

# 20/21 School Year COVID-19 Safety Plan

(Formally titled "Reopening Plan")

## August 26, 2020

Updated 08/18/20, 8/20/20, 8/22/20, 8/26/20, 12/21/20 Updated to "COVID-19 Safety Plan" 2/1/2021

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Appendix A: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts (SCCDPH COVID-19 Designee Toolkit https://www.sccgov.org/sites/covid19/Pages/covid19-designee-toolkit.aspx)





## Introduction

The Creekside School is a Non-Public School (NPS) located in San Jose, CA. We serves a diverse student population that is significantly impacted by autism. The Creekside School's founding mission is to dramatically improve the quality of life for students and their families. The COVID-19 pandemic and necessary shelter-in-place orders have created exceptional challenges for our students and their families. The quality of life and learning for our students is negatively impacted by the break in their school routine and lack of in-person contact with known staff.

This document describes The Creekside School's plan of action to minimize risk, support safety, and follow protocols while also improving the quality of life for our students through in-person education and therapeutic services. This plan was implemented with success during our summer session July 6th to July 31, 2020. Throughout our summer session, we sought out feedback from staff and families to make corrections and improvements.

This plan was developed in accordance with the orders, requirements and guidelines from:

- Santa Clara County Public Health / Santa Clara County Office of Education
  - COVID-19 Prepared: Reopening of Santa Clara County K-12 Schools -6/30/2020 (Revised 8/7/2020)
  - Home Isolation & Quarantine Guidelines (rev. 12/8/2020)
  - COVID-19 Designee Toolkit (accessed 12/21/2020) from https://www.sccgov.org/sites/covid19/Pages/covid19-designee-toolkit.aspx
  - Senario Quick Sheet (12/17/2020)
- The Governor and California Department of Public Health
  - COVID-19 Industry Guidance: Schools and School Based Programs 7/17/2020
  - COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year 7/17/2020
  - COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year - 1/14/21
  - Cal/OSHA COVID-19 General Checklist for Schools and School-Based Programs
     7/17/2020
- California Department of Education
  - Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools - 6/8/2020
- Centers for Disease Control and Prevention
- California Association of Private Special Education Schools (CAPSES)
  - NPSA Reopening School Guidance 7/23/2020 (revised 8/7/20)





# The Creekside School and Community

#### **Student Population**

Every student at The Creekside School has an intensive individualized education plan that typically includes highly-specific support services such as a 1:1 aide, occupational therapy, speech therapy and family support. The typical Creekside student has been diagnosed with moderate to severe autism.

## **School Campus**

The Creekside School is located in the southeast area of San Jose. The multi-acre, seven-building campus is large and has spacious grounds. The buildings are well-ventilated with most rooms having multiple doors for entry and exit that also allow for considerable air flow. The school entry has ample area for unencumbered, spacious entry and exit by car, van or bus.

#### Our Families

The Creekside family typically has multiple children in addition to their child that attends Creekside. Our families are integrally involved in the development of their child's learning program. Extensive, daily communication with families in addition to periodic phone calls and ongoing planning support the student well-being and educational growth. Since the original shelter in place in March 2020, we have been in close contact with families. We have held numerous virtual information sessions with periodic "office hours" to be available to our families. Several Q&A sessions with parents occurred in June and July. These sessions gave an opportunity to explain all parts of our onsite plans and answer questions and get feedback on the plan. More recently, we utilized a survey to inquire about the desire to have in-person school sessions and were not surprised to learn that 81% of parents said that it was "very important" for their student to return to in person school. 100% of parents want to send their students to the campus at the start of the school year. Of the respondents, 81% of parents feel that their child does not receive educational benefit from distance learning. Additionally we received many unsolicited personal notes and letters from parents thanking us for the support that we are providing and truly hoping that school can reopen for in-person programming at the start of the year.

