

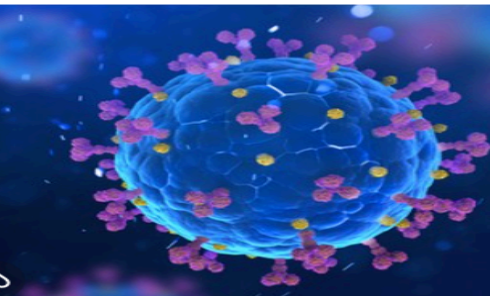


Woodville Union School District

COVID-19 PANDEMIC School Reopening & Safety Plan (CSP)



@woodvilleschools.org
Board Approved March 9, 2021



<https://www.instagram.com>



<https://home.woodvilleschools.org/index.html>



<https://www.youtube.com/channel>

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Superintendent Messages

Dear Woodville USD Community,

The Woodville Union School District is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) and local public health officials to mitigate the spread of COVID-19. COVID-19 has propelled the world into unprecedented times. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. As COVID-19 vaccines are being administered throughout Tulare County which will help our community to achieve herd immunity, it's essential that we continue to rely on mitigation strategies to decrease the spread of COVID-19. By working together, we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us. The district continues to consider the evolving guidance from state and local health and education agencies, and we have ongoing conversation with Woodville USD's Board of Education to offer a comprehensive COVID-19 Safe School Reopening Plan.

This plan is a culmination of rigorous, high quality instruction while ensuring a safe environment for students, staff and the community. We recognize that a variety of educational options and contingency plans are needed to ensure excellence and equity during this rapidly changing global health crisis. Our plan includes the appropriate safety precautions and a clear outline of our educational options for both in-person instruction and remote learning.

Thank you for your ongoing support and understanding as we prepare for the potential of reopening of in-person instruction, and for entrusting your child's education to our dedicated team of educators. Also, the district thanks the members of the school division from Tulare County Health and Human Services Agency who have served on our school opening advisory committees for their tremendous efforts and contributions to this plan.

With students in mind and heart,

Lou Staefhan

Superintendent of Woodville USD



Health and Safety Protocols

The health and safety of our students, staff and families is of the utmost importance. When students return for in-person instruction, schools will look much different due to new health and safety measures. This plan to reopen schools is based on the most current guidance from public health officials and state agencies and will be updated as the situation evolves.

Supplies & Protective Equipment

The following items are being set up at each school site:

- Directional walkways where appropriate
- Messaging signs and floor stickers to reinforce social distancing
- Hand sanitizer at entry points, common areas and every classroom
- Maximum Occupancy signs based on social distancing requirements

The following items are being sent to schools based upon student enrollment and staff numbers:

- Cloth mask – child
- Cloth mask - adult
- Clear mask - adult for selected staff
- Clear mask - child for selected students
- Disposable mask – child
- Disposable mask – adult
- N95/KN95 masks for selected staff
- Face shields for selected staff
- Hand sanitizer
- Disposable gloves for selected staff
- Gowns for selected staff
- Cleaning wipes



Daily Pre-Screening for Symptoms at Home

Parents are strongly encouraged to monitor temperatures and symptoms daily before going to school. Please check daily for the following symptoms:

- Fever of 100.4°F or higher
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Chills, fatigue, muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting or diarrhea



Students and Families

- Students and adults experiencing symptoms listed **MUST** not attend school. This includes anyone with a fever of 100.4°F or higher.
- Student absences related to personal illness, quarantine and COVID-19 illness or symptoms will be excused.
- Students seeking testing due to exposure or symptoms of illness **MUST** stay home until they receive their results.
- Families should contact the school attendance office about their child's absence.

Staff

- Staff members are required to have their temperatures taken prior to beginning work.
- Staff must contact their school administrators regarding their absences.
- Staff seeking testing due to exposure or symptoms of illness **MUST** stay home until they receive their results.

