

Alta Vista School- Health and Safety Plan Guidelines (rev. Aug 2020)
(adapted from SF DPH Guidelines)

You may contact the following person with any questions or comments about this protocol:

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Updated focal points for Schools

- **Address adult-to-adult transmission, and adults as sources of infection.** We know from child care settings and summer camps that staff can also be the source of COVID-19 exposure in a facility. Although children can be infected with COVID-19 and can spread it to adults, it is important to understand that spread of infection between adults is common.
- **Preventing person-to-person transmission, via respiratory transmission, is more important than frequent cleaning and disinfection.** COVID-19 mainly spreads from person-to-person via respiratory transmission.
 - **Coronavirus is easy to kill on surfaces compared to norovirus.**
 - Most household cleaning products are effective. Professional deep cleaning services are generally unnecessary.
- **The use of personal protective equipment (PPE) does not eliminate the need for physical distancing, portable barriers/partitions and universal face coverings.** PPE can give people a false sense of security. Physical distancing, barriers and face coverings are important in preventing the spread of COVID-19 in school settings.
- **Exposure risk is a gradient, rather than an all-or-nothing condition.** A rule of thumb is that a person must spend at least 10-15 minutes within 6 feet of someone with COVID-19 to be at risk of infection. Shorter interactions at greater distances are lower risk. Universal

face coverings decrease risk, and being outside is lower risk than inside. Other factors include whether the infected person was sneezing or coughing, or doing an activity that produced more respiratory droplets (singing or shouting has been shown to spread COVID-19 efficiently, particularly in enclosed spaces).

Section 1 – Signage and Education:

- AVS will post a copy of the Social Distancing Protocol at each public entrance to the school locations.
- AVS will post a copy of the Health and Safety Plan at each public entrance to the school locations.
- AVS will distribute to all staff, faculty, and other employees (“Personnel”) copies of the Social Distancing Protocol and the Health and Safety Plan (or a summary of each item with information on how copies may be obtained) and any educational materials required by the Health and Safety Plan.
- AVS will create and implement an education plan for all Personnel covering all items required in the Social Distancing Protocol and the Health and Safety Plan that apply to them.
- AVS will update the Health and Safety Plan as appropriate while the Directive is in effect.
- AVS will conduct the training and education virtually, or, if in-person, ensure social distancing is maintained.

Section 2 – Requirements Regarding Personnel:

- The Department of Public Health has issued guidelines requiring Childcare Providers and other permitted businesses to comply with COVID-19 testing requirements for employers and businesses. AVS will ensure that all Personnel that work on-site will comply with testing requirements.
- AVS will implement procedures for daily symptom monitoring for staff.
- AVS will implement COVID-19 testing for staff [and shall at minimum test all staff over 2-month period such that 25% of the staff are tested every two weeks]/ [50% of the staff are tested every month].

