

**Updated: 8/8/2021**

# **COVID Safety Plan**

[Deborah Bertolucci](#)  
Superintendent, GUSD  
1300 Moody Lane, Geyserville Ca 95441  
(707)857-3592 ext 102  
[dbert@gusd.com](mailto:dbert@gusd.com)

**The COVID Safety Plan consists of two elements:**

- **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#) and updated with the [2021-2022 Guidance](#).
- The **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements

***Originally Approved by Sonoma County Public Health on March 18, 2021***

# Geyserville Unified School District

UPDATED:8/8/2021

## 2021 COVID-19 School Guidance Checklist

### Geyserville Unified School District

Number of Schools:	3	Enrollment:	226
County:	Sonoma		
Type of LEA:	Tk-12	Grade Levels Served:	TK-12

Date of Reopening: **April 7, 2021**  
Date of 2021-2022 Opening: **August 11, 2021**

[Deborah Bertolucci](#)  
Superintendent, GUSD  
1300 Moody Lane, Geyserville Ca 95441  
(707)857-3592 ext 102  
[dbert@gusd.com](mailto:dbert@gusd.com)

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is  
[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

I, **Deborah Bertoluci**, will post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the COVID-19 Prevention Program (CPP), pursuant to CalOSHA requirements, and this CDPH COVID-19 Guidance Checklist and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I, **Deborah Bertoluci**, confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

- ☒ **Stable group structures (where applicable):** No longer required
- ☒ **Entrance, Egress, and Movement Within the School:** No longer required-
- ☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.
- ☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.
- ☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.
- ☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.
- ☒ **Physical Distancing:** (Modified)  
8/2/2021 [CDPH Update](#): "Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented".

- ☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.
- ☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.
- Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier: Testing cadence per CDPH recommendations
- ☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.
- Planned student testing cadence. Please note if testing cadence will differ by tier: Testing cadence per CDPH recommendations
- ☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).
- ☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.
- ☒ **Consultation:** (For schools not previously open) Please confirm consultation with the following groups

Labor Organization	Parent and Community Organizations
Name of Organization(s): GTA, SEIU Date(s) Consulted: 2/25/2021	Name of Organization(s): Board Meeting, Parent Email Date(s) Consulted: 2/10/2021, 3/5/2021,

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## **Sonoma County Supplemental Questions**

# 2021 COVID-19 CSP and School Guidance Checklist

Please use this document as a supplement to the completion of your CSP / School Guidance checklist, to avoid any deficiencies and to be sure that all required criteria are discussed in your plan. Use as much space as needed to provide a complete and detailed description for each applicable measure. Please enter in any additional information not already listed under each category, and include images, charts, graphics, and site maps wherever relevant. To facilitate a timely approval process, please do not rearrange headings or contents, but rather add-on within each section, or at the bottom of the document. **\*\*Please note: Some sections may be decided by district, and some may be site specific. Please include detailed plan for each site, wherever noted as site specific.**

**Update Summary of Updates from 8/2/2021 “COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year”**

- Masks will be required for all students and staff indoors, upon arrival to school, upon departure to home, while going to/from the bathroom, and during Physical Education class. Masks will be optional outside for lunch, recess, and break. Masks will be taken off while students are eating, however, they will maintain 3 feet of physical distance.
- Universal masking also permits modified quarantine practices under certain conditions in K-12 settings, further promoting more instructional time for students
- “Polite social distancing” of 3 feet will be expected outside.
- Symptoms/Temperature checks are no longer required.
- Dropoff and Pickup Procedures will remain the same at GES. GNTA dropoff and pickup procedures will have no grade level designated pick-up and drop-off zones.
- Non-essential visitors will continue to be limited
- Parents should not congregate and students should be picked-up and dropped off in pick-up and drop-off zones.

## 1. Stable group structures (site specific)

*How students and staff will be kept in stable groups that stay together for all activities and minimize/avoid contact with other groups or individuals who are not part of the stable group. Please specify by grade (TK-6, 7-12, et.) if applicable.*

### A. Plan for type of stable groups/cohorts and weekly routine/schedule for classes:

#### Geyserville Elementary (GES) (K-5)

- Stable groups are no longer required, however, TK-5 students naturally stay in the same grouping all day long.

#### Geyserville New Tech Academy (GNTA) (6-12)

- Stable groups are no longer required. Students typically remain in grade level classes throughout the day and are only with other grade levels during elective classes.

#### Buena Vista High School

- Stable groups are no longer required. Students will follow GNTA procedures (as they are on the GNTA campus).

### B. For regular classes, how many students and staff will be in each planned stable, group structure:

- a. Stable groups are no longer required. Please note that we are a small school district and each grade level has less than 25 students.

**C. If you have departmentalized classes, how you will organize staff and students in stable groups:**

**Geyserville New Tech Academy (6-8, 9-12)**

- Stable groups are no longer required. Students typically remain in grade level classes throughout the day and are only with other grade levels during elective classes.

**D. If you have electives, how you will prevent or minimize in-person contact for members of different stable groups:**

- Counseling and interventions will be done in 1:1 or small groups in person
- PE will be conducted outside when feasible.

**E. Other considerations – After school programs, special education, therapies, carpooling, etc.:**

- After School program-Boys and Girls club protocols will be in place per CDPH guidelines. Students undergoing a modified quarantine will **not** be allowed to attend the after school program.
- *Special Education*-The Special Education teacher will serve all students as directed by their IEP. *Counseling*- Students will meet one-on-one or in group sessions where all participants will wear masks.
- School staff will document visits to classrooms by individuals (administrators, special education providers) using a sign-in sheet/log on the classroom door.

## **2. Visitors / Volunteers / Vendors**

*School/District's plans to handle visitors on campus \*\*Please consider limiting non-essential visitors of any kind*

**A. Essential visitor / vendor policy - log-in/out list:**

- Essential visitors, such as counselors, will be required to go through all training any staff members attended, be screened, sign in at the office and document students that they meet with. Essential visitors will not be in a classroom while students are present.
- Vendors delivering packages will be asked to leave packages outside the door of the front office.
- Visitors will be met at the office door and will remain outside when practical.

**B. Policy for limiting non-essential visitors:**

- We will limit any nonessential visitors, volunteers, and activities involving external groups or organizations as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Parent/guardian meetings will continue to be held remotely via Zoom or phone calls or by appointment only.
- For the safety of all staff and students, visitors or volunteers will not be allowed to visit classrooms until otherwise advised. However, registered school volunteers who show proof of full COVID -19 vaccination and agree to follow all COVID-19 protocols may be considered for volunteer purposes.

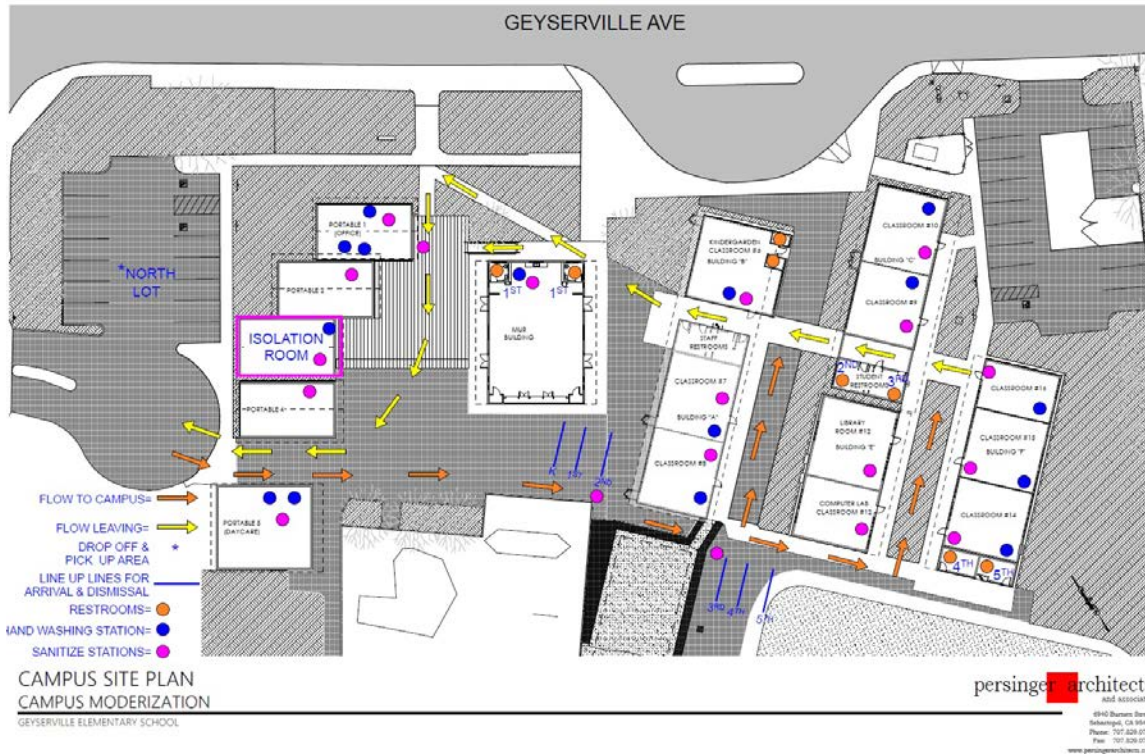
## **3. Entrance (site specific)**

*How arrival of students and staff will be managed to avoid close contact and/or mixing of cohorts - ie: staggered arrival times, separate entrances, etc. Please provide site map for reference.*



No longer required, however, we plan to continue to implement the following procedures.

**X Arrival Site Map:** Demonstrates how arrival of students and staff will be managed (staggered arrival times, separate entrances, etc) to avoid close contact/or mixing of cohorts



#### A. Describe drop-off procedure / policy for parents onsite:

- Parents will remain in their car during drop off and pick up.
- Parents will drop off in their designated area. See site specific info below.

#### Geyserville Elementary

- Parents/guardians are not allowed to congregate on campus.
- Teachers will be stationed at their classroom line up areas to help manage the flow of students through the hallways.
- Students that are late for arrival will check in at the office. Parents will need to call the office to let them know their child is late
- Each stable group of students will have a set one-way pathway to travel as they arrive on campus and report to their classroom. All students must wash or sanitize hands as they enter classrooms.

#### Geyserville New Tech Academy

- Students that are late for arrival will check in at the office. Parents will need to call the office to let them know their child is late..
- All students must wash or sanitize hands as they enter classrooms.

#### B. Describe plan to minimize mixing of cohorts on arrival to school:

No longer required, however, students will be encouraged to wear masks as they arrive to school (even though they are outdoors)



### C. Plan for screening on arrival (ie: temp checks, questionnaire, etc) for both staff and students:

#### Staff

- Wellness Checks and temperature screenings are not required at this time.

#### Students

- Parents are encouraged to screen their children at home (including temperature) for symptoms using the following form:

**Back to School | COVID-19 Screening Tool** 

Recommended tool to screen students, teachers, and staff for symptoms of COVID-19.