Face Covering and Personal Protective Equipment (PPE)

In accordance with the California Department of Public Health's (CDPH) Guidance, students and staff are expected to wear face coverings. Students must use face coverings:

- While in the classroom
- While waiting to enter campus
- While on school grounds (except when eating, drinking or playing)
- While entering and exiting school
- Anyone with an exemption should wear a face shield with drape if condition allows.
- While on the bus, student face coverings will be required, face covering will be made available to staff and students, but it is highly encouraged for staff and students to bring their own face covering
- Personal face coverings will be allowed in compliance with dress code policies.
- Identified teachers and staff members will receive additional Personal Protective Equipment (PPE) as needed.
- While Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid/medical procedures or food service.

Age	Face Covering Requirement
Under 2 years old	No
2 years old – 2 nd grade	Yes, required, unless exempt
3 rd – 8 th grade	Yes, unless exempt



Arrival at School

- Students and staff members will be required to wear face coverings and will be health screened upon arrival. Screening will include a contactless temperature check, and several screening questions will be asked.
- School sites will designate routes and specific locations for entry and exit in order to limit direct contact with others.
- School sites will have signage throughout campus to remind students and staff about wearing face coverings, social distancing and hand washing.
- Parents and visitors will have limited access to school campuses until further notice.

Other Safety Considerations

- Staff members will complete training about COVID-19 protocols.
- Common high touch surfaces will be cleaned and sanitized regularly (e.g. countertops, door handles, restrooms, student desks, student chairs).
- Staff and students will be expected to wash/sanitize their hands regularly.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Playground equipment if used will be regularly inspected and cleaned for student use.
- Staff who work at multiple locations will be pre-screened daily at their first work location and will receive a daily sticker/badge that shows they are cleared to enter the other work sites.

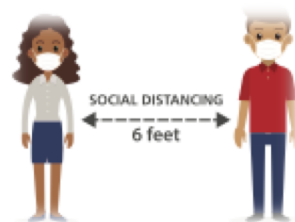
Isolation Room

- On campus there will be a designated isolation room for sick students when schools reopen.
- The isolation room will be staffed with designated trained staff.
- Isolation room staff will wear appropriate PPE such as a gown, medical grade mask, face shield or goggles and disposable gloves.
- If a student is found to have COVID-19 symptoms when entering campus or during the school day, he/she will be sent to the isolation room.
- A staff member will contact the parent/guardian to come pick-up the student right away.

Implementing Social Distancing

Social distancing will limit the spread of the virus. Schools will adhere to the following strategies to maintain social distancing as much as possible:

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day. Unnecessary contact between adults will be minimized at all times.
- During regular school hours, school sites will restrict non-essential visitors, volunteers and activities involving groups. School community members are asked to call the school office for routine business rather than visiting. Appointments will be available for essential non-routine school business.
- Minimize movement of students and teachers or staff as much as practicable.
- Eliminate large gatherings such as assemblies, award ceremonies and performances and implement virtual events for families instead of on-campus gatherings for widely attended events such as Back-to-School Night and Open House.



Body Temperature Scanner Thermal



- Routes will be designated to reduce face-to-face contact and provide directionality at entry and exit to lunch, recess and other transition times.
- Staggered schedules for restroom break and hand washing.
- Modifications to instructional schedules, lunch and recess protocols to reduce concentration of students and build stable cohorts.
- School Meal Services -
 - » During distance learning periods meal distribution will occur at site locations to minimize parent/student entrance onto campuses. This may include curbside, school gate or cafeteria with street/sidewalk access to the meal distribution area.
 - » During in-person learning meals breakfast will be served in classrooms for all grades. For Lunch, students will have meal accessibility in a variety of settings that include indoor and outdoor points of service with newly implemented social distancing procedures and other safety measures.
- Hold recess and play activities in separate areas designated by class.
- School campus will have a designated isolation room to hold students who show symptoms while at school.