- AVS will instruct all Personnel orally and in writing not to come to work at the school if they are sick.
- AVS will Provide a copy of the attachment to this Exhibit, titled “Handout for Personnel (Employees, Contractors, Volunteers) of Essential Business and Other Businesses Permitted During the Health Emergency” (the “Attachment”), to all Personnel who regularly work at the school locations in hardcopy format or electronically. PDF and translated versions of the Attachment can be found online at www.sfcddcp.org/covid19 (open the “Businesses and Employers” area of the “Information and Guidance for the Public” section).
- AVS will review the criteria listed in Part 1 of the Attachment on a daily basis with all Personnel who regularly work at the school before each person enters work spaces or begins a shift. Instruct any Personnel who answered “yes” to any question in Part 1 of the Attachment to return home or not come to work and follow the directions on the Attachment.
- AVS will instruct Personnel who stayed home or who went home based on the criteria listed on the Attachment that they must follow the criteria as well as any applicable requirements from the quarantine and isolation directives (available online at www.sfdph.org/dph/alerts/coronavirus-healthorders.asp) before returning to work. If they are required to self-quarantine or self-isolate, they may only return to work after they have completed self-quarantine or self-isolation. If they test negative for the virus (no virus found), they may only return to work after waiting for the amount of time listed on the Attachment after their symptoms have resolved. Personnel are not required to provide a medical clearance letter in order to return to work as long as they have met the requirements outlined on the Attachment.
- AVS will provide face coverings for all Personnel, with instructions that they must wear face coverings at all times when at work, as further set forth in the Face Covering Order. AVS will allow Personnel to bring their own Face Covering if they bring one that has been cleaned prior to the shift.
- AVS will consider the use of face shields, to be used with face coverings, for staff whose duties make it difficult to maintain 6 feet of distancing, such as teachers of younger elementary students. If supplies of face shields are limited, AVS will prioritize them for staff who are in groups at higher-risk of severe COVID-19 illness.
- AVS will provide a sink with soap, water and paper towels for handwashing, for all Personnel working onsite at the school. AVS will require that all Personnel wash hands at least at the start and end of each shift, after sneezing, coughing, eating, drinking, using the restroom, and frequently during each shift.

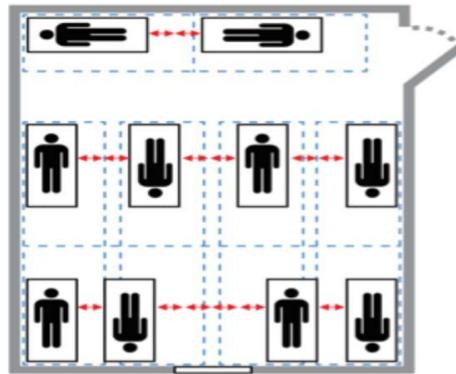
- AVS will provide hand sanitizer effective against COVID-19 throughout the school locations for Personnel. AVS will keep hand sanitizer out of the reach of young children, and supervise its use.
- AVS will disinfect any break rooms, bathrooms, and other common areas throughout the day.
- AVS will advise Personnel that it is recommended for them to change clothes and shoes before or upon arriving at home after school in order to reduce the chance of their clothing or shoes exposing anyone in the household to the virus and that such clothing should be cleaned before being used again.
- AVS will support Personnel who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context.
- AVS will prioritize portable plexiglass barriers or other partitions for teachers and other staff who are in groups at higher risk of severe COVID-19 or who must interact directly with large numbers of students or adults, such as middle and/or high school teachers.
- Non-medical staff at higher risk for severe COVID-19 illness will not be assigned to assess students who feel sick or monitor/care for sick students waiting to be picked up.
- AVS will minimize the use of and congregation of adults in staff rooms, break rooms, and other settings.

Section 3 - Stable and Separate Groups of Children:

- AVS will keep students in stable classroom cohorts (no larger than standard class size for each respective grade level), including for recess and lunch, and with the same teacher(s) to the greatest extent possible.
- AVS will prioritize the use and maximization of outdoor space for activities where practicable.
- AVS will keep cohorts as small as possible, while ensuring that cohorts are not segregated by race/ethnicity or socioeconomic class, and limiting cross-over of students and teachers to the extent possible.
- AVS will assign children and youth from the same family to the same group, if possible.
- AVS will implement strategies to limit the mixing of children and

youth. For example:

- Stagger playground time, recess and other activities so no two groups are in the same place at the same time.
 - Designate specific routes for entry and exit to the campus for each cohort, using as many entrances/exits as feasible.
 - Keep groups separate for special activities such as art, music, and exercising.
 - Encourage individual activities like painting, crafts, and building with blocks, and other materials.
 - Space children as far apart as possible, ideally at least 6 feet apart, for individual activities and especially during meals and snacks, when face coverings are removed.
- At naptime, AVS will place children's mats as far apart as possible, ideally at least 6 feet apart. We will have children lie on their mats so that they are head-to-toe. (See diagram.)
 - AVS will involve children in developing social distancing plans, using chalk and materials like pool noodles and yarn to create personal space areas.