#### Our Staff



The Creekside School is fortunate to have a stellar, multi-disciplinary staff. Special education teachers, behavior specialists, speech therapists, occupational therapists, an art therapist and a

music therapist are the core faculty. They are supported by professional teaching assistants and a school administration that consist of an executive director, principal, administrative assistant and receptionist. This cohesive group has worked together to respond to the unprecedented circumstance of this pandemic. As a team, we utilized all external direction from the CDC and Santa Clara County Public Health Department to maintain a safe educational environment and to provide a distance learning curriculum that is specially tailored to our students as well as in support of our families. Our school year schedule allows for ongoing professional development and training time.

In preparation for our summer session in July and in preparation for the new school year, group and individual meetings were conducted to discuss staff questions, concerns and feedback regarding the plan. Throughout our in-person July session, staff were consulted daily on how the plan was being implemented, getting feedback and suggestions for improvement. Administration met with and were available to individual staff who have concerns or special circumstances regarding COVID-19 precautions. Finally, a staff survey regarding starting the school year in person indicated that 62% of staff are comfortable returning to in-person instruction. Of the respondents, 81% felt that it was important for our school to return to in person learning, even if other schools do not. Some of our staff's children are impacted by the July 17th distant learning order from the state and The Creekside School is working with these individuals to support their situation while covering the ratios needed to maintain high-quality interventions for our students.

## July 2020 In-Person Instruction

The Creekside School was open for in-person instruction for the month of July 2020. Our protocols and plans were the same as included in this document. Our parents and staff have recognized the benefit to the quality of life that this in-person summer session brought to our students. The first week, we started with only 2 hours of instruction so that we could clean, debrief, evaluate, provide training, and do necessary updates to our protocols and plan. By the end of the summer session our students were attending school for 5 hours and our staff had practiced and refined our health and safety practices. Some students began the summer resistant to wearing a mask. Our mask wearing lessons taught most of our students to wear a mask while not at their desk. School administration gained valuable skill in following the county and state mandates for dealing with symptomatic individuals, exposure cases, and testing requirements. Although a few staff were required to get tested, no staff or students tested positive for COVID-19 this summer.





## In-Person Instruction Plan

#### Schedules

Families and transportation providers will be directed to adhere to a staggered drop off schedule to accommodate keeping the cohorts separated and to have only very small groups at the school entrance at one time. The school-day schedule has been adjusted to accommodate the staggered start times to allow for individualized health screening and temperature taking.

Start Time:

9:00am Lower Grades 9:20am Upper Grades

End Time:

2:25pm M,T, Th & F Lower Grades 12:45pm W

2:45pm M,T, Th & F Upper Grades 1:05pm W

## Drop off and Pick Up

The Creekside School does not transport any students to or from school. Transportation is the responsibility of the student's home district and the parents. The Creekside School will communicate with each student's home district to confirm that all public health cleaning protocols are adhered to when transporting our students, which are as follows:

- If students are transported on a district bus, bus drivers must be seated at least 6 feet away from students.
- Students and drivers must wear a mask.
- Maximize physical distancing between students. Students from the same cohort may be seated together.
- Buses should be cleaned and disinfected daily and after transporting an individual who is exhibiting COVID-19 symptoms.

Students will be dropped off and picked up at the circle-drive area at the front of the school. Cars and busses advance to the nearest drop off/ pick up area that is marked on the ground and distanced apart from each other. Students will not be allowed to exit or enter a vehicle that is not in a designated space.



At drop off, students will have their temperature taken and parents will complete a symptoms checklist. For students who ride the bus, parents will need to complete a symptoms checklist online prior to school, or they may send in a completed and signed paper checklist.

Students will not be allowed to enter the school if they have a temperature of 100 degrees or higher, have any known symptoms of COVID-19, or if anyone in their household has a fever or symptoms.

CDC COVID-19 information and instruction posters are placed at every entrance to the school and throughout all classrooms and work areas.

#### Cohorts

Students and staff will be organized in stable cohorts of no more than 9 - 13 individuals. Cohorts will not intermingle. Related services therapists will either be placed in a stable cohort, or be required to provide socially distant services or services through distance learning. Administrative staff interaction will occur only when absolutely necessary.