**SYMPTOMS**

Are you experiencing any of these COVID-19 symptoms?	YES	NO
Cough	<input type="checkbox"/>	<input type="checkbox"/>
Fever	<input type="checkbox"/>	<input type="checkbox"/>
Chills	<input type="checkbox"/>	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
Feeling achy	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath / difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>
Nausea or vomiting	<input type="checkbox"/>	<input type="checkbox"/>
New or unusual headache in the last 24 hours	<input type="checkbox"/>	<input type="checkbox"/>
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
Loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
Tingling or numbness	<input type="checkbox"/>	<input type="checkbox"/>

**RISK FACTORS**

Do any of the following risk factors apply to you?	YES	NO
In the last 24 hours have you been in contact with anyone with a known case of the COVID-19 virus?	<input type="checkbox"/>	<input type="checkbox"/>

If you checked "YES" to any of the above questions you may have risk factors for COVID-19. Please contact your primary care provider to seek guidance before you or your child attends school.

### D. How school/district plans to encourage a zero-mingling policy before school:

- Signage will be used to communicate current visitor policy.

## 4. Movement within the School (site specific)

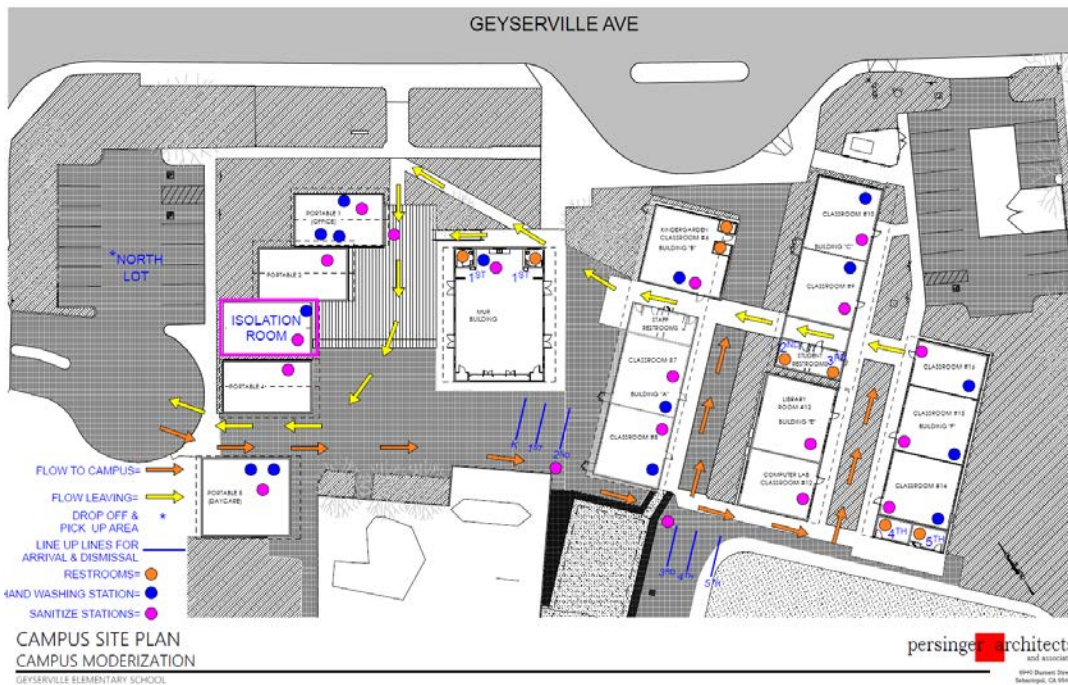
*How onsite movement of students and staff will be managed to avoid close contact and/or mixing of cohorts -*

*Please include site map with assigned routes and bathrooms, divided play areas, staggered breaks, etc.*

No longer required, however, we plan to continue to implement the following procedures.

**X** **Movement Site Map:** Demonstrates assigned routes and bathrooms, divided play areas, staggered breaks (to avoid close contact and/or mixing of cohorts).

**Geyserville Elementary School**



## A. Describe in detail the planned measures to avoid contact and/or mixing of cohorts onsite:

No longer required, however, we plan to continue to implement the following procedures.

### Assigned Routes

- At GES routes are one-way. Signage will demonstrate the flow of traffic

### GES Staggered Breaks/Recess/PE

- Not required

### Hallways (divided/one way)

- GES: Students will follow a path to travel to minimize congregate movement through indoor/outdoor hallways. All hallways are one-way.

### Divided Play Area

- Not required
- GES Play materials for each grade level (jump ropes, hula hoops, frisbees, etc.) will be located in their own play equipment tub.

### Assigned Bathrooms

Not required:

- Kid friendly hand washing protocol signs posted in bathrooms
- Students will use the bathroom closest to their classroom.

### GES:

- No more than 1 student in a restroom at a time. We will teach students how to determine if someone else is in the bathroom

Bathrooms are gender neutral and will be used by one stable group only.

- Kinder bathrooms: TK/Kindergarten
- Cafeteria bathrooms: 1st Grade

- Bathrooms near room 9: 3rd grade bathroom 1 and 2nd grade bathroom 2
- Bathrooms near soccer field: 4th Grade bathroom 1 and 5th grade bathroom 2
- When playing outside, students will use their designated bathrooms.

**GNTA:**

- No more than 2 students in a bathroom at one time for grades 7th-12th. The 6th grade bathroom is a single use bathroom.
- Teachers should not enact policies that require students to wait until break to use the restroom, as this could cause congestion in the area.

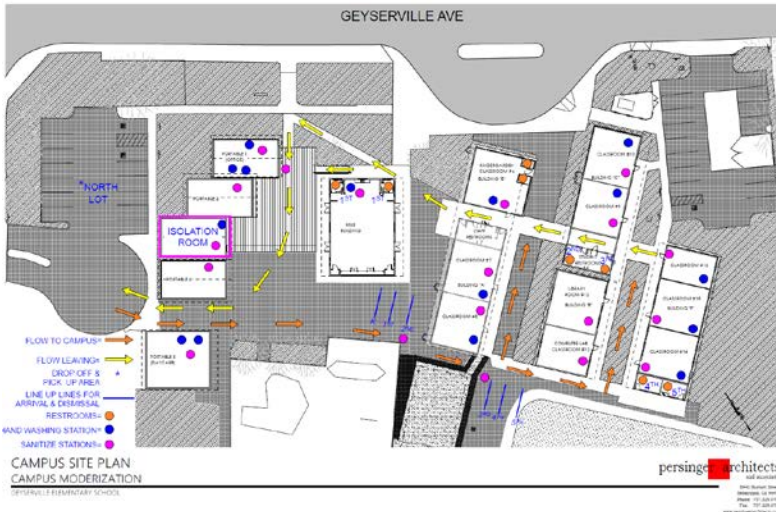
## 5. Egress (site specific)

*How departure of students and staff will be managed to avoid close contact and/or mixing of cohorts -*

*ie: staggered departure, separate exits, etc. Please include site map for reference.*

No longer required, however, we plan to continue to implement the following procedures.

**X Departure Site Map:** Demonstrates how departure of students and staff will be managed (staggered departure times, separate exits, etc) to avoid close contact/or mixing of cohorts



### A. Describe pick-up procedure / policy for parents onsite:

#### GES

Parents must notify the school office ahead of time in order to pick up their child early. Once they are in the North Lot, they can call the office and a staff member will walk their child to their vehicle. Parents must remain in their car and are not permitted to pick up their child from their classroom or office.

During regular pick up times, students will be dismissed from their classroom line up area socially distanced, by using a walkie talkie. A staff member will be stationed at the north lot and when a child's parents arrive for pick up, the staff member will message the teacher/IA and the child will be escorted to the pick up area at the North lot (see map).

#### GNTA

Parents must notify the school office ahead of time in order to pick up their child early. Once they are in front of the school, they can call the office and a staff member will walk their child to their vehicle. Parents must remain in their car and are not permitted to pick up their child from their classroom or office.

**B. Plan to minimize mixing of cohorts on departure:**

Not required, however, we will encourage students to wear masks upon departure.

**C. How school/district plans to encourage a zero-mingling policy after school:**

- Signage will be used to communicate current visitor policies.

## **6. Face Coverings / Other PPE**

*How CDPH's face covering requirements will be satisfied and enforced for staff and students*

**A. Please provide complete policy for face coverings:**

Face coverings must be used in accordance with CDPH guidelines unless a person is exempt as explained in the guidelines. We will accomplish this by:

- According to CDPH guidelines and Sonoma County Health recommendations masks are optional outdoors for all in K-12 school settings. However, we will encourage masks upon arrival/departure, during physical education (PE), and while going to/from/in bathrooms.
- K-12 students are required to mask indoors, with exemptions per CDPH face mask guidance. Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- Providing information contained in the CDPH Guidance for the Use of Face Coverings will be provided to staff and families of students. The face covering guidance applies to all settings, including schools.
- Teaching and reinforcing use of face coverings, or in limited instances, face shields with drapes.
- Reminding students and staff to not to touch the face covering and to wash their hands frequently.
- Providing information should be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Training staff members on how people who are exempted from wearing a face covering will be addressed.
  - The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a face covering, those with a communication disability, or when it would inhibit communication with a person who is hearing impaired. Those with communication disabilities or caregivers of those with communication disabilities can consider wearing a clear mask or cloth mask with a clear panel when appropriate.
  - Persons exempted from wearing a face covering due to a medical condition, as confirmed by school district health team and therapists, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Ensuring all students in all grade levels K-12 are required to wear face coverings at all times, while at school, unless exempted.
  - A cloth face covering or face shield should be removed for meals, snacks, naptime, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean, safe area, clearly marked with the student's name and date, until it needs to be put on again.
- Providing face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions.
- Offering alternative educational opportunities for students who are excluded from campus because they will not wear a face covering. (Note: schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school)
- Providing face coverings and all other required personal protective equipment in accordance



with CDPH guidelines.

- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.
- Exempted individuals must wear a non-restrictive alternative such as a face shield with a drape at the bottom as long as their condition permits it. Mental health exemption must come from a medical provider and be followed up with a 504 plan.
- In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- Providing face coverings and all other required personal protective equipment in accordance with CDPH guidelines.
- Ensuring staff use face coverings and all other required personal protective equipment in accordance with CDPH guidelines.
- Ensuring face covering policies apply on school buses and any vehicle affiliated with the LEA used to transport students, staff, or teachers to and/or from a school site.

### Staff

- Ensuring all staff use face coverings in accordance with CDPH guidelines unless Cal/OSHA standards require respiratory protection.
  - Ensuring staff who come into routine contact with others, use disposable 3-ply surgical masks, which are more effective than cloth face coverings.
  - Ensuring in limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
  - Providing disposable gloves supplement frequent handwashing or use of hand sanitizer; for workers who are screening others for symptoms or handling commonly touched items
- Informational flyers will be provided to parents and students that outline masking rules.
  - Teachers will be provided with extra masks in the event that a student needs a replacement. Teachers should notify the office when they have less than 4 masks left in their supply.
  - Students will be encouraged to have back up masks in their backpack
  - If students need a temporary “mask break” then it must be outside.

*The following informational flyers will be provided to staff, students and parents*



**B. Describe specifications on type of face coverings allowed (ie: no valves,  $\geq 2$  ply, no bandanas,**

etc):

- Only well fitting, no valves,  $\geq 2$  ply, no bandanas face coverings are allowed.
- Ensuring staff who come into routine contact with others, use disposable 3-ply surgical masks, which are more effective than cloth face coverings.
- Best materials for masks:
  - Barrier materials: nylon and polyester repel droplets from penetrating to the inner layers
  - Breathability and wicking action: cotton and silk
  - Experimental evidence: a layer of tightly woven cotton combined with two layers of polyester-spandex chiffon filtered 80-99 percent of particles depending on the particle size. Chiffon can be swapped out for natural silk or flannel for similar results.
- Layering
  - Outer layer: double-knit cotton, quilting cotton, knit nylon or polyester satin
  - Inner layer (against skin): double-knit cotton, quilting cotton or simple-weave silk
- Filter:
  - dry baby wipes made of spunlace (a nonwoven bonded fabric web) and spunbond polypropylene, similar to the material in medical masks and N95
- HEPA vacuum bag filter

**C. Where will extra masks be available if needed?**

- Extra masks will be available in each classroom and in the office.
- Teachers will notify the office when they have less than 4 masks left in their supply.