Section 4 - Physical Distancing and Facilities:

Arrival and Departure

- Drivers should maximize space between students and between students and the driver on school group transports and open windows to the greatest extent practicable.
- AVS will minimize contact between students, staff, families, and the community at the beginning and end of the school day and minimize contact between adults at all times.
- AVS will stagger arrival and drop off -times and

locations as consistently as practicable as to minimize scheduling challenges for families.

- AVS will designate routes for entry and exit, using as many entrances as feasible.
- AVS will put in place other protocols to limit direct contact with others as much as practicable.
- AVS will implement health screenings of students and staff upon arrival

Classroom Spaces

- Students must remain in the same space and in cohorts as small and consistent as practicable, including for recess and lunch. Keep the same students and teacher or staff with each group to the greatest extent practicable
- AVS will prioritize the use and maximization of outdoor space for activities where practicable.
- AVS will minimize movement of students and teachers or staff as much as practicable. In secondary schools or in situations where students have individualized schedules, plan for ways to reduce mixing among cohorts and to minimize contact.
- AVS will maximize space between seating and desks, arrange seating to minimize face - to-face contact, and use physical partitions where needed. Also, AVS will distance teacher and other staff desks at least six feet away from student desks.
- AVS will redesign g activities for smaller groups and rearranging furniture and play spaces to maintain separation.
- AVS will develop instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- AVS will not permit activities where there is increased likelihood for transmission from contaminated exhaled droplets, such as band and choir practice and performances.
- AVS will only conduct activities involving singing outdoors.

- AVS will implement procedures for turning in assignments to minimize contact.
- AVS will consider using privacy boards or clear screens to increase and enforce separation between staff and students.

Non-Classroom Spaces

- AVS will limit nonessential visitors, volunteers, and activities involving other groups at the same time.
- AVS will limit communal activities where practicable. Alternatively, stagger use, properly space occupants, and disinfect in between uses.
- AVS will Consider use of non -classroom space for instruction, including outdoor space if weather permits.
- AVS will minimize congregate movement through hallways as much as practicable.
- AVS will serve meals outdoors or in classrooms instead of cafeterias or group dining rooms where practicable. AVS will serve individually plated or bagged meals. AVS will avoid sharing of foods and utensils and buffet or family-style meals.
- AVS will hold recess activities in separated areas designated by class.

Section 5- Physical Distancing and Classrooms

- AVS Staff will stay 6 feet from other adults as much as possible.
 - AVS will set up staff workspaces so that staff do not work within 6 feet of each other.
 - AVS will use virtual meetings for parent-teacher meetings and staff meetings, even if all staff are on campus.
- Staff should stay 6 feet away from students when feasible.
- AVS will consider ways to establish separation of students through other means if practicable, such as: six feet between desks where practicable, partitions between desks, markings on classroom floors to promote distancing, or arranging desks in a way that minimizes face-to-face contact.
 - AVS will rearrange furniture and play spaces to maintain separation.
 - AVS will use other campus spaces for instruction to allow more optimal spacing.

- Staff desks will be 6 feet away from student desks, regardless of space limitations.
- For Lower School playtime and recess, physical distancing may be relaxed for students in stable classroom cohorts who are wearing face coverings. When outside or in shared spaces, preventing interactions **between** cohorts will be prioritized over distancing of students within a cohort.
- For Middle school: Physical distancing of students is more important.

In the classroom

- We will arrange desks facing in the same direction, so that students do not sit facing each other.
- If students must sit less than 6 feet apart,
 - We will consider use of privacy boards or clear screens
 - Have students sit in the same seats each day if feasible. If cohorts must change classrooms for different subjects, try to keep the same seating arrangements across classes.
- Implement virtual procedures for turning in assignments to minimize contact.