Inside Classrooms

- Classroom space will be arranged to remove nonessential furniture, allowing maximum space for students and staff.
- Student desks/tables will be spaced six-feet apart with plexiglasses. Anything less requires further documentation/explanation.



COVID-19 Testing and Reporting

COUNTY OF TULARE DEPARTMENT OF PUBLIC HEALTH



Close Contact:

A close contact is defined as a person who is less than 6 feet from a case for a cumulative total of 15 minutes or more over a 24-hour period. Employer will still notify all employees on-site of any cases on-site per AB 685 CalOSHA regulation regardless of direct exposure.

Cohort:

A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts. An entire cohort may need to quarantine when a case is identified.

Action Guidelines*

Student or staff with COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing, chills, muscle pain, sore throat, nausea, vomiting or diarrhea):

- Students with symptoms will be placed in the school site isolation room while awaiting pick-up.
- Staff with symptoms will immediately be released to go home to isolate.
- Recommend COVID-Testing
- Persons with symptoms of COVID-19 must remain isolated until:
 - » At least **10 days** have passed since symptom first appeared; AND
 - » At least **24 hours** have passed since resolution of fever without the use of fever-reducing medications; AND
 - » Other symptoms have improved.
- No communication is sent to classrooms or the school community if there were no "close contacts" identified.

Student or staff with close contact or cohabitating with a confirmed COVID-19 case

- Students will be placed in the school site isolation room while awaiting pick-up.
- Staff will immediately be released to go home to isolate.
- Quarantine for 14 days from last exposure.
- Recommend COVID-testing.
- Any student(s) or staff who have had close contact with an individual who has screened positive are instructed to return home to self-quarantine as required by the Health Officer Order of January, 2021.
- Students and employees that are identified to have an exposure to a case on campus are notified by the site through a letter or other communication strategies.

Staff or student with confirmed COVID-19 case infection:

- Notify the Tulare County Public Health Department for >2 cases or as needed.
- Persons with COVID-19 who are **symptomatic** may discontinue isolation when:
 - » At least **10 days** have passed since symptom onset; AND
 - » At least **24 hours** have passed since resolution of fever without the use of fever-reducing medications; AND



- » Other symptoms have improved.
- Persons with COVID-19 who are **asymptomatic** may discontinue isolation when: » At least **10 days** have passed since the date of the first positive COVID-19 test.
- Medical clearance
 - » Employees will turn their medical clearance into Physician Services or complete a return-to work self-certification.
 - » Student will turn their medical clearance or other district approved clearance, into the school site.
- Identify close contacts, quarantine and exclude exposed contacts; could be entire cohort for 14 days after the last date the case was present at school while infectious.
- Recommend testing of contacts, prioritize symptomatic contacts.
- Disinfection and cleaning of classroom and primary spaces where case spent significant time.
- Students and employees that are identified to have an exposure to the case are notified by the site through a letter or other communication strategies.

Staff or student tests negative after symptoms:

- Staff or student may return to school 24 hours after symptoms resolve.
- School/classroom remains open.

Criteria for closing a school

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

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

Reopening a school for in-person learning

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

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

Criteria for closing a school district

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

Reopening a school district for in-person learning

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

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



Facility Cleaning and Sanitization Protocols

The safety of employees and students of Woodville Union School District is our first priority. Prior to students and employees returning, all schools have been deep cleaned and completely disinfected. WUSD will continue to follow all necessary safety precautions. In addition to the deep cleaning of all offices and classrooms the cleaning steps outlined below will be followed on a routine basis:

Cleaning is the physical process of removing dirt, germs, viruses and bacteria, typically using soap and water. While cleaning doesn't necessarily kill germs, by removing them from surfaces and objects, including hands, the risk of spreading infection is reduced.

Disinfecting uses chemicals to kill germs. While disinfecting doesn't necessarily clean dirty surfaces or remove germs, it kills germs and can lower the risk of spreading infection.