**D. Describe plan for refusal to wear face coverings:**

Students who refuse to wear face coverings will be sent home.

- We will provide face coverings to students who inadvertently fail to bring a face covering to school or lose their face covering or if it becomes compromised to prevent unnecessary exclusions.
- We will exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.
- We will offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering. (Note: schools must exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school)
- A student who is not medically exempt and refuses to wear a mask is prohibited from campus.

## **7. Health screening / Symptom monitoring / Sick protocol**

*How individuals will be screened and monitored for symptoms - how ill staff / student will be handled*

**A. Details of at-home screening plan:**

**Staff:**

- We will provide staff members with the list of COVID-19 symptoms and be instructed to call in sick and stay home if they are having symptoms of COVID-19 and to get tested for COVID-19.
- We 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 (without fear of reprisal).

### Students:

- Please note that Pre-Screening from home is highly recommended
- We will provide parents with the list of COVID-19 symptoms and instructed to keep their child at home if the child is feeling ill or has symptoms of COVID-19 (including fever), even if symptoms are very mild, and to get their ill child tested for COVID-19. We will also communicate that temperature checks should be completed as part of the at-home screening to make sure there is no fever present.
- Note: If a student or staff member has chronic allergic or asthmatic symptoms (e.g., cough or runny nose), then a change in their symptoms from baseline would be considered a positive symptom.

### Back to School | COVID-19 Screening Tool

Recommended tool to screen students, teachers, and staff for symptoms of COVID-19.

#### SYMPTOMS

Are you experiencing any of these COVID-19 symptoms?	YES	NO
Cough	<input type="checkbox"/>	<input type="checkbox"/>
Fever	<input type="checkbox"/>	<input type="checkbox"/>
Chills	<input type="checkbox"/>	<input type="checkbox"/>
Sore throat	<input type="checkbox"/>	<input type="checkbox"/>
Feeling achy	<input type="checkbox"/>	<input type="checkbox"/>
Shortness of breath / difficulty breathing	<input type="checkbox"/>	<input type="checkbox"/>
Nausea or vomiting	<input type="checkbox"/>	<input type="checkbox"/>
New or unusual headache in the last 24 hours	<input type="checkbox"/>	<input type="checkbox"/>
Diarrhea	<input type="checkbox"/>	<input type="checkbox"/>
Loss of taste or smell	<input type="checkbox"/>	<input type="checkbox"/>
Tingling or numbness	<input type="checkbox"/>	<input type="checkbox"/>

#### RISK FACTORS

Do any of the following risk factors apply to you?	YES	NO
In the last 24 hours have you been in contact with anyone with a known case of the COVID-19 virus?	<input type="checkbox"/>	<input type="checkbox"/>

If you checked "YES" to any of the above questions you may have risk factors for COVID-19. Please contact your primary care provider to seek guidance before you or your child attends school.

### B. Support available for individuals staying home:

- Students who are staying home due to symptoms will be provided with an independent study packet or online materials.
- Staff and students will be supported in staying home if ill without concern of repercussions to employment or their grade.

### C. Screening criteria/procedure onsite for staff:

- Please note that "Wellness Checks" are no longer required

### D. Immediate protocol in case of a sick staff/faculty member:

- Staff who begin to exhibit signs of illness will be immediately isolated and sent home.
- A substitute will be immediately called, during the time between a teaching leaving and a substitute arriving, students will be under the care of an instructional aide or administrator outside for recess in either the stable groups designated location or another location away from other students if it is during recess time.
- Classroom/work areas will be disinfected prior to the arrival of a substitute teacher. If practicable, students will move outside until the classroom can be disinfected.



- All staff should develop **two days** of emergency sub plans in the event of an unplanned emergency absence.
- Staff members with symptoms of COVID-19 infection not to return for in-person instruction until they have met CDPH criteria to discontinue home isolation for those with symptoms:
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - Other symptoms have improved; and
  - They have a negative test for COVID-19 OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset. (pg 27-28)

**E. Screening criteria/procedure onsite for students:**

- Symptoms/Temperature checks on campus are no longer required **but are to be completed prior to arriving to school.**

**F. Immediate protocol in case of a sick student:**

- If students exhibit significant symptoms of COVID-19 while at school, they will be immediately moved to an isolation room or area to separate.
- Any students or staff exhibiting significant symptoms should be required to wait in the previously identified isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- If a student is exhibiting 1 or more symptoms of COVID-19, staff should communicate with the parent/caregiver and refer to the student's health history form and/or emergency card.
- Unless the LHD recommends otherwise, there is no need to exclude asymptomatic contacts (students or staff) of the symptomatic individual from school until test results for the symptomatic individual are known
- Students will be allowed to make-up work upon their return from illness.
- We require families to consult with the student's physician if a student is experiencing symptoms of COVID-19. Students with symptoms of COVID-19 infection should not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
  - i. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - ii. Other symptoms have improved; and
  - iii. They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset..

**G. Symptom monitoring procedures throughout day:**

- Staff will observe students for signs or symptoms of illness to support students who are less able to self-monitor or less likely to self report.

**H. Screening of essential visitors/vendors:**

- All essential visitors/vendors will verbally confirm that they are not experiencing any COVID-19 symptoms.

## 8. Routine Testing

*School/District's plan for routine/asymptomatic testing of staff and students*

### A. Plan to routinely test staff by tier:

We will follow state and local guidance regarding testing.

### B. Plan to routinely test students by tier:

We will follow state and local guidance regarding testing.

## 9. Physical Distancing (site specific)

*How space and routines will be arranged to allow for physical distancing of students / staff in the following areas*

Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. [CDPH Updated Guidelines 8/2/2021](#)

### A. Bus/Transport/Carpools:

- Masks will be required on buses
- If parents plan to carpool we will encourage everyone in the car to wear a mask, all students to be in the same stable group, and the windows should be open.

### B. Classrooms:

- Masks will be required in the classrooms
- We have arranged furniture to maximize space between seating and desks.
- We will prioritize the use and maximization of outdoor space for activities where possible. Activities where there is increased likelihood for transmission from contaminated exhaled aerosols such as band and choir practice and performances are permitted outdoors only, provided that precautions such as physical distancing and use of face coverings are implemented to the maximum extent (see below in Non-classroom spaces).

#### GES

- We will use and maximize outdoor space for activities where possible.. Outdoor learning spaces include:
  - Picnic tables in front of each classroom
  - Tables on deck
  - Garden
  - Soccer Field Area

#### GNTA

- Use of outside tables, nursery, garden, track, field and courts
- Clear screens are available for each teaching area. Clear screens will be utilized during essential activities such as one-on-one assessment, as we are currently doing.
- Shared items or seating locations should be kept at a minimum, as they will need to be cleaned by teachers between each use.

### C. Hallways:

#### GES

There are no indoor hallways. All classrooms have an outside entrance.

### D. Student lockers:

- N/A

#### E. **Bathrooms:**

##### **GES**

- Bathrooms are gender neutral and will be used by one class only.
- Kinder bathrooms: TK/Kindergarten
- Cafeteria bathrooms: 1st Grade
- Bathrooms near room 9: 3rd grade bathroom 1 and 2nd grade bathroom 2
- No more than one student in a restroom at a time.
- Kid friendly hand washing protocol signs posted in bathrooms
- Students will use the bathroom closest to their classroom. (DRAFT)
- When playing outside, students will use the bathroom near room
- Teachers should not enact policies that require students to wait until break to use the restroom, as this could cause congestion in the area
- This may involve staff monitoring or limiting access to restrooms.
- Signage and short videos will be provided to educate staff and students on the safe use of restrooms.
- Sinks, stalls, urinals will be taped off if needed to ensure two people can adequately physically distance 6 feet apart at one time (please note only one student is allowed in bathroom at a time)
- Windows and doors will be left open to increase ventilation
- **Geyserville New Tech Academy**
  - No more than two students in a restroom at a time
  - Kid friendly hand washing protocol signs posted in bathrooms
  - Teachers should not enact policies that require students to wait until break to use the restroom, as this could cause congestion in the area.
  - Windows and doors will be left open to increase ventilation

#### F. **Locker rooms:**

- Students will practice “polite distancing” and will continue to wear masks in locker rooms.

#### G. **Cafeteria**

- Students will eat outdoors as weather permits.
- From CDPH Guidelines 8/2/2021:
  - Maximize physical distance as much as possible while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as classrooms or the gymnasium can help facilitate distancing. Arrange for eating outdoors as much as feasible.

#### H. **Gymnasium:**

- Students will practice “polite distancing” and will wear masks.

#### I. **Playground / fields:**

- GES: Students should wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning of outdoor structures play is not required between groups.

#### J. **Staff break rooms:**

- **GES/GNTA:** Staff Room:

- Staff members should practice polite distancing in staff rooms.
- Staff members should eat in their designated classrooms or outdoors whenever possible. Staff members choosing to eat in the staff room should practice “polite distancing”
- Shared dish sponges have been removed. Please wash your dishes at home when possible. If you need to wash a dish, please use a paper towel in lieu of a sponge.
- Dishes should not be left in the sink or the drying rack at this time.
- Reduced clutter facilitates an easier cleaning process for our custodians, so staff rooms should not be used as a storage facility
- Surfaces will be cleaned by the person using them. Spray bottles and towels or paper towels will be available.