Outside the classroom

- Limit occupancy of bathrooms, locker rooms, staff rooms and similar shared spaces to allow 6 feet of distancing. Adjacent bathroom stalls may be used. AVS will Post signs with occupancy limits.
- At places where students congregate or wait in line, AVS will mark spots on the floor or the walls 6 feet apart to indicate where to stand.
- AVS will manage the use of lockers in hallways and other shared spaces. If used, AVS will stagger times to ensure 6 feet of distancing between students accessing lockers.

Section 5 - Meals and Snacks

- Students will eat meals in the cohort's classroom or outdoors instead of using cafeterias or dining rooms. Students will have individually plated or bagged meals. They will not use shared tables or self-service buffets.
- Eating outdoors is safer than eating indoors. Outdoor eating areas may be covered (e.g. with an awning), as long as no more than one side is closed, allowing sufficient air movement. AVS will designate an eating area for each class, and mark places 6 feet apart for students to sit. Without marked spaces, most

students will sit more closely.

- AVS will stagger lunch times to maximize use of outdoor space and prevent mixing of cohorts.
- AVS will consider starting lunch with silent eating time, followed by conversation time, to discourage talking while masks are off.
- Staff will be especially vigilant about staying 6 feet away from students, and making sure that students remain 6 feet apart, when students' masks are off to eat. If eating in the classroom, staff will make sure that students are spaced as far apart as possible.
- AVS will clean and disinfect the eating area between different classes. Sidewalks and asphalt do not have to be disinfected.

Section 6 - Events and Large Gatherings:

- AVS will cancel or postpone special events that involve parents and families, such as festivals, holiday events, and special performances.
- AVS will redesign school tours and open houses to meet guidelines for group size, screening, physical distancing, face coverings, hand hygiene, and cleaning and disinfection, and will not allow tours when students are present. AVS will keep a log of all persons present.
- AVS will not hold gatherings that bring large groups of children together, even if held outdoors.
- Field trips are currently not allowed due to the potential for increased transmission.

Section 7 - Symptom Screening for Children:

- AVS will support the prevention of discrimination against students who (or whose families) were or are diagnosed with COVID-19 or who are perceived to be a COVID-19 risk.
- AVS will actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- AVS will develop policies that encourage sick staff and students to stay home without fear of reprisal and ensure staff, students, and students' families are aware of these policies.
- For all students entering the facility, AVS will ask parent(s)/caregiver(s) and child if they or anyone in their home are exhibiting symptoms of COVID-19 as set forth in SFDPH

guidance on COVID-19 Health Checks at Programs for Child and Youth available online at <https://www.sfdcp.org/covid19/> (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section).

- o AVS will (a) ask parents/caretakers to take a child’s temperature before arrival and; or (b) take the child’s temperature with a “no-touch” (infrared) thermometer upon arrival and report it in the AVS contact tracing app or daily tracking sheet.
- o AVS personnel will conduct a visual wellness check of students and look for signs of illness like flushed cheeks, rapid breathing or difficulty breathing, fatigue, cough, or extreme fussiness.
- o Children with COVID-19 symptoms or a fever of over 100.4 will be sent home and encouraged to seek COVID-19 testing. Children may return to the school when they meet the criteria set forth in SFDPH guidance on COVID-19 Health Checks at Programs for Child and Youth, available online at <https://www.sfdcp.org/covid19/> (open the “Schools, Childcare, and Youth Programs” area of the “Information and Guidance for the Public” section).
- o AVS personnel conducting the screening should stand at least 6 feet away from the child and parent/caregiver, excluding the need for temperature check if not confirmed by parent/caregiver.
- o AVS will consider the use of a portable plexiglass barrier or other barrier, or use a clear window for staff when they are screening for COVID-19 symptoms (persons entering the school, students who feel sick).
- o Children who pass the screening should wash their hands with soap and water or clean their hands with hand sanitizer before they begin the morning program.
- o AVS is asking staff and students to stay at home for 14 days before returning to school after travel to areas with high levels of COVID-19 transmission, even if not required by local or state health orders. This does not apply to staff and children who regularly commute to school from places outside of San Francisco.

