

Personal Protective Equipment

B. Food service staff will wear a face covering when preparing and serving meals.
Food Service

Independent Study Students

Cleaning and Disinfecting Protocols

A. Restrooms, breakrooms, and food preparation areas are cleaned and disinfected daily.

Personal Protective Equipment

A. Nutrition Services staff must wear a mask at all times while working in the kitchen
B. Staff or volunteers distributing meals must wear masks.
School Closure Considerations

A. Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. The following are the general parameters of when a school closure may occur.
   a. Individual school closure may be indicated when an outbreak occurs in 25% or more of a classroom within a 14 day period or when at least 3 outbreaks (3 positive cases are defined as 1 outbreak) have occurred in the school AND more than 5% of the school population is infected
   b. 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.

B. However, after each instance of a positive COVID-19 test, local county public health is contacted and they will advise on school closure on a case-by-case basis.

C. Schools may typically reopen after 14 days and the following have occurred:
   a. Cleaning and disinfection
   b. Public health investigation
   c. Consultation with the local public health department

D. A superintendent may 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 public health department.

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

General

A. Schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated particularly in areas where there is moderate-to-high COVID-19 community transmission.

B. Schools should not limit access for direct service providers, by can ensure compliance with school visitor policies.

C. Essential visitors and volunteers who will be on campus and have in-person contact with staff or students must show proof that they are fully vaccinated for COVID-19 (two doses of the Moderna COVID-19 vaccine; two doses of the Pfizer-BioNTech COVID-19 vaccine; or one dose of the Johnson & Johnson/Janssen COVID-19 vaccine). Volunteers must also comply with the directions of site administration concerning wearing appropriate face-coverings (masks) and maintaining social distance.

Volunteers in parent participation programs who are not able to show proof of vaccination will need to arrange with the site administration how they may fulfill their volunteer requirements in a way that does not involve on-campus and in-person activities.

D. Schools should continue to emphasize the importance of staying home when sick. Anyone, including visitors, who have symptoms of infectious illness, such as flu or COVID-19, should stay home and seek testing and care.
General

A. External community organizations that obtain a permit to use school facilities must:
   a. Engage only in activities permitted by the Santa Clara County Department of Public Health
   b. Verify that they are able to adhere to all guidance issues by the California Department of Public Health and the Santa Clara County Department of Public Health.
   c. Conform to all access requirements including the wearing of a face covering and the observance of social distancing to the extent possible

B. Facility Users shall reimburse the district for any extraordinary costs incurred to protect the health and safety of employees, students, and the public, including time and materials to effectively clean and sanitize areas and surfaces in contact with the facility users
SCCPHD Quarantine Flow Chart

http://www.santaclarausd.org/SCCPHDQuarantineFlowChart
http://www.santaclarausd.org/SCCPHDtestresultflowchart
Notification Process

For Students

A. Parents notify school office staff.
B. School office staff to notify principal and school site nurse.
C. Principal or school site nurse to complete an investigative form and forward to the COVID designee.
D. Once the investigative form is submitted, this will trigger the next steps of the process including contact tracing and notifications being sent to appropriate individuals in accordance with CDPH guidelines.

For Employees

A. Employee notifies supervisor.
B. Supervisor completes investigative form and shares with Human Resources and COVID designee.
C. Once the investigative form is submitted, this will trigger the next steps in the process including contact tracing and notifications being sent to appropriate individuals, in accordance with CDPH guidelines.
Appendix

Source List

- Santa Clara Unified School District
  - SCUSD Reopening Plan (Governing Board approve 7/29/2020)
  - SCUSD Phase Two Reopening Plan (Governing Board approved 12/14/2020)

- Santa Clara County Public Health Department (SCCPHD)
  - Home Isolation and Quarantine Guidance
  - COVID-19 Designee Toolkit
    - Communication Template Examples from SCCPHD

- California Department of Public Health (CDPH)
  - CDPH Safe Schools for All Hub (all resources)
  - COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2021-2022 School Year (7/12/2021)
  - School Liaison Toolkit (4/7/2021)
    - Getting Started and Contract Tracing
    - Key Terms
    - Decision Tree
    - Printable Contact Form

- Centers for Disease Control and Prevention (CDC)
  - Guidance for COVID-19 Prevention in K-12 Schools (7/9/2021)
  - Interim Public Health Recommendations for Fully Vaccinated People (7/27/2021)