#### K. Other:

- **GES:**

- Students will be permitted to eat a snack at recess time at the picnic tables on the deck, practicing polite distancing
- **GES STAFF:**
- Office:
  - Only enter through the side door by Room 2. The door directly next to Piedad's desk will remain closed.
  - Staff should stay on the opposite side of partition unless passing to Nyla's office (maximum capacity: 3).
  - Consider using a walkie talkie, calling or emailing the office rather than asking your questions in person.
  - Only one visitor is allowed in the office at a time. Bilingual signage will be placed on the front door indicating this.
  - The office will be cleaned 1x a day.
- Copy Room
  - The office and copy room will be cleaned 1x/day.
  - Staff members should practice polite distancing in copy rooms.
  - Use hand sanitizer before and after touching the copiers or other shared tools.
  - Use the provided wipes to wipe off the copy machine or areas you used.
- Library
  - Students will practice “polite distancing” and will wear masks

- **GNTA: Staff Shared Areas**

- Office:
  - Consider calling or emailing the office rather than asking your questions in person.
  -
- Copy Room:
  - Staff members should practice polite distancing in copy rooms.
  - Use hand sanitizer before and after touching the copiers or other shared tools.
  - Wipe down copier with wipes between uses.
- Library
  - Students will practice “polite distancing” and will wear masks

#### L. Plan for specific situations when distancing is >6 ft is not possible:

- Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. [CDPH Updated Guidelines 8/2/2021](#)

## 10. Healthy Hygiene practices

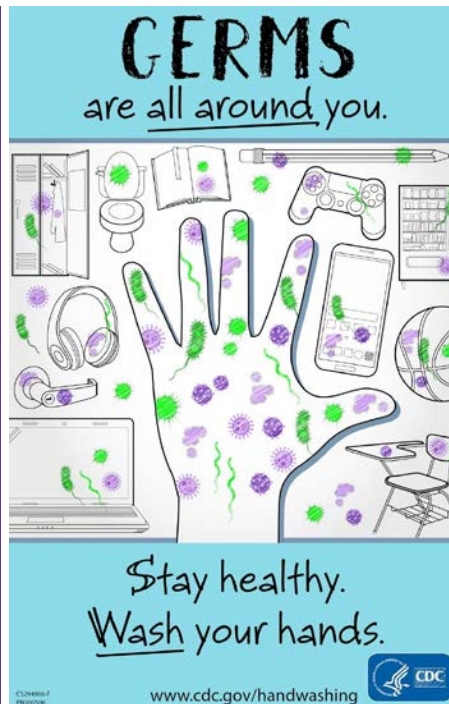
*The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students - Please include site map for reference.*

**\_X\_ Healthy Hygiene Site Map.** Location of handwashing stations and hand sanitizer

### **A. Plan to encourage healthy hygiene/handwashing routines:**

- Students will be required to wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol at the following times:
  - upon arrival at school (use hand sanitizer if there is no sink in the classroom),
  - after being outside for physical activity;
  - before and after break and lunch;
  - Before and after using the restroom;
  - prior to leaving school for home and;
  - after sneezing, coughing, or nose blowing.
- Staff will be provided personal hand sanitizer to carry with them as needed
- Handwashing/hygiene signs will be placed in all school bathrooms, to promote proper handwashing by students and staff
- Students will be trained by staff on proper hand washing protocol
- Students will sanitize or wash their hands before and after eating; upon arrival and before leaving school; after playing outside; after having close contact with others; after using shared surfaces; before and after using the restroom; after blowing nose, coughing, and sneezing  
Fragrance-free hand sanitizer will be available in every classroom in a supervised area, and in arrival and departure areas.
- Directions/instruction on how to wipe nose, and cough and sneeze inside the tissue or the elbow will be provided
- Staff will encourage students to not touch their face covering.
- We will maintain adequate supplies to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings, and hand sanitizers with at least 60 percent ethyl alcohol for staff and students
- Students are encouraged to use and refill labeled water bottles from home.





**B. Other considerations - including locations of handwashing stations, disabling of drinking fountains, etc:**

- Handwashing stations are available throughout the school site.
- Hand sanitizer is available to students as they enter the room
- Students are encouraged to use and refill labeled water bottles from home.

## 11. Routine Cleaning and Disinfection

*How shared surfaces will be regularly cleaned and disinfected, including plans / schedules for the following areas:*

From CDPH Guidance 8/2/2021:

- In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.
- If a facility has had a sick person with COVID-19 within the last 24 hours, clean AND disinfect the spaces occupied by that person during that time.

**X Cleaning Schedule.** Plans/Schedule for cleaning and disinfecting (general high touch surfaces, classrooms, bathrooms, cafeteria, playgrounds, offices, hallways, locker rooms, gymnasium, other).

**A. General high-touch surfaces:**

- Frequently touched surfaces (playground equipment, door handles, sink handles, drinking fountains) will be cleaned daily. Only cleaning products listed on the EPA approved list for use against COVID-19 will be used
- Custodial staff will clean frequently touched surfaces such as sink handles, shared tables, desks or chairs, door handles and shared technology and supplies according to the custodial cleaning schedule

**B. Classrooms:**

- Custodial schedule includes daily cleaning of classrooms, though daily cleaning is not necessary for desks and chairs if only one stable grouping is in the classroom. (pg 26)
- Upgraded Merv 13 filtration and ionization units
- Hand sanitizer
- Microfiber cloths and spray cleaner
- Touchless garbage cans
- Soap and paper towels

**C. Bathrooms:**

- Cleaning of bathrooms once per day.

**D. Cafeteria:**

- Daily
- 
- GES: MPR Bathrooms will be cleaned 1x a day. (1st grade will be assigned these bathrooms)

**E. Playgrounds:**

**GES**

- Each grade level will have their own recess equipment tub (jump ropes, hula hoops, soccer balls, basketballs, frisbees, ankle ball hopper, etc). Students will wash or sanitize hands before using playground and after using the playground

**GNTA**

- N/A

**F. Offices:**

- Frequently touched surfaces or shared equipment will be cleaned at least daily at the end of the day.

**G. Hallways:**

**GES**

- There are no hallways, all areas are exterior breezeways

**GNTA**

- Interior hallways cleaned daily. Frequently touched surfaces are cleaned at least daily.

**H. Locker rooms:**

- Daily cleaned

**I. Gymnasium:**

- Daily cleaned

**J. Other:**

- Buses are cleaned daily.
- Ensuring adequate supplies and adequate time for cleaning to be done properly.
- Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection
- Frequently touched surfaces (playground equipment, door handles, sink handles, bottle filling stations) will be cleaned daily. Only cleaning products listed on the EPA approved list for use against COVID-19 will be used
- Proper PPE (disposable gown, gloves, eye protection, and mask or respirator) will be provided to classified staff engaged in cleaning and disinfecting.
- Custodians will follow a routine cleaning and disinfection schedule.
- Non-approved cleaning products will not be used near children. Staff will ensure that there is adequate ventilation when using these products
- Routine wiping of high-traffic areas, where additional custodial staffing was added/trained to employ varying disinfectant approaches/treatments (List N/EPA approved)



- Secondary disinfectant approach to ensure all surfaces/equipment are disinfected when appropriate a safe/ EPA (List N/ SARS-COVID 19 approved) COVID compliant manner:  
-Electric-Static Charge disinfectant sprayers
- All classrooms are provided with a hospital grade ionization/air scrubber

## 12. Plan for Shared items

*How use of shared items will be minimized and/or adjusted to meet safety standards, where applicable -*

Given the very low risk of transmission from surfaces and shared objects students will be able to share common items as needed.

## 13. Handling COVID-19 / symptomatic individual (site specific)

*How the affected individual will be removed from group and isolated in designated space until pick-up*

### A. Plan/location for Isolation room / area:

The location of the isolation room at GES is located in Room 3 has at least two windows that can open and will have an hospital surgical air scrubber.

The location of the isolation room at GNTA is located in Room 2 which has a door that can open and an hospital surgical air scrubber.

### B. PPE available for staff providing care in Isolation area:

- The following PPE will be available for staff providing care in the isolation room: disposable gown, gloves, eye protection, face shield, and N95 mask.

### C. Staff trained to provide care in Isolation area:

Staff will be trained to provide care in the isolation area:

- Contacting families (instruct families to wait in their car)
- Using proper PPE
- Cleaning and disinfecting

### D. Plan for staff caregiver to be fit-tested and trained to seal-check N95 respirator:

- COVID-19 Coordinator, in partnership with SCOE, will provide training to be fit-tested and trained to seal-check N95 respirator.

### E. Protocol for immediate removal and relocation of ill individual:

- Depending on the age of the child, teachers will call the office to ask for an office escort if an IA is unavailable to escort the child.
- Students should remain in isolation with continued supervision and care until picked up by an authorized adult.
- The front office will call or email the teacher to notify if the student is going home.
- If needed, contact tracing protocol will be enacted by district.
- Students with symptoms of COVID-19 infection should not to return for in-person instruction until they have met CDPH criteria to discontinue home isolation for those with symptoms:
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - Other symptoms have improved; and

- They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset. (pg 27-28)
- Staff members with symptoms of COVID-19 infection should not return for in-person instruction until they have met CDPH criteria to discontinue home isolation for those with symptoms:
  - At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
  - Other symptoms have improved; and
  - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset. (pg 27-28)

**F. Protocol for disinfection of contaminated areas, including Isolation zone after pick-up:**

- Classroom/work areas will be disinfected as soon as possible. If practical, students will move outside and the students desk and frequently touched surfaces will be disinfected (if not practical disinfect at the end of the day)
- After students leave we will increase ventilation in the isolation room. We will thoroughly disinfect after staff or student have left, allowing appropriate amount of time for airing out and clearance of chemicals used, before individuals return to isolation room.

**G. Instructions to give ill staff / family of ill child (re: follow-up with PCP, testing guidance):**

- See sample forms and letters in the appendix.

**H. Plan for testing symptomatic individuals:**

- Symptomatic student parent's will be advised to get their child tested for COVID 19 by their private doctor or clinic. If they refuse a test, they will need to quarantine for 10 days.
- Symptomatic staff members will be advised to get a test for COVID 19. If they refuse a test, they will need to be quarantined for 10 days before returning to campus.

## 14. Plans for after an Exposure Event (may be site specific)

*When someone is confirmed positive for COVID-19 and individuals were exposed onsite*

**A. Designated COVID Coordinator(s) and corresponding duties:**

**Contact Tracing:** The district Nurse will be the designated staff person to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons.

- Coordinate the documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner. This will support local health department contact tracing efforts.
- Contact person for families and staff
- Responsible for responding to COVID-19 concerns

**COVID-19 Staff Coordinator:** Shannon Marckx will be the COVID-19 Staff Coordinator who will be responsible for responding to COVID-19 concerns. Other staff should know who the liaisons are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner. This will support local health department contact tracing efforts.

Duties:

- Arrange for cleaning and disinfecting of the classroom and primary spaces where exposure case spent significant time.

## **B. Plan for confirmed COVID-19 case reporting:**

COVID Coordinator will notify our local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 2 days preceding a positive test for COVID-19 or symptoms onset. Specifically, the local educational agency or private school shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, date of symptom onset,, the school(s) at which the individual was present on-site within the 2 days preceding the positive test or symptoms onset, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.

This information shall be reported to the local health officer by telephone within twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case. This reporting shall continue until this directive is modified or rescinded.

- Schools must adhere to required reporting requirements and notify, as indicated, the LHD of any newly reported case of COVID-19 in a student or staff member if the LHD has not yet contacted them about the case.
- If the case is present at school at the time the school is notified, the case must go home and be excluded from school for at least 10 days from symptom onset date or, if asymptomatic, 10 days from the date the specimen was collected for the positive test.
- The Covid Coordinator will send a notice, developed in collaboration with the LHD, to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the LHD to notify exposed people. (see sample notification #1 in Appendix A).
- Arrange for cleaning and disinfection of the classroom and primary spaces where case spent significant time (see Cleaning and Disinfection above for recommendations). This does not need to be done until students and staff in the area have left for the day.
- Students staying home due to isolation or quarantine will have the ability to complete independent study activities.

## **C. Plan for “Close Contact” identification:**

- (†) A contact is defined as a person who is within 6 feet from a case for more than 15 minutes cumulative within a 24-hour period, regardless of face coverings. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire stable group, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

**D. Plan for Exposure testing for staff:**

We will follow CDPH guidelines which currently state:

- a. Fully vaccinated people can refrain from quarantine and testing following a known exposure if asymptomatic.
- b. Unvaccinated staff:
  - i. Employees who had potential COVID-19 exposure in our workplace will be offered repeated COVID-19 testing at no cost during their working hours;
  - ii. Recommend testing 8–10 days after the most recent exposure; and
  - iii. Encourage negative results prior to return (except for those who tested positive within the last 90 days) or ensure adequate number of days of quarantine.