Sanitizing is removing and lowering numbers of germs to a safe level, as judged by public health standards.

Daily Cleaning and Disinfection of the following surfaces/areas:

- Horizontal and high touch surfaces
- Door handles
- Handrails
- Restrooms
- Light switches
- Common areas
- Elevators
- Nutrition Services areas



Daily Cleaning and Sanitizing of:

- Classrooms
- Offices
- Hallways

Handwashing

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

- Wash hands thoroughly with soap and water for at least 20 seconds.
- Thoroughly dry hands.

Drinking Stations

- Students are encouraged to bring their own reusable water bottles and to use environmentally friendly alternatives to disposable water bottles.

Indoor Air Quality



WUSD is ensuring that proper preventive maintenance is being performed on all heating and air conditioning units and is changing filters on a regular basis. WUSD will be installing **Bi-Polar Ionization Air Filtration** units to improve air quality in all occupy work spaces.

- The Center for Disease Control recommends increasing air filtration as high as possible (target MERV 13) without diminishing air flow and enforcing the existing or revised indoor air quality plan.
- All new heating and air conditioning systems have been designed with MERV-16 (Minimum Efficiency Reporting Value) filters. These are the most efficient filters commonly available for institutional system
- Doors & windows open as much as practicable and particularly on bus.



Instructional Options

Quality instruction and a commitment to equity for all students continues to be a focus for WUSD educational programs. We know that the needs of our students and families vary, which is why we have provided a variety of instructional program models.

Hybrid Learning

In a hybrid learning environment, students come to campus for part of their school day or week and learn from home for the other part of their school day or week. Class Dojo system will be utilized by teachers to provide additional content delivery or skill-practice opportunities.

Distance Learning (All Online/All Virtual)

In the event that state, county and local health guidelines restrict students from returning to campus for the Hybrid Learning model, students will participate in 100 percent remote learning. Students may also opt into this model for the entire school year. Students will use ZOOM system, following the schedule for their grade level and taught by their regularly assigned teacher(s). WUSD has prioritized providing students with "live" or synchronous instruction, where teachers will be teaching in real-time via a video conferencing application.

Independent Study

Families can choose to have their student enroll in a 100 percent independent study program. This online option is a self-paced learning experience using digital curriculum and supported by a district classroom teacher.

Instructional Models	Model 1	Model 2	Model 3	Model 4
Description	Distance Learning (Stay-At-Home Order) with 100% online instruction <i>Intended for required rolling closures</i>	Distance Learning with 100% online instruction PLUS <i>Staff on site / in offices and small group appointments for students ie DayCamps or state assessments</i>	Hybrid Learning Blend of In-Person Instruction and Distance Learning <i>Daily schedule will follow health and safety protocols and could include A/B schedules or AM/PM cohorts</i>	In-person Learning Plan with 100% onsite instruction
Location	No staff or students on campus	Some/All staff on campus Some students on campus	All staff on campus and limited number of students on campus	All Staff on Campus and All Students on Campus
School Site & Offices	School Site & Offices Closed	Schools & Offices Open with Modified Hour	Schools & Offices Open	Schools & Offices Open



Health and Safety Enhancements in Hybrid Learning Settings

In this setting, students will return to on-campus instruction with increased health and safety enhancements outlined in this document under Health and Safety Protocols. The enhancements include:

- Face covering and personal protective equipment protocols
- Health screenings when arriving on campus
- Increased cleaning and sanitization protocols
- Social distancing protocols
- Designated supplies and protective equipment for students, staff and facilities
- Modified recess/lunch (grab and go meals will continue)
- Student desks physically distanced
- Removal of non-essential classroom furniture
- COVID-19 testing and screening protocols



Special Education and Mental Health

Safety Considerations for Students with Disabilities

- Students with disabilities (SWD) will adhere to the guidelines previously outlined to maintain social distancing and follow safe practices as much as possible.
- Students with sensory/cognitive/behavioral needs will not be required to wear facial coverings. Parents and guardians should consult with their health care provider for advice about masks.
- Students who are deaf/hard of hearing will not be required to wear facial coverings, but will be required to wear a clear mask.
- School personnel will work closely with families of students who are immunocompromised to discuss specific needs prior to returning to school.