Section 8 - Drop-Off and Pick-Up Procedures:

- o AVS will require that family members and caregivers wear face coverings when dropping off or picking up children, and at all times while on campus. AVS will discourage parents and other family members from entering the school.
- o AVS faculty should remain 6 feet apart from parents and caregivers.

- AVS will stagger arrival and drop-off times to limit contact between families, if possible.
- AVS will have staff greet children outside as they arrive and complete the daily screening process.
- AVS will designate routes for entry and exit, using as many entrances as feasible.
- AVS will utilize curbside drop-off and pick-up, where staff come outside the school to pick up the children as they arrive, and bring children outside to be picked up.
- AVS encourages the same family member or designated person to drop off and pick up the child every day. We discourage grandparents and other older relatives from picking up children, if they are over 60 years old, since they are more at risk for serious illness.
- Public transportation: Staggered school start times will allow students and staff who use public transportation to do so when buses and trains are less crowded. This will decrease their exposure risk. This will also help address equity issues in terms of barriers to getting to school.
- Carpools and shared rides: AVS will advise staff and families to carpool with the same stable group of people. Drivers should open windows and maximize outdoor air circulation when feasible. Everyone in the vehicle should wear a face covering.

Section 9 - Face Coverings:

- All adults and youth should wear face masks or cloth face coverings at all times in accordance with [CDPH guidance](#) unless a person is exempt as explained in the guidelines. This includes family members and caregivers waiting outside to drop-off or pick-up children.
- All staff must use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
- Do not use face masks or cloth face coverings for children ages 2 and younger, anyone who has trouble breathing, or is asleep, unconscious, or otherwise unable to remove the mask without assistance.
- AVS will teach and reinforce use of face coverings, or in limited circumstances, face shields.

- AVS will remind students and staff not to touch the face covering and to wash their hands frequently.
- AVS will provide information to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- When a cloth face covering or face shield is temporarily removed for meals, snacks, naptime, or outdoor recreation, ensure it is placed in a clean paper bag marked with the student's name and date until it needs to be put on again.
- AVS will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one. AVS will consider equity issues when considering to exclude students. Excluding students will be considered only after careful consideration of the unique circumstances of each individual student and exhausting efforts to encourage face coverings.
- AVS will develop a protocol to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- Workers or other persons handling or serving food must use gloves in addition to face coverings. AVS will consider disposable gloves to supplement frequent handwashing or use of hand sanitizer, for example, for workers who are screening others for symptoms or handling commonly touched items.

Section 10 - Hygiene and Sanitation:

- AVS will encourage children, youth, and staff to wash their hands often with soap and water for at least 20 seconds or with hand sanitizer, especially before and after eating, after going to the bathroom or diapering, after wiping their nose, coughing, or sneezing, upon entering/re-entering a classroom, and before and after touching shared equipment.
- AVS will ensure that every classroom/instructional space and common area (staff work rooms, eating areas) has hand sanitizer or a place to wash hands upon entering.
- AVS will educate children, youth and staff about basic measures to prevent the spread of infection, including covering one's coughs and sneezes and washing hands frequently.
- AVS will establish a schedule for cleaning and disinfecting. In addition to regular cleaning, the space must be thoroughly cleaned and disinfected between use by different groups, for example, between sessions, with special attention to indoor eating areas where people have removed their masks.