**E. Plan for Exposure testing for students:**

We will follow CDPH guidelines which currently state:

- Fully vaccinated people can refrain from quarantine and testing following a known exposure if asymptomatic.
- If students were exposed they will have access to testing through their health care provider or county testing clinics.

**F. Support for staff in Isolation/Quarantine:**

- A list of leave options related to COVID-19 is also available for all staff. Any staff needing support for isolation/quarantine can explore leave options with the HR Director, which are determined on a case by case basis.

**G. Support for students in Isolation/Quarantine:**

- Students will be provided an independent study packet when in isolation or quarantine.

**H. Return to school criteria for COVID-19 positive individual:**

Confirmed COVID19 case infection.	<ul style="list-style-type: none"><li>● All criteria must be met before return to school:<ul style="list-style-type: none"><li>○ 10 days of isolation, with days counted beginning the day after symptom onset or day after positive test if no symptoms, symptom improvement, AND</li><li>○ no fever (100.4) for 24+ hrs without the use of fever reducing medications. AND</li><li>○ Other symptoms have improved</li></ul></li></ul> <p>For persons with COVID-19 who are asymptomatic, meaning that they have NOT had any symptoms, CDPH recommends that these individuals be instructed to care for themselves at home. They may discontinue isolation under the following conditions:</p> <ul style="list-style-type: none"><li>● At least 10 days have passed since the date of the first positive COVID-19 diagnostic (federally approved Emergency Use Authorized molecular assay) test. If they develop symptoms, then the strategies for discontinuing isolation for symptomatic persons (see above) should be used.</li></ul>
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**I. Return to school criteria for exposed close contacts:**

Close contact (†) with a confirmed COVID-19 case.	
<b>Unvaccinated students where both parties were wearing a mask</b>	<p>Students may continue to attend school for in-person instruction if they:</p> <ul style="list-style-type: none"> <li>• Are asymptomatic;</li> <li>• Continue to appropriately mask, as required;</li> <li>• Undergo at least twice weekly testing during the 10-day quarantine; and</li> <li>• Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.</li> </ul>
<b>Unvaccinated students who were not wearing masks</b>	<p>For these contacts, those who remain asymptomatic, meaning they have NOT had any symptoms, may discontinue self-quarantine under the following conditions:</p> <ul style="list-style-type: none"> <li>• Quarantine can end after Day 10 from the date of last exposure without testing; OR</li> <li>• Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.</li> </ul> <p>To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:</p> <ul style="list-style-type: none"> <li>• Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND</li> <li>• Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.</li> </ul> <p>If any symptoms develop during this 14-day period, the exposed person must immediately isolate, get tested and contact their healthcare provider with any questions regarding their care.</p>

**J. Outbreak response plan:**

Multiple COVID-19 Infections and COVID-19 Outbreaks	
COVID-19 testing	<p>We will provide COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.</p> <ul style="list-style-type: none"> <li>• All employees in our exposed workplace will be immediately tested and then tested again one week later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the</li> </ul>

	<p>duration of any quarantine period required by, or orders issued by, the local health department.</p> <ul style="list-style-type: none"> <li>• After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.</li> <li>• We will provide additional testing when deemed necessary by Cal/OSHA.</li> </ul>
Exclusion of COVID-19 cases	<p>We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP <b>Investigating and Responding to COVID-19 Cases</b>.</p>
COVID-19 investigation, review and hazard correction	<p>In addition to our CPP <b>Identification and Evaluation of COVID-19 Hazards</b> and <b>Correction of COVID-19 Hazards</b>, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.</p> <p>The investigation and review will be documented and include:</p> <ul style="list-style-type: none"> <li>• Investigation of new or unabated COVID-19 hazards including: <ul style="list-style-type: none"> <li>○ Our leave policies and practices and whether employees are discouraged from remaining home when sick.</li> <li>○ Our COVID-19 testing policies.</li> <li>○ Insufficient outdoor air.</li> <li>○ Insufficient air filtration.</li> <li>○ Lack of physical distancing.</li> </ul> </li> <li>• Updating the review: <ul style="list-style-type: none"> <li>○ Every thirty days that the outbreak continues.</li> <li>○ In response to new information or to new or previously unrecognized COVID-19 hazards.</li> <li>○ When otherwise necessary.</li> </ul> </li> <li>• Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider: <ul style="list-style-type: none"> <li>○ Moving indoor tasks outdoors or having them performed remotely.</li> <li>○ Increasing outdoor air supply when work is done indoors.</li> <li>○ Improving air filtration.</li> <li>○ Increasing physical distancing as much as possible.</li> <li>○ Respiratory protection.</li> </ul> </li> </ul>

Notifications to the local health department	<ul style="list-style-type: none"> <li>• Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.</li> <li>• We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.</li> </ul>
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Major COVID-19 Outbreaks	
COVID-19 testing	<ul style="list-style-type: none"> <li>• We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.</li> </ul>
Exclusion of COVID-19 cases	We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP <b>Exclusion of COVID-19 Cases</b> and <b>Return to Work Criteria</b> , and any relevant local health department orders.
Investigation of workplace COVID-19 illnesses	We will comply with the requirements of our CPP <b>Investigating and Responding to COVID-19 Cases</b> .
COVID-19 hazard correction	<p>In addition to the requirements of our CPP <b>Correction of COVID-19 Hazards</b>, we will take the following actions:</p> <ul style="list-style-type: none"> <li>• In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.</li> </ul>



	<ul style="list-style-type: none"> <li>• We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.</li> <li>• We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected</li> <li>• Implement any other control measures deemed necessary by Cal/OSHA.</li> </ul>
Notifications to the local health department	<ul style="list-style-type: none"> <li>• We will comply with the requirements of our <b>Multiple COVID-19 Infections</b> and <b>COVID-19 Outbreaks-Notifications to the Local Health Department</b>.</li> </ul>

## 15. Communication Plans

*How the school/district will communicate with students, families, and staff about onsite COVID-19 exposure, consistent with privacy requirements such as FERPA and HIPAA*

### A. Provide plan for communications with families and staff after an onsite exposure:

**Contact Tracing:** The district Nurse will be the designated staff person to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons.

**COVID-19 Staff Coordinator:** Shannon Marckx will be the COVID-19 Staff Coordinator who will be responsible for responding to COVID-19 concerns. Other staff should know who the liaisons are and how to contact them. The liaison should be trained to coordinate the documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner. This will support local health department contact tracing efforts.

Pre-written form letters can be found in the Appendix A.

Communication systems will allow staff and families to self-report symptoms and receive prompt notifications of exposures, exclusions, and closures, while maintaining confidentiality, as required by FERPA/HIPAA and state law related to privacy of educational records.

## 16. Staff training

*How staff will be trained on the application and enforcement of the plan*

### A. Provide plan for training staff on new COVID-19 Safety plan:

Staff training was provided through Target Solution online or additional live trainings as applicable related to the following areas.

- Proper use, removal, and washing of face coverings
- Physical distancing guidelines and their importance

- Symptoms screening practices.
- COVID-19 specific symptom identification.
- How COVID-19 is spread.
- Enhanced sanitation practices.
- The importance of staff and students not coming to work they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID- 19.
- For staff, COVID-19 specific symptom identification and when to seek medical attention.
- The employer's plan and procedures to follow when staff or students become sick at school.
- The employer's plan and procedures to protect staff from COVID19 illness.

**B. Provide plan for enforcing COVID-19 Safety plan with staff:**

- Weekly check-ins with staff
- Conduct periodic inspections using the COVID-19 Inspections form as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:
  - Reporting the employee's presentation of COVID-19 symptoms and the employee's possible COVID-19 close contact exposures
  - Reporting any identified COVID-19 hazards to their immediate supervisor
  - Following all Face Covering, Physical Distancing, Sanitization and Cleaning protocols (as described below)
  - Self-Quarantining when required following travel, potential exposure

**C. Provide plan to remain current on guidelines and best practices:**

- The Sonoma County Office of Education provides regular updates to review guidelines and best practices. The superintendent will be attending these meetings or reviewing all updates and relaying the information to staff, parents and students as applicable.

## 17. Family education

*How students and their families will be educated on the application and enforcement of the plan*

**A. Provide plan for educating families on new COVID-19 Safety plan:**

A presentation, and flyers will be sent home to families and viewed by students in class prior to the start of in-person learning. Training topics:

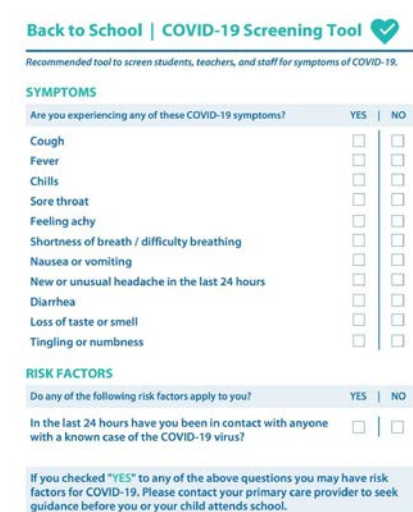
- a. Student materials
- b. Arriving and departing school
- c. Personal Protective Equipment Protocols

Parents will be provided with electronic copies of the following CDC flyers.

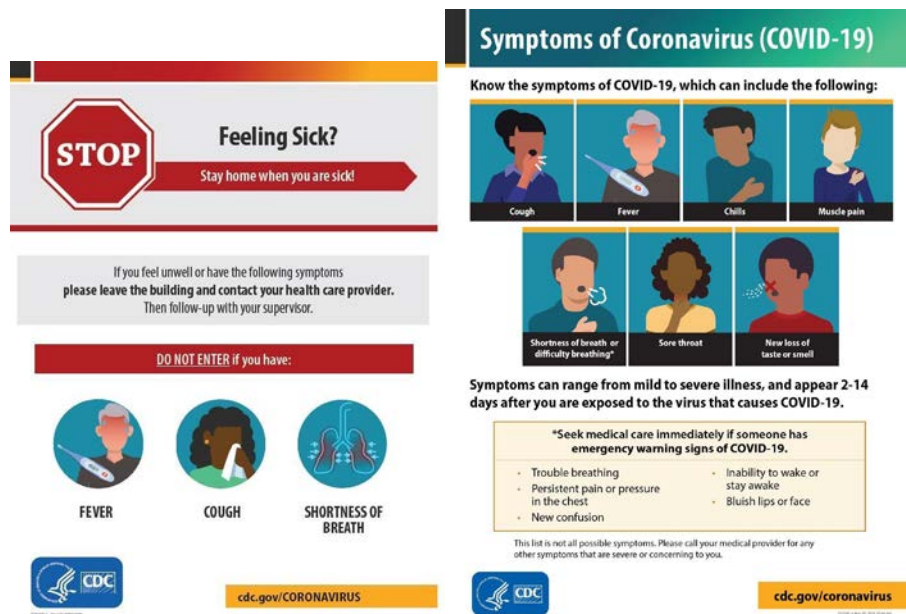
## Proper use, removal, and washing of face coverings



## Symptoms screening practices.



COVID-19 specific symptom identification.



How COVID-19 is spread.

### What you should know about COVID-19 to protect yourself and others

**Know about COVID-19**

- Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.
- The virus that causes COVID-19 is a new coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

**Know how COVID-19 is spread**

- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19. COVID-19 is primarily spread from person to person.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

**Practice social distancing**

- Buy groceries and medicines, go to the doctor, and complete banking activities online when possible.
- If you must go in person, stay at least 6 feet away from others and disinfect items you must touch.
- Get deliveries and takeout, and limit in-person contact as much as possible.