Considerations for Staff Working with Students with Disabilities

- Staff will be provided a face covering which is most conducive to addressing specific student needs.
- IEP services will be delivered while adhering to CDPH guidelines by wearing facial coverings, and/or the use of Personal Protective Equipment (PPE), such as: desk shields, social distancing, increased hand washing, and sanitizing to the greatest extent possible.
- All staff who work with students who require more hands-on services such as diapering, catheterization, feeding, etc. will utilize both face coverings and gloves.

IEP Procedures

- IEP meetings will be determined in conjunction with public health guidelines "in-person" or other virtual platforms.
- All special education timelines resume on the day school reopens.
- IEP meetings will be held after instructional time of students.

Related Services

Related Service Providers will take data upon return to school to determine if regression has occurred in the area of each goal and objective. An IEP meeting may need to take place to recommend a change in goals and or services.

- Starting on the second week of school, all related services will resume to ensure the district is providing Free Appropriate Public Education.
- Occupational therapy, adapted physical education, physical therapy, and orientation and mobility may require additional planning to determine how to provide such services within public health guidelines.
- Related Service Providers will make every effort to provide services outside of direct instructional time.
- Special education students who receive Specialized Academic Instruction (SAI) will have services delivered to the maximum extent possible in alignment with the student's IEP.



Assessments

- All assessments that are late, partially completed, or not started due to the closure will be completed within the first 30-60 days of school to the greatest extent possible.
- If classroom observations need to occur as part of the assessment process for school psychologists or related service providers, safety procedures will be followed.
- Assessments will be conducted virtually to the extent possible under distance learning. In person assessments (with PPE) will commence when allowable by the California Department of Education and public health officials.

Mental Health & Social Emotional Well-Being

District and school staff are committed to supporting students' social emotional wellness and offering resources to ensure that students transition back to school smoothly. Support may include social emotional learning, building relationships, community-building activities and mindfulness and movement breaks.

Students currently enrolled at a Family Resource Center site can continue to access social, emotional and behavioral-health support.

Tulare County Office of Education (TCOE) Behavioral Health Services team will continue to provide mental health services for students and their families via zoom and in-person small cohorts as needed.



Athletics and Extracurricular Activities

The California Interscholastic Federation (CIF) Sports Medicine Advisory Committee has developed a comprehensive document to help school districts prepare for student athletes to return to athletic activities and program conditioning. Woodville Union School District will resume athletics adhering to the CIF guidelines. With guidance from the Tulare County Department of Health and Human Services, California Department of Health (CDPH), California Department of Education (CDE), and CIF, WUSD determines the level and duration of each phase for a gradual full physical return to athletics and performing arts.



Sports and Extra Curricular Activities: Note: The following guidance takes effect on February 26, 2021. See the [current guidance](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx) in effect until then. This guidance will be subject to changes per CDPH updates. <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/outdoor-indoor-recreational-sports.aspx>

Outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. For example, tournaments, events, regardless of whether teams are from the same school or from different schools, counties, or states are not permitted at this time.

Youth Sports and physical education are permitted only when the following can be maintained: (1) physical distancing of at least six feet; and (2) a stable cohort, such as a class, that limits the risks of transmission (see [CDC Guidance on Schools and Cohorting](#)). Activities should take place outside to the maximum extent practicable.

