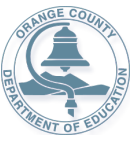


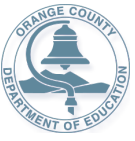
# OCDE ACCESS SCHOOL SAFETY & PLANNING GUIDE 2021-2022

UPDATED: 01/24/2022



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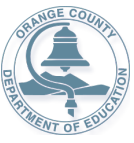
# OVERVIEW

This OCDE ACCESS COVID-19 School Opening & Safety Plan covers in detail the items referenced in the [COVID-19 School Guidance Checklist](#) and includes multiple components designed to support a safe and healthy school environment during the COVID-19 pandemic.

Together with the [OCDE COVID-19 Prevention Program](#), which applies to all employees and school sites, this document outlines the policies and protocols in place to support safe and effective in-person learning at all school programs in the OCDE ACCESS Division.

In support of these plans, OCDE teams have developed a variety of family and employee resources. Please reach out to your Principal, School Nurse, or the COVID-19 Safety Team with general questions or requests for:

- COVID-19 Prevention Training handouts
- School or site-specific procedures
- Public health guidance documents
- Mental health resources
- Employee Assistance Programs (employees only)
- Social Services resources specific to COVID-19



# HEALTH & SAFETY PROTOCOLS

The health and safety of our students, staff, and families is of the utmost importance. As the 2021-2022 school year takes course, our school setting will begin to look similar to our traditional learning format although we will continue to follow many COVID-19 health and safety measures. This plan to welcome students back to in-person learning is based on current guidance from public health officials and state agencies and will be updated as information evolves.

## PROTECTIVE EQUIPMENT & SAFETY SUPPLIES

The following items are being sent to school sites:

- Cloth Mask - Adult
- Cloth Mask - Youth
- Disposable Mask - Adult
- Disposable Mask - Youth
- Face Shields
- Hand Sanitizer
- Gloves
- Disinfectant Wipes
- Disinfectant Spray

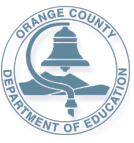
The following items are being implemented at school sites:

- Air Purifiers
- Hand Sanitizer Dispensers

The following additional items will be available upon request:

- Goggles
- Gowns
- N95 Masks
- Thermometers
- Clear Panel Face Masks - Adult
- Face Shields w/ Glasses
- Face Shields w/ Drapes





# HEALTH & SAFETY PROTOCOLS

## FACE COVERINGS

In accordance with the California Department of Public Health's (CDPH) Guidance, school staff and students in grade levels K-12 are expected to wear face coverings at ALL times when indoors of the school setting.

- Personal face coverings will be allowed in compliance with acceptable dress code expectations.
- Students and staff will be provided with reusable cloth face coverings to be used when on campus.
- Sites will be provided with disposable surgical masks to be used by staff, students, and visitors who do not have a mask upon arrival.
- Students must wear face coverings throughout the day when inside a school building.
- Adults in K-12 school settings are required to mask when sharing indoor spaces with students.
- Masks are optional outdoors for all in K-12 school settings.
- Staff will reinforce and provide further education on the use of face coverings, including the importance of wearing, reminders about not touching the face covering and frequently washing hands, and strategies to address people who are exempt from wearing face coverings.
- All students will receive a cloth reusable face covering which they will be responsible for cleaning. They are expected to wash their masks every day upon returning home. The guidelines for proper cleaning and storing of masks can be found on the [CDC webpage](#).

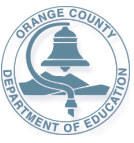
The following are exceptions to the use of face coverings:

- Persons who are actively eating or drinking.
- Persons who are in a room alone with the door closed.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives are considered through consultation with Human Resources and identified in the interactive process

Additional Considerations:

- Teachers and identified staff members will receive a reusable face shield.
- Individuals who cannot wear a mask due to medical reasons will be provided a face shield with a drape.





# HEALTH & SAFETY PROTOCOLS

## SCREENING AT HOME

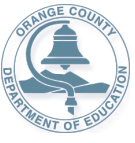
- Families are to monitor children for symptoms before going to school each day. Anyone with a fever of 100.4°F, without fever reducer/pain relief medication, or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom-related absences will be excused.
- Students and adults should self screen for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and staff experiencing those symptoms should not attend school.
- If staff members are experiencing symptoms, they should stay home and contact Human Resources and their Supervisor, per the established employee health and safety protocols.

## SYMPTOMS TO SCREEN FOR:

- Fever ( $\geq 100.4^{\circ}\text{F}$ )
- Congestion/runny nose
- Nausea/vomiting/diarrhea
- Sore Throat
- Headache
- Fatigue/muscle or body aches
- Cough
- Difficulty breathing
- Loss of taste/smell

## ADDITIONAL SAFETY CONSIDERATIONS

- Staff members will complete mandated COVID-19 trainings.
- Campuses will follow guidelines developed by the CDPH for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (e.g. countertops, door handles, restrooms, student desks, student chairs).
- Staff and students will be expected to wash and sanitize their hands regularly.
- Schools will limit sharing of supplies between students to the extent possible.
- All employees will be expected to complete the Integrated Germ Management Training offered by the California Department of Pesticide Regulation and obtain their certification. The certification will provide information on the differences between cleaning, sanitizing, and disinfecting, the importance of reading and following pesticide label directions, and best practices for using antimicrobial pesticides around children.