**Prevent the spread of COVID-19 if you are sick**

- Stay home if you are sick, except to get medical care.
- Avoid public transportation, ride-sharing, or taxis.
- Separate yourself from other people and pets in your home.
- There is no specific treatment for COVID-19, but you can seek medical care to help relieve your symptoms.
- If you need medical attention, call ahead.

**Protect yourself and others from COVID-19**

- There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19.
- Stay home as much as possible and avoid close contact with others.
- Wear a mask that covers your nose and mouth in public settings.
- Clean and disinfect frequently touched surfaces.
- Wash your hands often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer that contains at least 60% alcohol.

**Know your risk for severe illness**

- Everyone is at risk of getting COVID-19.
- Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more severe illness.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

### B. Provide plan for enforcing COVID-19 Safety plan with students/families:

- Signage will be helpful in enforcing the safety plan with students/families.
- Reminder classtag/talking points messages or emails will also be sent out to families as needed.
- Masks are one of the most effective and simplest safety mitigation layers to prevent in-school transmission of COVID-19 infections and to support full time in-person instruction in K-12 schools.

### C. Provide plan for continuing communication/education as guidelines change:

- As guidelines change we will send out the information via classtag/talking points email.

## 18. Engineering controls (site specific)

*How each specific school site plans to optimize ventilation, air filtration for indoor spaces*

### A. Please describe any unique challenges each site may face for maintaining safe environments, in terms of ventilation/airflow and infrastructure, and how those challenges will be addressed:

- Windows and doors will be kept open as much as possible to allow fresh air flow.
- All classrooms are equipped with Merv-13 air filters and hospital grade ionization/ air scrubber units. (Note portable high-efficiency air cleaners use HEPA filtration and will not be located in hallways.)

We have worked diligently to prepare our site to provide proper ventilation and airflow by

- Ensuring ventilation systems operate properly and increase the circulation of outdoor air as much as possible (opening windows/doors as needed).
- Ensuring that the windows open properly. For circumstances where the amount of outside air needs to be minimized (doors/windows need to remain closed) due to other hazards, such as

heat and wildfire smoke, filters will be changed as needed and an air purifier will be provided if deemed necessary. Decisions to revert to distance learning when air quality is poor will be considered after consulting with Sonoma County Public Health Department and Sonoma County Office of Education

- Ensuring the ventilation system is properly maintained and adjusted. We provide Enhanced Heating Ventilation and Air Conditioning (HVAC) System: Filtered indoor air filtration in all classrooms and HVAC protocols to optimize outdoor-routine air filtration and flow.
- HVAC filters will be on a regular cleaning and replacement cycle.

## 19. Consultation

*For schools not previously open, please indicate the organizations involved and consulted with in developing safety plan.*

*ie: Labor Organizations, staff & faculty, parents/students and community, other stakeholders, continued communication without fear of reprisals, etc.*

Labor Organization	Parent and Community Organizations
Name of Organization(s): GTA, SEIU Date(s) Consulted: 2/25/2021	Name of Organization(s): Board Meeting, Parent Email Date(s) Consulted: 2/10/2021, 3/5/2021

As a small community, staff and families know they can bring up concerns regarding this CSP and/or how it is being actively implemented to COVID-19 Coordinator, principals and superintendent, without fear of reprisals. An email will go out to all families stating the person to contact if they have any concerns.

## ESSER- Safe Return to In-Person Instruction and Continuity Plan

### 1. Please choose one:

- The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR
- ☐ The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

**2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies;**

and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process

- (a) Universal and correct wearing of masks.
  - See COVID-19 Safety Plan section "Face Coverings/Other PPE"
- (b) Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding).
  - See COVID-19 Safety Plan section "Physical Distancing", "Entrance" "Movement within the School" and "Egress"
- (c) Handwashing and respiratory etiquette.
  - See COVID-19 Safety Plan section "Healthy Hygiene Practices"
- (d) Cleaning and maintaining healthy facilities, including improving ventilation.
  - See COVID-19 Safety Plan section "Routine Cleaning and Disinfection" and "Engineering Controls"
- (e) Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments.
  - See COVID-19 Safety Plan section "Plans for after an Exposure Event"
- (f) Diagnostic and screening testing.
  - See COVID-19 Safety Plan section "Health Screening/Symptom Monitoring/Sick Protocol" and "Routine Testing"
- (g) Efforts to provide vaccinations to school communities.
  - We sent weekly communications to teachers regarding vaccination locations. All teachers who wanted to be vaccinated have been vaccinated. In addition, we send vaccination locations to our community members. As soon as children under the age of 12 are eligible for a vaccination we will increase our communication to families regarding places to be vaccinated.
- (h) Appropriate accommodations for children with disabilities with respect to health and safety policies.
  - Accommodations are documented in each student's IEP. Students needing accommodations with respect to health and safety needs will be addressed on an individual basis.
- (i) Coordination with State and local health officials.
  - We work with the Sonoma County Public Health Department to obtain the latest requirements for public health decisions. In addition, we work with the West County Health Centers to serve our community.

**3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and foodservices.**

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners

Student Academic Needs:

- See “Expanded Learning Opportunities Plan” and the Local Control and Accountability Plan (LCAP) Goal 3 Actions 1-5. We will serve all students who feel safe to return five days per week for a full school day. We will serve students who do not feel comfortable coming back through our independent study program. Students who must isolation or quarantine will revert to independent study. If there is a school or classroom closure, the teachers and students will revert to distance learning. Services for English learners and students with disabilities will continue in an online format when needed.

Social, emotional, and mental health:

- See Action 3.3 “Emotional Support” under the Local Control and Accountability Plan (LCAP)

Student Health:

- See Action 2.4 “Physical Fitness and Wellness” under the Local Control and Accountability Plan (LCAP)

Food Services:

- Food services will continue to serve students at school as we normally do and as a grab and go service for students who remain at home.

**4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.**

Describe the LEA’s policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan

The following documents that were referenced above went through an extensive stakeholder engagement process and were board approved (with the opportunity for public comment). Feedback from the community was incorporated into these plans and updated based on changing guidance and/or feedback.

- COVID Safety Plan (Adopted 3/23/2021) "Consultation" section of the COVID Safety Plan details how stakeholders were involved in the development of the plan.
- Expanded Learning Opportunities Plan (Adopted 5/12/2021) " A description of how parents, teachers, and school staff were involved in the development of the plan." section under "Plan Description" details how stakeholders were involved in the development.
- Local Control and Accountability Plan (Adopted 6/23/2021) "Stakeholder Engagement" section details the various stakeholder opportunities and impact on LCAP document.

- ☒ The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation
  - <https://www.gusd.com/noticesreporting.html>
- ☒ The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan
- ☒ The LEA will periodically review and, as appropriate revise its plan, at least every six months
- ☒ The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.
- ☒ If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control(CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- ☒ The LEA has created its plan in an understandable and uniform format.
- ☒ The LEA’s plan is, to the extent practicable, written in a language that parent can understand, or if not practicable, orally translated.
- ☒ The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative



format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan

Deborah Bertolucci  
Superintendent, GUSD  
1300 Moody Lane, Geyserville Ca 95441  
(707)857-3592 ext 102  
dbert@gusd.com

# Scenario-based COVID-19 Guidance for Schools, Childcare, and Youth Programs

Updated August 2021

Scenario	Action	Communication
Child or staff has symptoms of COVID-19	<b>Send home</b> and recommend testing ASAP  <b>Cohort remains OPEN</b>	Reinforce importance of <b>hand hygiene</b> and <b>facial coverings</b>
Someone has a negative PCR result after symptoms of COVID-19	<b>To determine when they can return to campus</b> , follow your site's policy for non-COVID illnesses, e.g.:  <ul style="list-style-type: none"> <li>✓ No fever for 24 hours without use of fever-reducing medication</li> <li>✓ No vomiting or diarrhea for 24 hours</li> <li>✓ Any other criteria determined by the site</li> </ul>	<b>If symptomatic and received negative antigen result</b> , recommend confirming results by PCR before allowing to return
A symptomatic person declines to get tested	Must provide proof of <b>alternate diagnosis</b> from their healthcare provider (and meet site's illness policy criteria before returning) <b>OR</b> they should complete <b>10 days of isolation</b> (beginning the day after symptom onset) and meet <b>Isolation Release Criteria</b> (below) prior to returning	<b>Encourage testing to confirm COVID-19 status</b> , so that they may be exempt from future quarantine if exposed during the following 90 days <sup>1</sup>
Child or staff has been confirmed positive for COVID-19, with or without symptoms	<ul style="list-style-type: none"> <li>• Keep home with instructions to <b>isolate for at least 10 days</b>, beginning the day after the first symptoms occurred, or beginning the day following their positive test if they have no symptoms</li> <li>• They may return on Day 11 or later, when they meet the <b>Isolation Release Criteria</b>: <ul style="list-style-type: none"> <li>✓ Symptoms have improved</li> <li>✓ They have been fever-free for at least 24 hours, without using medication (such as Tylenol or Motrin)</li> </ul> </li> <li>• If the COVID-19 case was present on site within the last 24 hours, <b>clean and disinfect</b> spaces occupied by that person</li> <li>❖ Identify any individuals who may have been <b>close contacts</b><sup>2</sup> to the COVID-19 case on site during their infectious period, including students, staff, or visitors</li> <li>❖ Follow the current close contact guidelines (next page) to determine who needs to <b>quarantine</b>, for how long, when they should get <b>tested</b><sup>3</sup>, and <b>when they can return</b> on site<sup>4</sup></li> </ul>	<p><b>Report confirmed COVID-19 case to Public Health:</b> Send completed "Case Info Gathering Tool" form to: <a href="mailto:SoCo.Schools@sonoma-county.org">SoCo.Schools@sonoma-county.org</a></p> <p><b>Notify Close Contacts</b> about the exposure, using the "Close Contact Advisory" template. Be sure to include details about when they should get tested, and when they may return on site</p> <p><b>Optional:</b> Notify all other staff and families of children about the COVID-19 case using the "General Exposure Advisory" template</p>

1 After testing positive for COVID-19, it is not advised for individuals to test again for the following 90 days. It is possible that they may continue to test positive as their bodies shed dead viral fragments, and some tests may pick up on this genetic material.

2 See CDC definition of "close contact": <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#Key-Terms>

3 In certain circumstances, it is strongly advised that close contacts to do an initial test immediately after exposure to prevent further spread within the group, especially if there are 3 or more positive cases identified. If negative, testing should be repeated later in the quarantine period, based on current quarantine guidelines and recommendations. A negative result on an early test does not guarantee that they will not develop COVID-19 later in their quarantine period.

4 They must have developed no symptoms and test negative on/after the proper day to be released early from quarantine. Close contacts who are tested too soon (or not at all) after an exposure will not be released early from quarantine. They should continue to monitor for symptoms for the full 14 day period. If symptoms develop and no test is completed, an additional 10 days of isolation must be completed before returning on site.