- For sports that cannot be conducted with sufficient distancing or cohorting, only physical conditioning and training is permitted and ONLY where physical distancing can be maintained. Conditioning and training should focus on individual skill building (e.g., running drills and body weight resistance training) and should take place outside, where practicable. Indoor physical conditioning and training is allowed only in counties where gyms and fitness centers are allowed to operate indoors.
- Avoid equipment sharing, and if unavoidable, clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- Consistent with guidance for gyms and fitness facilities, cloth face coverings must be worn during indoor physical conditioning and training or physical education classes (except when showering). Activities that require heavy exertion should be conducted outside in a physically distanced manner without face coverings. Activities conducted inside should be those that do not require heavy exertion and can be done with a face covering. Players should take a break from exercise if any difficulty in breathing is noted and should change their mask or face covering if it becomes wet and sticks to the player's face and obstructs breathing. Masks that restrict airflow under heavy exertion (such as N-95 masks) are not advised for exercise.
- Youth sports programs and schools should provide information to parents or guardians regarding this and related guidance, along with the safety measures that will be in place in these settings with which parents or guardians must comply.
- Activities where there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practice and performances are not permitted.
- Extra-Curricular Activities, no mixing of cohort.



Appendix I – COVID-19 FAQs

If I test positive for COVID-19, what do I do?

Notify supervisor immediately as outlined on the COVID-19 Positive Exposure Plan for WUSD Employees Flow Chart contained in this Toolkit. By following the steps on the Flow Chart, the identity and health information of the employee will be confidential and aid in decreasing the chance of spreading COVID- 19.

What should I do if someone living in my immediate household tests positive for COVID-19?

Notify supervisor immediately. The circumstances will be confidentially reviewed with the District Office and School Nurse and the employee will, in most cases, be asked to quarantine for fourteen (14) days.

What if a person in my immediate household has been exposed to COVID-19 and directed to quarantine for fourteen (14) days?

Contact your immediate supervisor. If the person living in your immediate household is not showing any symptoms of COVID-19, the WUSD employee may continue to report to work. If the person living in the immediate household begins to show signs of COVID-19, consult with a medical provider and notify the immediate supervisor who will consult with the District Office and School Nurse.

Do I need to quarantine for fourteen (14) days when I return from out-of-state travel?

There is still a travel advisory in effect, for any travel >120 miles.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Travel-Advisory.aspx>

I have a note from my doctor that states I cannot wear a mask. What should I do?

Contact, Superintendent, at Isaephan@woodville.org. The Superintendent will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

Will I be expected to return to work if I have an underlying health condition?

If an employee has an underlying medical condition, they must provide medical certification to the District who will then trigger the Interactive Process to determine if there is a reasonable accommodation.

I am 65+ years of age and am expected to report to work. What do I do?

Communicate directly with your immediate supervisor, who will work in conjunction with District Office, to discuss available options if you have concerns with reporting back to work.

How will WUSD support staffing promoting a safe and smooth return to school for students attending WUSD programs?

Program/Site-specific plans have been created to provide guidance and protocols for a safe, healthy return to school for students attending WUSD programs. The program/site plans will vary based on the student population, the needs of the student, or the students' district of attendance.

How will WUSD protect my HIPPA rights and confidentiality should I test positive for COVID-19?

All medical related information shared with an employee's supervisor is confidential. However, in order to evaluate the risk of the infection to other employees, a supervisor will share this information with their appropriate district supervisor to begin contact tracing protocol.



Appendix II – COVID-19 Scenario Chart

Woodville Union School District - COVID-19 Health Screening Decision Tree

Baseline refers to symptoms that are considered “normal” or within normal for the individual. Example: A person with seasonal allergies or Asthma, may normally have a runny nose, cough or shortness of breath.