- AVS will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched. This may include doorknobs, light switches, classroom sink handles, countertops, nap pads, toilets, desks, chairs, cubbies, and playground structures.
- AVS will limit use and sharing of objects and equipment, such as toys, games, art supplies, and playground equipment. When shared use is allowed, objects will be cleaned and disinfected between uses.
- AVS will follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- AVS will keep all cleaning materials secure and out of reach of children and ensure that there is adequate ventilation when using these products to keep children and staff from inhaling toxic fumes.
- AVS will establish adequate time in the work day to allow for proper cleaning and decontamination throughout the school buildings.
- AVS will use products approved for use against COVID-19 on the [Environmental Protection Agency \(EPA\)-approved list](#) and train workers on chemical hazards, product instructions, ventilation requirements, Cal/OSHA requirements, the CDPH asthma safer cleaning methods, and as required by the Healthy Schools Act, as applicable. AVS will avoid use of products containing peroxyacetic (peracetic) acid, sodium hypochlorite (bleach), or quaternary ammonium compounds.
- AVS will do thorough cleaning when children are not present. When cleaning, AVS will air out the space before children arrive. If using air conditioning, AVS will use the setting that brings in outside air, and check air filters and filtration systems to ensure optimal air quality.
- AVS will provide proper PPE to custodial staff and other employees who clean and disinfect.
- Cleaning after a suspected or known case of COVID-19:
 - AVS will use the same agents and disinfectants as for routine cleaning, but also includes the following steps:
 - Open windows and use fans to increase outdoor air circulation in the areas to be cleaned.
 - Wait 24 hours, or as long as practical, before cleaning and disinfection (CDPH recommends waiting at least 1 hour.)

- Clean and disinfect all surfaces in the areas used by the ill person, including electronic equipment like tablets, touch screens, keyboards, and remote controls. Vacuum the space if needed.

Section 11 - Ventilation:

- AVS will ensure proper ventilation during cleaning and disinfecting, and will introduce fresh outdoor air as much as possible. Additionally, AVS may:
 - Adjust mechanical ventilation systems to maximize fresh (outdoor) air ventilation. Minimize or eliminate return or recirculated air.
 - For mechanical ventilation systems, increasing the intake of outdoor air and minimizing recirculated air should be prioritized over increasing filter efficiency during the COVID-19 pandemic.
- If opening windows poses a safety or health risk, maximize central air filtration for HVAC systems (targeted filter rating of at least MERV 13).
- Ensure all water systems are safe to use to minimize Legionnaire's Disease.

Section 12 - Maintain Health Operations

- AVS will monitor staff absenteeism and have a roster of trained back-up staff where available. AVS will plan for staff absences of 10-14 days due to COVID-19 infection or exposure, as community transmission increases. AVS will cross-train staff and have a roster of trained back-up staff. AVS will be prepared to offer distance learning to students whose teachers must stay home due to COVID-19 infection or exposure, and no other teacher is available.
- AVS will monitor the types of illnesses and symptoms among the students and staff to help isolate them promptly.
- AVS will designate a staff liaison or liaisons to be responsible for responding to COVID-19 concerns or concerns around practices, protocols, or potential exposure. AVS will train employees on who they are and how to contact them. AVS will train the liaison to coordinate the documentation and tracking of possible exposure, in order to notify local health officials, staff and families in a prompt and responsible manner. These persons will also serve as a liaison to SFDPH.

- o AVS will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- o AVS will consult with local health departments as routine testing is implemented.
- o AVS will support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as virtual learning or independent study.
- o AVS will not exclude students from in-person attendance solely because of medical conditions such as diabetes, asthma, leukemia and other malignancies, and autoimmune diseases that may put them at higher risk of severe COVID-19, but will allow the child's medical team and family to determine whether in-person attendance is safe.

Section 12 - In-Person Re-Opening Criteria (per CA DPH rev July 17,2020)

Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county¹ monitoring list within the prior 14 days.

If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days.²

¹ School districts in LHJs that are cities are considered to be included as part of the county if the county is on the monitoring list.

² A waiver of this criteria may be granted by the local health officer for elementary schools to open for in-person instruction. A waiver may only be granted if one is requested by the superintendent (or equivalent for charter or private schools), in consultation with labor, parent and community organizations. Local health officers must review local community epidemiological data, consider other public health interventions, and consult with CDPH when considering a waiver request.