## Social Distancing

We are fortunate to have a school site and classrooms that have ample space for social distancing. Student and staff desks and all workstations are placed at least 6 feet apart and no one will not be allowed to use most shared spaces like the break room. The cafeteria has enough tables to designate individual classroom space and students and staff sit at least 6 feet apart. Cohorts are encouraged to utilize the outdoor picnic tables or grassy fields for lunch. Tape is placed at six foot increments on floors and sidewalks throughout the campus and in every building to serve as a continuous reminder.

#### Masks

All students and staff are required to wear a mask while on campus. If a student or staff arrives without a mask, The Creekside School maintains an ample supply to provide them with a mask to wear. Our students can have sensory sensitivities and may have difficulty tolerating a mask on their face. We work closely with students to encourage wearing a mask as much as they can tolerate. If necessary, a behavioral skills training program will be introduced that teaches them to wear a mask for longer periods of time. The goals of a mask wearing training program will be to teach students to wear a mask anytime they are away from their desk or with another person.

When working with hard of hearing students, staff will wear a cloth mask with a clear window over the mouth.





## Cleaning and Sanitizing

Students and staff will wash their hands upon arrival, during transitions, and any time they touch their mouth, nose, etc. as well as periodically throughout the day. Gloves, soap, hand sanitizer and sanitation sprays are available in all bathrooms and at easily accessible places throughout the campus. CDC posters showing proper handwashing procedures are at every sink. A behavior intervention plan to reduce putting fingers in the mouth or nose will be introduced for any student who regularly engages in this behavior.

Students and staff have their own personal work materials that are labeled and not shared with others. All materials will be sanitized at least once per day. Materials that cannot be sanitized will be disposed of (e.g. plates, cups, towels, etc.). Students will be required to bring their own lunch and snack to school.

Cleaning and sanitizing will take place throughout the day after use, at regular breaks, and after school. Appropriate cleaning and sanitizing supplies are available in every classroom and all offices. Signs showing proper sanitizing procedures are posted in every room. Throughout the day, all door handles and surfaces are cleaned periodically. Also, the entire site is professionally cleaned after hours and a deep cleaning, including a sanitization process, is completed on a monthly basis.

Shared equipment will be kept to an absolute minimum. If essential, such as equipment in the motor room and music room, schedules will accommodate for equipment to be thoroughly cleaned, sanitized and aired out between use. Our buildings have multiple doors in each room that allow for cross breeze and excellent ventilation. All common areas will be cleaned and sanitized in between cohort use. Equipment that cannot easily be sanitized will not be available. Some equipment like bicycles are labeled to identify which cohort they belong to and will not be utilized by anyone outside of that cohort. This equipment will be cleaned and sanitized after each use.

The staff break room is closed and staff should take their breaks at the outside tables. The shared coffee pot will not be in use. Staff must clean and sanitize shared equipment (e.g. copier, laminator, binding machine, computers, microwave, etc.) everytime they use it. Traffic into the central office is kept to a minimum. Staff must adhere to all markings on the floor in the central office.

## **Physical Space**

Clear markings indicating six foot increments are located throughout the school. The drop off/pick up area includes markings showing cars and busses where to park. Markings on the



ground shows staff and students where to stand while waiting for temperature checks, for the sink, or the bathroom. Individual desks and office areas are marked off with tape to show staff and students where they are and are not allowed to be. In some rooms physical barriers and room dividers will be used. Students and staff have assigned and labeled areas for personal belongings.

Shared equipment that is difficult to sanitize (such as the outdoor playground) will be closed. Instead, students are encouraged to ride bikes or scooters at recess or take walks around the track. Outdoor activities and lessons are encouraged and prioritized. Teachers are strongly encouraged to keep sanitized between use.

#### **Therapy Services**

If possible, therapists will be placed in a stable cohort and will only enter the space of that cohort on campus. All other therapy will be conducted through distance learning, with social distancing, staff support from at least 12 feet away, or from behind a plexiglass barrier. All therapy materials will either be individual to each student or thoroughly sanitized after use.