Adapted from San Francisco Department of Public Health

## Appendix B: Quarantine Guidelines

## Quarantine Guidelines for children and staff in schools, childcare, and other youth settings

Scenario	Criteria
Child or staff has symptoms of COVID-19 and was tested, but is still waiting for the test result	<p>Stay home until the person has received their test result and a determination can be made as to how to proceed.</p> <p><b>Their cohort can remain OPEN</b></p>
A fully-vaccinated person (student or staff) was in close contact with a confirmed COVID-19 case	<p><b>No quarantine required</b> - may continue returning to school and/or work</p> <p><b>Recommend testing</b> 3-5 days after last exposure, or ASAP if symptoms develop</p> <p><b>Monitor for symptoms</b> for 14 days following last exposure</p>
A Pre-K student or unvaccinated staff member was determined to be a close contact to a confirmed COVID-19 case	<p>They must <b>quarantine</b> at home for 10-14 days</p> <p><b>If they remain asymptomatic:</b></p> <ul style="list-style-type: none"> <li>• May discontinue quarantine after Day 10 if tested negative on/after Day 8</li> <li>• May discontinue quarantine after Day 14 if declined testing</li> </ul> <p><b>Monitor for symptoms</b> through Day 14</p> <ul style="list-style-type: none"> <li>➤ Begin Isolation and get tested ASAP if symptoms develop</li> </ul>
<p><u>Mask on Mask exposure:</u></p> <p>K-12 Student (not vaccinated) was a close contact to a COVID-19 case. <u>Both</u> the case and contact were wearing masks during the exposure</p>	<p>They qualify for <b>Modified Quarantine</b></p> <ul style="list-style-type: none"> <li>• They <b>must quarantine from extra-curricular activities</b> for 10 days, including sports and other activities in the community</li> <li>• They may <b>continue returning to school for in-person instruction</b> if: <ul style="list-style-type: none"> <li>○ They remain asymptomatic, monitor for symptoms for 14 days</li> <li>○ They test 2x weekly (PCR or antigen), or ASAP if symptoms develop</li> <li>○ They continue to appropriately mask and use proper hand hygiene</li> </ul> </li> </ul>
<p><u>Unmasked or partially-masked exposure:</u></p> <p>K-12 Student (not vaccinated) had close contact with a confirmed COVID-19 case, and either the case or the contact were not wearing a mask</p>	<p>They do <b>NOT</b> qualify for Modified Quarantine</p> <p>They must <b>quarantine at home</b> for 7-10 days</p> <p><b>If they remain asymptomatic:</b></p> <ul style="list-style-type: none"> <li>• May discontinue quarantine after Day 7, if tested negative on/after Day 5</li> <li>• May discontinue quarantine after Day 10, if declined testing on/after proper day</li> </ul> <p><b>Monitor for symptoms</b> through Day 14</p> <ul style="list-style-type: none"> <li>➤ Begin Isolation and get tested ASAP if symptoms develop</li> </ul>

Adapted from San Francisco Department of Public Health

## Appendix C: Case Information Gathering Tool



## CASE INFORMATION GATHERING TOOL

### When Staff or Student Tests Positive For COVID-19

The purpose of this form is to gather information to help prevent or mitigate the spread of COVID-19 in schools, childcares, and programs for children and youth. Upon learning that a staff, student, or visitor has tested positive for COVID-19:

1. Fill out the form below to help you organize necessary information about the positive COVID-19 Case.
2. Call Sonoma County Public Health, or email [SoCo.Schools@sonoma-county.org](mailto:SoCo.Schools@sonoma-county.org) to report the positive Case.
3. After consulting with Sonoma County Public Health, you may be asked to help identify close contacts and notify them of the exposure. See the sample advisory letter templates.

**Please note:** When conducting interviews with possible close contacts, and explaining that they may have been exposed to COVID-19, **do not disclose the identity of the person who tested positive**, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act (FERPA).

Name of positive Case or suspected Case:		Date of Birth:	
Person is a: <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Contractor <input type="checkbox"/> Volunteer <input type="checkbox"/> Visitor			
Parent/Guardian Name and number:		Phone #:	
Role/Position: (if not a student)	Site - School/Office/Department:		
First Day Symptoms Appeared:			
Type of Symptoms: (check all that apply)			<input type="checkbox"/> NO SYMPTOMS
<input type="checkbox"/> fever greater than 100.4 F/38 C <input type="checkbox"/> cough <input type="checkbox"/> sore throat <input type="checkbox"/> shortness of breath <input type="checkbox"/> chills	<input type="checkbox"/> headache <input type="checkbox"/> body aches <input type="checkbox"/> fatigue <input type="checkbox"/> loss of smell or taste <input type="checkbox"/> Other:	<input type="checkbox"/> nausea/vomiting <input type="checkbox"/> diarrhea <input type="checkbox"/> runny nose <input type="checkbox"/> congestion	
Last Days on site:	Was a mask worn during close contact with others?	<input type="checkbox"/> Yes, masked 100% of the time <input type="checkbox"/> May have exposed others w/o a mask on	
Location of the COVID-19 Test?	Date of COVID-19 test?	COVID-19 Test Results: <input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Presumptive <input type="checkbox"/> Pending	<input type="checkbox"/> PCR <input type="checkbox"/> Antigen

Person Who Completed This Form/Position:	Contact Info (phone/email):	Date:
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Adapted from San Francisco Department of Public Health

## Appendix D: Isolation and Quarantine



## What does it mean to be isolated?



### **Stay at home except to get medical care.**

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

### **Separate yourself from other people in your home.**

As much as possible, you should stay in a specific room and away from other people in your home. Also, you should use a separate bathroom, if available.



### **Wear a facemask.**

You should wear a facemask when you are around other people (e.g., sharing a room or vehicle) and before you enter a healthcare provider's office. If you are not able to wear a facemask (for example, because it causes trouble breathing), then people who live with you should not stay in the same room with you, or they should wear a facemask if they enter your room.

### **Cover your coughs and sneezes.**

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.



### **Clean your hands.**

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

### **Avoid sharing personal household items.**

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



### **Monitor your symptoms.**

Seek prompt medical attention if your symptoms worsen. Before seeking care, call your healthcare provider and tell them that you have, or may have, novel coronavirus infection. Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707-565-4566). **If you need emergency medical care call 911** and tell them you have, or may have, novel coronavirus infection.

**If you have questions or are having difficulty maintaining your isolation, please contact the Sonoma County Public Health Department at 707-565-4566.**





## What does it mean to be quarantined?



### Stay at home except to get medical care.

You should restrict activities outside your home, except for getting medical care. Do not go to work, school, or public areas. Do not use public transportation, ride-sharing, or taxis. You will need to make arrangements to have groceries and household items delivered to your home. If you need help with this, please let us know.

### Monitor for symptoms.

Seek prompt medical attention if you develop symptoms including fever of 100.0° F or above, feeling feverish, cough, or difficulty breathing. Before seeking care, call your healthcare provider and tell them that you are under quarantine for potential exposure to novel coronavirus (COVID-19). Put on a facemask before you enter the facility. These steps will help the healthcare provider's office to keep other people from getting infected or exposed. Ask your healthcare provider to call the Sonoma County Public Health Department (707) 565-4566. **If you need emergency medical care call 911** and be sure to tell them you may have been exposed to COVID-19.



### Clean your hands.

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water are best if your hands are visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

### Avoid sharing personal household items.

You should not share dishes, drinking glasses, cups, eating utensils, towels, or bedding with other people in your home. After using these items, they should be washed thoroughly with soap and water.



### Cover your coughs and sneezes.

Cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in a lined trash can and wash your hands with soap and water for at least 20 seconds. If soap and water are not available, immediately clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol, covering all surfaces of your hands and rubbing them together until they feel dry. Soap and water should be used preferentially if hands are visibly dirty.

**If you have questions or are having difficulty maintaining your quarantine, please contact the Sonoma County Public Health Department at (707) 565-4566.**

## Appendix F: Form Letters



### FULLY-VACCINATED "CLOSE CONTACT" EXPOSURE ADVISORY LETTER

Send to fully-vaccinated Staff and families of children who are identified as "close contacts" to positive COVID-19 case on campus

Date:

Dear parents, guardians and staff of classroom \_\_\_\_\_,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. You or your child has been identified as someone who was in close contact with this person (most recently on **XX/XX/2021**). Because you are (or your child is) fully-vaccinated, you are not required to quarantine at this time.

Fully-vaccinated people may still develop COVID-19, so it is important that you **monitor for possible symptom development for the full 14 days after last exposure**.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. For this reason, we do recommend fully-vaccinated people to **get tested around 3-5 days after last exposure**, or later. It is also currently advised that all close contacts wear a mask indoors for the 14 days following their most recent exposure.

**If you or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, schedule a free testing appointment by visiting one of our county clinics:

<https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

Thank you for your patience and understanding as we work together to keep our community safe.

Thank you for helping to keep our community safe. If you have any questions or concerns, please contact Shannon Marckx, [smarckx@gusd.com](mailto:smarckx@gusd.com), (707) 857-3592 x103

Sincerely,

[Deborah Bertolucci](#), Superintendent



**STAFF QUARANTINE  
"CLOSE CONTACT" EXPOSURE ADVISORY LETTER**

Send to Staff (**unvaccinated**) who are identified as  
"close contacts" to positive COVID-19 case

Date:

Dear staff of \_\_\_\_,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. You have been identified as someone who was in close contact with this person (most recently on **XX/XX/2021**) and you are at risk for developing COVID-19. Based on Cal/OSHA and current Sonoma County worksite exposure guidelines, you must **quarantine at home for 10-14 days**.

It can take up to two weeks after exposure to develop COVID-19, so close contacts should **monitor for possible symptom development for the full 14 days** following their most recent exposure.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms start, or if they don't have symptoms, 10 days after the day they test positive.

**If you or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, schedule a free testing appointment by visiting one of our county clinics:

<https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

**If no one in your household has symptoms of COVID-19:** We strongly recommend that exposed staff get tested **8-10 days after the most recent exposure**. Testing done too soon after an exposure may not be reliable, and a negative result does not mean that a person won't become contagious later during quarantine. Because some people with COVID-19 have no symptoms, not testing increases the risk that a person may finish their quarantine without knowing they have become contagious. Appropriately timed testing is essential to be sure that when close contacts return to the classroom, there will be minimal risk to others.

If you test on Day 8 or later (**XX/XX/2021** or later), you may return on Day 11 (**XX/XX/2021**), as long as you have received a negative result and have developed no symptoms. If you decline to test, you may return on Day 15 (**XX/XX/2021**), as long as you have developed no symptoms.

Thank you for your patience and understanding as we work together to keep our community safe. If you have any questions or concerns, please contact Shannon Marckx, [smarckx@gusd.com](mailto:smarckx@gusd.com), (707) 857-3592 x103

Sincerely,

[Deborah Bertolucci](#), Superintendent





**MODIFIED QUARANTINE (K-12 students only)**  
**MASK-ON-MASK EXPOSURE ADVISORY LETTER**

Send to families of K-12 students who are identified as  
"close contacts" to positive COVID-19 case

Date:

Dear parents, guardians of classroom \_\_\_\_,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. Your child has been identified as someone who was in close contact with this person (most recently on **XX/XX/2021**), and they are at risk for developing COVID-19.

Because of the nature of the exposure, your child is eligible for a 10-day **modified quarantine** – this means they may continue to attend school, but should test 2 times weekly (with negative results), remain asymptomatic, and must quarantine when outside of school. They may not participate in extracurricular activities, including sports or other community activities, during this 10-day quarantine period.