SYMPTOM	ANSWER	ACTION STEP 1	ACTION STEP 2	ACTION STEP 3	ACTION STEP 4	ACTION STEP 5
Fever of 100° or more	Yes	Home	RETURN after meeting all three (3) criteria below: <ul style="list-style-type: none"> No fever for one (1) day without using fever reducing medication Improving of symptom; at least ten (10) days from the first symptom occurred 			
			No Improvement of Fever	Advised to see Medical provider	Employee has symptoms and is Positive for COVID-19	Supervisor/Lead contacted by employee
Symptoms, other than a fever (Chills, Headache, Diarrhea, Nausea, Vomiting, Body Aches, New loss of taste of smell, New or worsening cough, Sore Throat, Runny Nose, Shortness of Breath)	Yes	Symptoms “Normal” (i.e. *baseline), RETURN to work				
		Symptoms <i>NOT</i> “Normal” (i.e. *baseline), HOME	No improvement of symptoms	Advised to see Medical provider	Employee has symptoms and is Positive for COVID-19	Supervisor/Lead contact by employee
			May return sooner than 10 days if tests negative and fever resolved for 24hr.			
Has traveled outside >120 miles.	Yes	Home for 14 days self-isolation				
Employee reports having contact, (less than 6 feet for more than 15 minutes, with a COVID-19 person in the las 14 days	Yes, and medically verified	No symptoms after 14 days, RETURN to work				
		Quarantine at home for 14 days			Employee has symptoms and is Positive for COVID-19	Supervisor/Lead contacted by employee
	Yes, but not medically verified	RETURN to work				



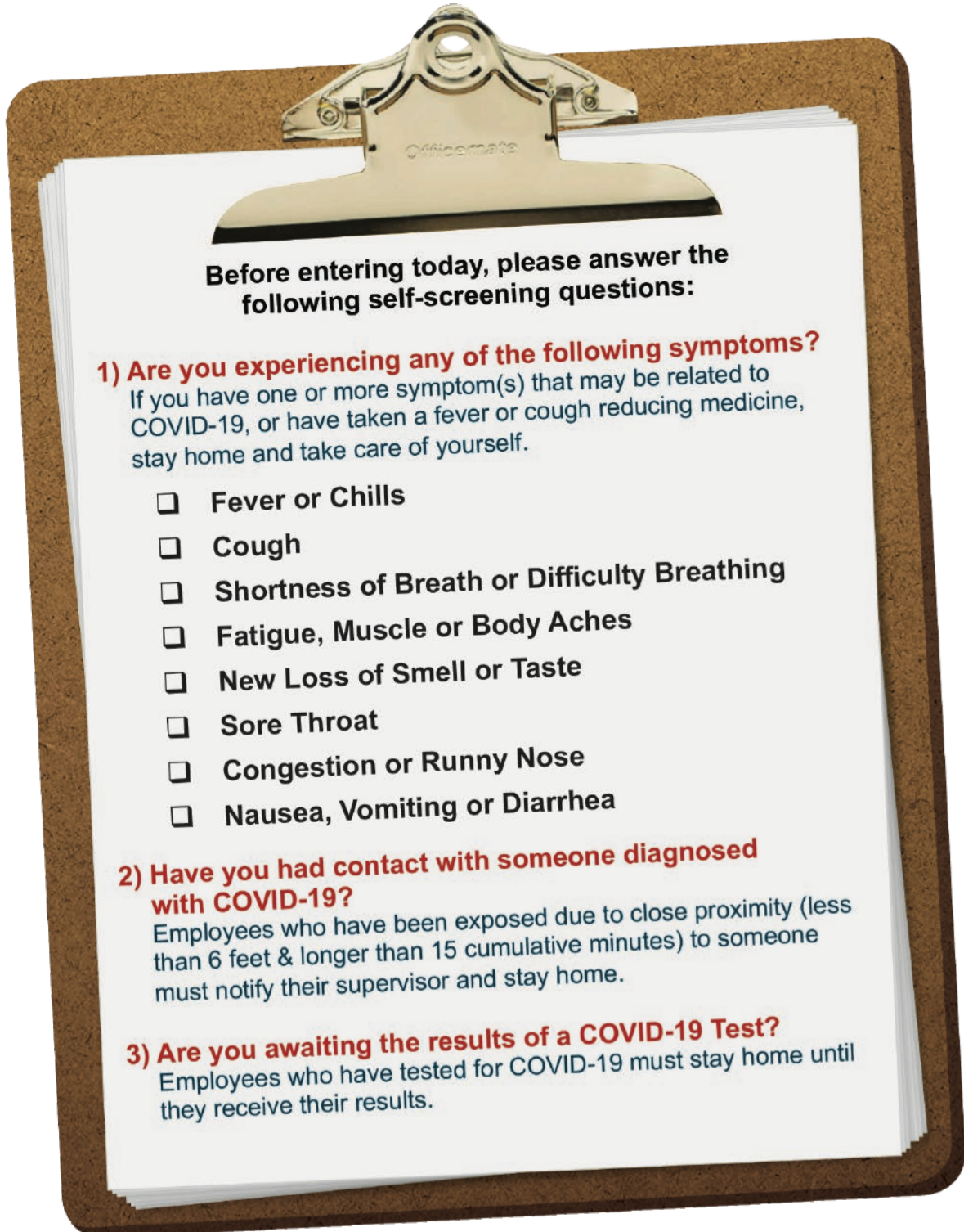
COVID-19 Health Screening Tool for Symptoms for Students