## Lunch and Physical Education

A staggered schedule will be followed and classrooms will eat lunch, participate in recess and hold group P. E. at different times of the day.

## Off Campus and Community-Based Instruction

Flexibility to have students off campus and involved in community-based instruction (hiking, community signs and crosswalk practice, etc.) is essential for our students' education, regulation and to minimize behavior challenges. Trips off campus that include more than one student and one staff must be approved in advance by the Principal and parent consent must be obtained. Only members of the same cohort may be off campus together. Off campus plans and community-based instruction must include a physical distancing plan for transportation as well as for social distancing and mask wearing in the community. Students and staff must be able to maintain a 6 foot distance from other community members on outings. Any locations where this is not possible will not be visited. Vans will be cleaned and sanitized between cohort use. In planning and executing field trips, TCS will (1) limit field trips to those required by the student's IEP, (2) prioritize field trips to outdoor locations over indoor location, (3) require six feet of distancing from others in the community at all times, and (4) require students to wear face coverings at all times unless the student is exempt.



## Crisis Prevention Intervention (CPI)

The Creekside School will continue to utilize Crisis Prevention Intervention (CPI) as a last resort to ensure physical safety of students and staff. If a student consistently requires crisis intervention the IEP team will meet to make modifications to the student's program to ensure health and safety.

#### Privacy/Confidentiality

Privacy/confidentiality procedures are followed strictly regarding all student and staff medical information such as temperature checks and COVID diagnosis. Periodic training and COVID-related updates regarding Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability Act (HIPPA) are presented at staff meetings.

## **Ongoing Monitoring**

## Health Screening

All staff and students will not be allowed on campus until they confirm that they have not been diagnosed with COVID-19 in the last 10 days, have not had a positive test in the last 10 days, do not live in the same household or been in close contact with someone who has tested positive for the virus that has been in isolation for COVID-19 in the past 10 days. Close contact is less than 6 feet for a cumulative 15 minutes or more within the last 24 hours. All staff and students must attest that they have not had any of the following symptoms in the last 48 hours: fever or chills, cough, loss of taste of smell, shortness or breath or difficulty breathing. They also must attest that they have not had the following symptoms in the last 48 hours that are new or not explained by another reason: fatigue, muscle or body aches, headache, sore throat, nausea, vomiting, or diarrhea.

## Testing

All staff are asked to get tested at least once every month (or more if necessary). If staff test positive they need to follow quarantine procedures and the county health department will be notified.

## Response to Confirmed or Suspected Cases

If a student or staff exhibits symptoms, has been in close contact with someone who has tested positive for COVID-19 or tests positive themselves for COVID-19 specific steps will be taken. Please see Appendix A for the specific steps and responses that will be taken.





If a student begins to exhibit symptoms of COVID-19 while at school, or if staff learn that a student has been in close contact with someone who has tested positive for COVID-19, the teacher will immediately notify the principal and the student will be isolated outdoors in the unused kindergarten yard until they are picked up by a parent. If a staff member begins to exhibit symptoms of COVID-19 or discovers that they have been in close contact with someone who has tested positive for COVID-19, then they will leave the campus immediately and follow appropriate protocols. If possible, student and staff areas will be avoided for at least 24 hours and then cleaned and sanitized according to CDC guidance.

## School Closure and Reopening

If at least 3 staff/students test positive AND they are from more than one cohort, then the entire school will quarantine for at least 10 days. The Santa Clara County Public Health Department will immediately be consulted. During this time all students and staff will be instructed to get tested for COVID-19 and will be given specific instructions per Santa Clara County requirements. See APPENDIX A for scenario specific requirements. Before students and staff return the school will be professionally cleaned and sanitized.

## Additional Information

## Training

All staff have been trained on these protocols and on the symptoms and spread of COVID-19. Students have participated (and continue to participate) in lessons that teach them about COVID-19, good hygiene practices, mask wearing, social distancing, and testing. All staff and students will be retrained at the start of the 2020-2021 school year. Training and review of COVID compliance protocols and updates are received weekly in all staff meetings. The Creekside School COVID response is a standing agenda item for our leadership meetings and staff meetings to maintain a consistent feedback loop and correct issues immediately.