It can take up to two weeks after exposure to develop COVID-19, so close contacts should **monitor for possible symptom development for the full 14 days** following their most recent exposure.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

People become infectious about two days before they develop symptoms. Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms start, or if they don't have symptoms, for approximately 10 days after the day they test positive.

**If your child or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, schedule a free testing appointment by visiting one of our county clinics:  
<https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

Because some people with COVID-19 have no symptoms, not testing increases the risk that a person may develop COVID-19 without knowing they have become contagious. Testing is essential to be sure that there will be minimal risk to others.

Thank you for your patience and understanding as we work together to keep our community safe. If you have any questions or concerns, please contact Shannon Marckx, [smarckx@gusd.com](mailto:smarckx@gusd.com), (707) 857-3592 x103

Sincerely,

[Deborah Bertolucci](#), Superintendent



**K-12 AT-HOME QUARANTINE (students only)  
PARTIALLY/UNMASKED EXPOSURE ADVISORY LETTER**

Send to families of K-12 students who are identified as  
"close contacts" to positive COVID-19 case

Date:

Dear parents or guardians of \_\_\_\_\_,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. Your child has been identified as someone who was in close contact with this person (most recently on **XX/XX/2021**) and they are at risk for developing COVID-19. Based on the nature of the exposure, they must **quarantine at home for 7-10 days**. It is important that they do not attend any other school or childcare program during this quarantine period. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur.

It can take up to two weeks after exposure to develop COVID-19, so close contacts should **monitor for possible symptom development for the full 14 days** following their most recent exposure.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

People become infectious about two days before they develop symptoms. Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms start, or if they don't have symptoms, for approximately 10 days after the day they test positive.

**If your child or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, schedule a free testing appointment by visiting one of our county clinics:  
<https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

**If no one in your household has symptoms of COVID-19:** We strongly recommend that your exposed child be tested for COVID-19 **5-7 days after the most recent exposure**, or later. Testing done too soon after an exposure may not be reliable, and a negative result at that time does not mean that a person won't become contagious later during quarantine. Because some people with COVID-19 have no symptoms, not testing increases the risk that a person may finish their quarantine without knowing they have become contagious. Appropriately timed testing is essential to be sure that when close contacts return to the classroom, there will be minimal risk to others.

If they test on Day 5 or later (**XX/XX/2021** or later), they may return to school on Day 8 (**XX/XX/2021**), as long as they have received a negative result and have developed no symptoms. If they decline to test, they may return on Day 11 (**XX/XX/2021**), as long as they have developed no symptoms.

Thank you for your patience and understanding as we work together to keep our community safe. If you have any questions or concerns, please contact Shannon Marckx, [smarckx@gusd.com](mailto:smarckx@gusd.com), (707) 857-3592 x103

Sincerely,

[Deborah Bertolucci](#), Superintendent



**Pre-K or CHILDCARE STUDENT QUARANTINE  
"CLOSE CONTACT" EXPOSURE ADVISORY LETTER**

Send to families of childcare or Pre-K students who are identified as  
"close contacts" to positive COVID-19 case

Date:

Dear parents or guardians of \_\_\_\_,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. Your child has been identified as someone who was in close contact with this person (most recently on **XX/XX/2021**) and they are at risk for developing COVID-19. Based on the nature of the exposure, they must **quarantine at home for 10-14 days**. It is important that they do not attend any other school or childcare program during this quarantine period. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur.

It can take up to two weeks after exposure to develop COVID-19, so close contacts should **monitor for possible symptom development for the full 14 days** following their most recent exposure.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

People become infectious about two days before they develop symptoms. Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms start, or if they don't have symptoms, for approximately 10 days after the day they test positive.

**If your child or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, schedule a free testing appointment by visiting one of our county clinics:  
<https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

**If no one in your household has symptoms of COVID-19:** We strongly recommend that your exposed child be tested for COVID-19 **8 days after the most recent exposure**, or later. Testing done too soon after an exposure may not be reliable, and a negative result at that time does not mean that a person won't become contagious later during quarantine. Because some people with COVID-19 have no symptoms, not testing increases the risk that a person may finish their quarantine without knowing they have become contagious. Appropriately timed testing is essential to be sure that when close contacts return to the classroom, there will be minimal risk to others.

If they test on Day 8 or later (**XX/XX/2021** or later), they may return to school on Day 11 (**XX/XX/2021**), as long as they have received a negative result and have developed no symptoms. If they decline to test, they may return on Day 15 (**XX/XX/2021**), as long as they have developed no symptoms.

Thank you for your patience and understanding as we work together to keep our community safe. If you have any questions or concerns, please contact Shannon Marckx, [smarckx@gusd.com](mailto:smarckx@gusd.com), (707) 857-3592 x103

Sincerely,

[Deborah Bertolucci](#), Superintendent



## HIGH-RISK SPORTS QUARANTINE

### "CLOSE CONTACT" EXPOSURE ADVISORY LETTER

Send to families of athletes who are identified as "close contacts" to positive COVID-19 case in a high-risk exposure, such as high-contact sports (unmasked)

Date:

Dear parents or guardians of \_\_\_\_\_,

A person at \_\_\_\_\_ has recently tested positive for COVID-19. Your child has been identified as someone who was in close contact with this person (most recently on **XX/XX/2021**) and they are at risk for developing COVID-19. Based on the nature of the exposure, they must **quarantine at home for 10-14 days**. It is important that they do not attend any other school, childcare, or sports program during this quarantine period. While we understand that this is a hardship for many, it helps to ensure that no further transmission of COVID-19 will occur.

It can take up to two weeks after exposure to develop COVID-19, so close contacts should **monitor for possible symptom development for the full 14 days** following their most recent exposure.

Symptoms of COVID-19 can include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

People become infectious about two days before they develop symptoms. Some people with COVID-19 do not have any symptoms, but can still spread the virus to others. People with COVID-19 are contagious for at least 10 days after their symptoms start, or if they don't have symptoms, for approximately 10 days after the day they test positive.

**If your child or anyone in your household is currently showing symptoms of COVID-19:** Please contact your healthcare provider to inform them of your symptoms and recent exposure to COVID-19. If you have difficulty getting tested with your healthcare provider, schedule a free testing appointment by visiting one of our county clinics: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

**If no one in your household has symptoms of COVID-19:** We strongly recommend that your exposed child be tested for COVID-19 **8 days after the most recent exposure**, or later. Testing done too soon after an exposure may not be reliable, and a negative result at that time does not mean that a person won't become contagious later during quarantine. Because some people with COVID-19 have no symptoms, not testing increases the risk that a person may finish their quarantine without knowing they have become contagious. Appropriately timed testing is essential to be sure that when close contacts return to the classroom, there will be minimal risk to others.

If they test on Day 8 or later (**XX/XX/2021** or later), they may return/practice to school on Day 11 (**XX/XX/2021**), as long as they have received a negative result and have developed no symptoms. If they decline to test, they may return on Day 15 (**XX/XX/2021**), as long as they have developed no symptoms.

Thank you for your patience and understanding as we work together to keep our community safe. If you have any questions or concerns, please contact Shannon Marckx, [smarckx@gusd.com](mailto:smarckx@gusd.com), (707) 857-3592 x103

Sincerely,

[Deborah Bertolucci](#), Superintendent



### GENERAL EXPOSURE ADVISORY LETTER

*Optional* - Send to all other staff and students who were on site, but were not close contacts. Especially helpful for those who shared the same classroom/office as the infectious individual.

Date:

Dear parents, guardians, and staff:

A person with COVID-19 was recently identified at \_\_\_\_\_. At this time, we do not believe that you or your child were exposed. We will notify you immediately should this change. While the exposed individual(s) will be quarantining as a precautionary measure, the classroom will remain open for the individuals who were not exposed.

Even though you or your child may have not had any known exposure to COVID-19, it is still present in our community and we encourage you to continue to take steps to keep you and those around you safe. These steps include washing your hands often and wearing a mask or facial covering when in public indoor spaces. If you or your child have not already been vaccinated, and you are able, we strongly encourage you to do so.

We also encourage you to be aware of the symptoms of COVID-19 and check yourself or your child for COVID-19 symptoms before coming to work or school.

Symptoms of COVID-19 include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

**If your child or anyone in your home is experiencing any of these symptoms**, please stay home and do not come to school or work. Contact your healthcare provider and request a test for COVID-19, or utilize one of our county's free COVID-19 testing clinics, found here: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

Thank you for helping to keep our community safe. If you have any questions or concerns, please contact Shannon Marckx, [smarckx@gusd.com](mailto:smarckx@gusd.com), (707) 857-3592 x103

Sincerely,

[Deborah Bertolucci](#), Superintendent



**“CONTACT OF A CONTACT” ADVISORY LETTER**

*Optional* – When a person was on site after they were exposed to COVID-19, but there was no known on-campus exposure, send this to those they were in contact with on site (those considered “contacts of a contact”)

Date,

Dear Parents/Guardians and Staff of classroom \_\_\_\_\_:

We want students and staff to stay safe. A student or staff member in your child’s class was present onsite after they had been in contact with a person who has tested positive for COVID-19. That student or staff member has been instructed to stay home until it is safe for them to come back to school.

**We have not identified any risk to you or your child**, and your classroom will stay open at this time. We will update you if anything changes. As a precautionary measure, please keep checking your child for symptoms and stay home if anyone in your home is sick.

Symptoms of COVID-19 include:

- Cough
- Fever
- Shortness of breath
- Nausea, vomiting, or diarrhea
- Body aches
- Headache
- Sore throat
- Runny nose
- New loss of taste or smell

**If your child or anyone in your home is experiencing any of these symptoms**, please stay home and do not come to school or work. Contact your healthcare provider and request a test for COVID-19, or utilize one of our county’s free COVID-19 testing clinics, found here: <https://socoemergency.org/emergency/novel-coronavirus/testing-and-tracing/>

Thank you for helping to keep our school and community safe. If you have any questions or concerns, please contact Shannon Marckx, [smarckx@gusd.com](mailto:smarckx@gusd.com), (707) 857-3592 x103

Sincerely,

[Deborah Bertolucci](#), Superintendent



## SCHOOL CLOSURE DUE TO COVID-19 NOTIFICATION

Date

Dear Families, Faculty, and Staff Members,

We are informing you that we are closing our school, starting on [DATE] due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. In consultation with the Dr. Mase of the Sonoma County Health Department, we have been advised that the school should be closed for 14 days to prevent further transmission of COVID-19 and to clean and disinfect the school before reopening on [DATE].

During school closure, the school will switch to online teaching to continue our classes; please see attached information sheet on how students can sign in to continue their schoolwork online. The Sonoma County Health Department will also continue to follow-up with cases and contacts during school closure to ensure isolation and quarantine and testing .

If upon school re opening , your child is feeling ill or having a fever or symptoms of COVID-19, even if symptoms are very minor, please do not send your child to school and consider getting your ill child tested for COVID-19. If your child is well without any symptoms, please remind your child before going back to school to use their face covering, stay at least 6 feet from other people, and wash their hands often with soap and water for at least 20 seconds. School staff should call in sick and stay home if having a fever or symptoms of COVID-19 and consider getting tested.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Ensuring the health and safety of our students, teachers, and staff members are of the utmost importance to us. If you have any questions or concerns, please contact Shannon Marckx, [smarckx@gusd.com](mailto:smarckx@gusd.com), (707) 857-3592 x103

Sincerely,

[Deborah Bertolucci](#), Superintendent