This flowchart will provide guidance for staff observing students who present to the Health Office with COVID-19 like symptoms.

SYMPTOM	ANSWER	ACTION STEP 1	ACTION STEP 2	ACTION STEP 3	ACTION STEP 4	ACTION STEP 5
Fever of 100° or more	Yes	Home	RETURN after meeting all three (3) criteria below: <ul style="list-style-type: none"> No fever for one (1) day without using fever reducing medication Improvement of symptoms; at least ten (10) days from the first symptom occurred 			
Symptoms, other than a fever (child, Headache, Diarrhea, Nausea, Vomiting, Body Aches, New loss of taste or smell, New or worsening cough, Sore Throat, Runny Nose, Shortness of Breath, Fatigue, (For children: Rash, Red eyes, Cracked/swollen lips, Re/swollen tongue, Swelling of the Hands or Feet or stomach pain))	Yes	Symptoms "Normal" (i.e. *baseline), Return to class/school				
		Symptoms NOT "normal" (i.e. *baseline), HOME	NO improvement of symptoms	Advise to see Medical provider	Student has symptoms and is Positive for COVID-19 Re-evaluate return date	School Nurse/Lead Nurse contacted by school site
			May return sooner than 10 days if tests negative and fever resolved for 24hr.			
Has traveled outside >120 miles.	Yes	Home for 14 days self-isolation				
Student reports having contact, (less than 6 feet for more than 15 minutes with a COVID-19 person in the last 14 days)	Yes, and medically verified	Quarantine at home for 14 days			Student has symptoms and is Positive for COVID-19 Re-evaluate return date	School Nurse/Health Clerk contacted by school site
		No symptoms after 14 days, RETURN to school				
	Yes, but not medically verified, RETURN to school					



Appendix III – COVID-19 Screening Checklist



Before entering today, please answer the following self-screening questions:

1) Are you experiencing any of the following symptoms?
If you have one or more symptom(s) that may be related to COVID-19, or have taken a fever or cough reducing medicine, stay home and take care of yourself.

- ☐ Fever or Chills
- ☐ Cough
- ☐ Shortness of Breath or Difficulty Breathing
- ☐ Fatigue, Muscle or Body Aches
- ☐ New Loss of Smell or Taste
- ☐ Sore Throat
- ☐ Congestion or Runny Nose
- ☐ Nausea, Vomiting or Diarrhea

2) Have you had contact with someone diagnosed with COVID-19?
Employees who have been exposed due to close proximity (less than 6 feet & longer than 15 cumulative minutes) to someone must notify their supervisor and stay home.

3) Are you awaiting the results of a COVID-19 Test?
Employees who have tested for COVID-19 must stay home until they receive their results.