#### Risk Considerations

The Centers for Disease Control and Prevention has provided guidance on the general risks for educational centers. These risks are presented below:

The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread. The risk of COVID-19 spread increases in school settings as follows:





- Lowest Risk: Students and teachers engage in virtual-only classes, activities, and events.
- More Risk: Small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days and groups do not mix. Students remain at least 6 feet apart and do not share objects (e.g., hybrid
- virtual and in-person class structures, or staggered/rotated scheduling to accommodate smaller class sizes).
- Highest Risk: Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

In close consultation with student's families and home school districts, we have learned that distance learning is inadequate to provide "meaningful education" for the Creekside student. The individualized education plans and our on campus COVID 19 protocols allow for the highest educational benefit to individual students while minimizing risk. Our plans fall into the "Lowest" to "More" risk categories.

#### CDC guidelines:

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html

The Santa Clara County Public Health Department has provided strategies and organizing principles for preventing COVID-19 by age group. For the ages and functional level of our students, using a stable cohorts model, rather than a physical distancing and face coverings model may provide the best protection for COVID-19. A stable cohort model is appropriate for when it is less feasible to limit close contact and wear face covers, when it is feasible to maintain stable cohorts, and when there is a great need for in-person and group-based instruction with close contact to support social-emotional and academic development. Despite following the stable cohort model, The Creekside School is also prioritizing social distancing and face coverings to minimize risk.

https://www.sccgov.org/sites/covid19/Pages/school-guidance.aspx

If you have any questions regarding this plan please contact:

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# Appendix A

Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

SCENARIO 1: Individual exhibits one or more COVID-19 symptoms

- If student is at school, they will be isolated in the Kindergarten yard while the wait to be
  picked up by a parent. Any students or staff exhibiting symptoms should immediately be
  required to wear a face covering and wait in an isolation area until they can be
  transported home or to a healthcare facility, as soon as practicable. For serious illness,
  call 9-1-1 without delay.
- If a staff member is at work, they will be told to go home and quarantine immediately.
- Students and staff will be given the Home Isolation & Quarantine Guidelines.
- Individuals will be instructed to get a COVID-19 test immediately. If student/staff is not tested, they must obtain a medical note (explaining why not tested) OR follow instructions for positive case.
- If the test result is negative, the student/staff may return to school 24 hours past the resolution of a fever and with an improvement in symptoms.

SCENARIO 2: Student or staff is identified as a Close Contact to a person who has tested positive for COVID-19

- If the student/staff is at school, they will be immediately sent home and given the Home Isolation & Quarantine Guidelines.
- The student/staff should quarantine for 10 days since the last date of exposure to the
  positive test case. If they cannot avoid continued exposure to the positive test case, they
  should quarantine for 10 days after the last day of the positive test cases' isolation
  period.
- If the individual does not have symptoms, they should get a test 6 days after the last date of exposure. If they have symptoms, they should get a test immediately.
- The student/staff may return to school/work once the full 10-day quarantine is completed (or if they test positive, the full isolation period is completed). No medical note is needed.

SCENARIO 3: A student or staff member tests positive for COVID-19 in a cohort setting

If a student/staff tests positive for COVID-19 they will be instructed to isolate for 10 days.
They are able to return to school/work after the isolation period is over and they do not
have a fever or symptoms of COVID-19. They do not need to have a negative test result
to return to school.





- If a student/staff tests positive for COVID-19 and was on campus in the 48 hours before their symptom onset or testing date, administration will notify Santa Clara County Department of Public Health within 4 hours of learning of the results.
- Administration will conduct contact tracing. All members of the student/staff's cohort will be required to guarantine and follow instructions per scenario 2.
- If the student/staff was at school when they learned of the positive test result, they will be required to go home and isolate immediately. All cohort members will be required to go home immediately and quarantine. Students will be isolated in the Kindergarten yard while waiting for their parents to pick them up.
- Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable. Ensure a safe and correct application of disinfectants using personal protective equipment and good ventilation.
- All families and staff will be notified that there has been a positive test in the school community. Personally identifiable information will not be released.





#### Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts

Scenario	Immediate Steps	Interpreting Results	Return to School/Work
Scenario 1: Individual exhibits one or more COVID-19 symptoms	Send student/staff home. Recommend immediate testing. Notify school administration and COVID-19 Designee. Classroom remains open. If student/staff is not tested, must obtain medical note (explaining why not tested) OR follow instructions for positive case.	If test is <u>negative</u> , stay at home until 24 hours after resolution of fever and other symptoms improve.     If test is <u>positive</u> , isolate at home for at least 10 days after the first symptoms started and at least 24 hours after resolution of fever and other symptoms improve. Send out letters.	If <u>negative</u> , return to school 24 hours after resolution of fever and improvement in other symptoms; provide evidence of negative test <u>or</u> medical note explaining why testing was not performed.  If <u>positive</u> , can return once full isolation period is completed.
Scenario 2: Student or staff identified as a Close Contact* to a person who has tested positive for COVID-19 A close contact is someone who was within 6 feet of the infected person for at least 15 minutes at any time beginning 2 days before the infected person had symptoms or tested positive.*	Send home with instructions to quarantine for 10 days after last exposure. Recommend testing around day 6 after last exposure or, if symptomatic, test immediately. If test done earlier than day 6, repeat test towards end of quarantine. Notify school administration and COVID-19 Designee. Send out appropriate letters. Classroom remains open. All test results should be reported to the school.	If test is negative, quarantine for 10 days and monitor symptoms for 14 days after last exposure to COVID-19 case. If continuously exposed to a case during the case's isolation (e.g. household member), quarantine ends 10 days after the case's isolation period ends.  If test is positive, isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND other symptoms improve.  (If never symptomatic, isolate for 10 days after date of positive test.)	Return to school/work once full 10-day quarantine is completed (or if contact became positive, full isolation period is completed). No medical note is needed. NOTE: Contacts must self-monitor for symptoms for a full 14 days from last exposure to case. If symptoms develop during the 14-day monitoring period, see Test Result Decision Tree for guidance.
Scenario 3: A student or staff member tests positive for COVID-19 in a cohort or non-cohort setting	COHORT – Classroom closes  Case: Send home with instructions to isolate. Contact: Send home all members of the class cohort and any other campus close contacts. Then follow SCENARIO 2. Notify school administration and COVID-19 Designee Notify Public Health Department	Case:  • For student/staff whose test is <u>positive</u> , isolate for at least 10 days after symptom onset AND at least 24 hours after resolution of fever AND other symptoms improve.  (If <u>never symptomatic</u> , isolate for 10 days after date of positive test.)  Contact: FOLLOW SCENARIO 2	Case: Return to school/work once full isolation period is completed. No medical note needed.  Contact: FOLLOW SCENARIO 2
	NON-COHORT – Classroom remains open Case: Send home with instructions to isolate. Contact: Use seating chart/roster & staff/student input to determine close contacts to send home. Then follow SCENARIO 2.		
Scenario 4: Routine COVID-19 screening (no symptoms, not a close contact)	Continue at school/work until results are available.	If <u>negative</u> , no action needed.     If <u>positive</u> , FOLLOW SCENARIO 3.	If <u>negative</u> , continue at school/work. No documentation needed.     If <u>positive</u> , FOLLOW SCENARIO 3.

<sup>\*</sup>Close contact can be 15 minutes of continuous contact OR repeated short-duration interactions with the infected person.

Being considered a close contact does not depend on whether the contact or the infected person was wearing a face covering during their interaction.

12/17/20

COVID-19 SYMPTOMS INCLUDE:							
• Fever	Sore throat	If not explained by another					
Cough	Muscle/body aches	reason:					
Chills	Loss of taste or smell	Headache					
<ul> <li>Difficulty breathing</li> </ul>		Nausea or Vomiting					
		Diarrhea					
		Fatigue					

February 1, 2021 Update