Section 13 - Guidance on School Closure (per CA DPH rev July 17,2020)

What are the criteria for closing a school?

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 SFDPH 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 teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

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

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

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

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

Section 14 - Guidance on School Response if an Individual is Suspected of Having or is Confirmed to have COVID-19

General Requirements if an individual is suspected of being infected with COVID-19:

- Close off areas used by any individual suspected of being infected with the virus that causes COVID-19 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 ventilation recommended for cleaning. Keep cleaning and disinfectant products away from students.
- Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
- Advise sick staff members and sick students to get tested for COVID-19 as soon as possible. Encourage family members of students and staff with symptoms of COVID-19 to get tested promptly, before they can spread infection to students and staff.
- Ensure that students, including students with disabilities, have access to instruction when out of class.

- Offer distance learning based on the unique circumstances of each student who would be put at risk by an in-person instructional model.
- Implement the necessary processes and protocols when a school has an outbreak, in accordance with CDPH guidelines.
- Investigate the COVID-19 illness and exposures and determine if any work-related factors could have contributed to risk of infection. Update protocols as needed to prevent further cases.
- Update protocols as needed to prevent further cases. See the CDPH guidelines, Responding to COVID-19 in the Workplace.

General Requirements if an individual tests positive for COVID-19:

- Contact the SFDPH Schools and Childcare Hub as soon as possible. Call (415) 554-2830 Press 1 for COVID-19, then press 6 for Schools, or email Schools-childcaresites@sfdph.org
- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.
- Review the SFDPH guidance document “What to do when someone has suspected or confirmed COVID 19: Quick Guide for Schools, Childcares, and Programs for Children and Youth,” at <https://sfcdcp.org/CovidSchoolsChildcare>
- SFDPH will provide consultation and guidance to help AVS take initial steps to identify individuals who had close contact with the person with COVID-19. Exposed individuals or their families will be notified, instructed how to get tested, and when they or their child can return to school.
- AVS will notify all school staff, families, and students that an individual in the school has had confirmed COVID-19. AVS will not disclose the identity of the person, as required by the Americans with Disabilities Act, and the Family Education Rights and Privacy Act.

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19? (per CA DPH rev Aug 10, 2020)

	Student or Staff with:	Action	Communication
1.	Student or Staff has COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> Send home Recommend testing (If positive, see #3, if negative, see #4) School/cohort remains open 	<ul style="list-style-type: none"> No Action needed
2.	Student or Staff has close contact () with a confirmed COVID-19 case	<ul style="list-style-type: none"> Send home Quarantine for 14 days from last exposure Recommend testing (but will not shorten 14- day quarantine) School/cohort remains open 	<ul style="list-style-type: none"> AVS will notify staff and families of children in the cohort. "General Exposure Advisory" Letter notification.
3.	Student or Staff has confirmed COVID-19 case infection	<p>AVS will Notify the SFPDH Schools / Childcare Hub</p> <p>Child or Staff:</p> <ul style="list-style-type: none"> Stay home with instructions to isolate at home for at least 10 days after the first symptoms occurred. <p>AVS will identify close contacts, likely including the entire cohort of the person with COVID-19.</p> <p>Instruct close contacts to:</p> <ul style="list-style-type: none"> Quarantine at home for 14 days after the last date the person with COVID-19 was at the school while infectious Get tested, especially if there are symptoms (but will not shorten 14-day quarantine). <p>AVS will clean and disinfect spaces where the person with COVID-19 spent significant time.</p> <p>Cohort CLOSED for 14 days after last exposure.</p> <ul style="list-style-type: none"> Non-exposed school cohorts remain open. 	<ul style="list-style-type: none"> School community notification of a known case

4.	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	<ul style="list-style-type: none"> • Consider school community notification if prior awareness of testing
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Note: Siblings across cohorts will be treated as close contacts in the case of COVID symptoms or a confirmed COVID infection.

() A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

() 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.