# HEALTH & SAFETY PROTOCOLS

## ARRIVAL AT SCHOOL

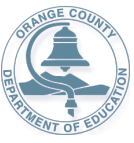
- Students and staff members will be required to wear face coverings upon arrival.
- Students will be required to complete a Student Questionnaire Form every day. Staff will follow the necessary protocols as outlined in the Questionnaire instructions.
- School sites will designate routes and specific locations for entry and exit in order to limit direct contact with others.
- School sites will have signage throughout campus to remind students and staff about wearing face coverings and hand washing.
- Students and visitors will be required to note their information on the daily sign-in sheet and COVID-19 Questionnaire Form.

## CLASSROOM ENVIRONMENT

ACCESS is excited to welcome students back on campus to in-person learning for the 2021-2022 academic year. For parents or guardians who believe the student's health would be put at risk by in-person instruction, you have the option to authorize independent study through medical reasoning. For further information on this program, please contact your school Principal.

The following measures will be implemented in the classroom:

- It is highly recommended that student and teacher desks be spaced at least three feet between one other when possible.
- With the reduction in social distancing measures, adherence to additional health precautions will be in place.
  - Masks covering nose and mouth will be mandatory for all inside the classroom.
  - Regular hand washing/hygiene will be encouraged.
- Classrooms will be equipped with hand sanitizer gel, hand sanitizer dispensers, disinfectant spray, and disposable masks.



# COVID-19 TESTING & TRACING

The following measures are taken when a student, teacher or staff member has symptoms, is in close contact of someone infected, or is diagnosed with COVID-19. The OCDE ACCESS guidelines are based on the California Department of Public Health mandated protocols.

## STAFF TESTING & VACCINATION

- In accordance with [public health orders published by the California Department of Public Health](#), all OCDE school employees will be required to either show proof of full vaccination or be tested at least once per week.
- Human Resources will coordinate testing schedules for all sites.
- In addition, all fully vaccinated employees will also have equal access to testing resources.

## STUDENT TESTING & VACCINATION

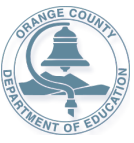
- COVID-19 vaccination and testing is not currently mandated for students in California. It is strongly encouraged that all students be tested weekly if possible. Furthermore, children years 5 and older are currently available to receive the COVID-19 vaccine if desired.
- For further information on student vaccination and testing please review the Additional Resources section on page 11.

## COVID-19 CONTACT TRACING

- Human Resources and the COVID-19 Safety Team will supervise and coordinate any additional efforts regarding any necessary contact tracing and related conversations when a staff member or student has reported COVID-19 related exposure, symptoms, or illness.
- The Manager of Safety and Preparedness Programs will be the designated OCDE contact for the Orange County Healthcare Agency.







# COVID-19 REPORTING & COMMUNICATIONS

## COVID-19 SCHOOL NOTIFICATIONS

- Schools will maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality.
- Using the CDPH guidance and in collaboration with OCHCA staff, a designated COVID-19 Safety Team Member will serve as the primary contact for students when situations arise with a possible COVID-19 exposure or illness.
- The Safe and Healthy Schools Manager and Safety and Preparedness Manager will supervise and coordinate any additional efforts regarding communication with staff or families who have been in close contact, maintaining confidentiality according to FERPA, HIPPA, and other privacy and confidentiality protections.

## STUDENT SYMPTOM TREE PROTOCOL

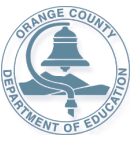
Students who have been exposed to a confirmed positive COVID-19 case or are showing COVID-19 symptoms will follow the guidance of the [OC Health Care Agency as listed in the Student Symptom Decision Tree](#). The guidance determines protocols based on type of exposure and vaccination status.

In the event that a student has been exposed or is showing symptoms, their parent/guardian will be contacted by the OCDE ACCESS COVID-19 Safety Team and informed on the necessary protocols to be followed. School notifications will be sent out to families if there has been a confirmed positive case and their child has been exposed during school hours.

\*\*A close contact is defined as being within 6 feet of a COVID + or clinically compatible person for 15 minutes or more in a 24-hour period, regardless of masking, and occurring in any location (indoor or outdoor).\*\*

## EXPOSED STUDENT GUIDANCE

- In order to keep our students safely in school and mitigate/contain the spread of COVID-19, exposed students may be sent home to isolate for 5 days based on the following factors:
  - Exposure time
  - Vaccination status
  - Recently confirmed COVID-19 case
  - Masking
  - Symptoms
- Please review the Student Symptom Decision Tree detailed on pages 8-9 for further information.



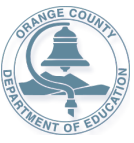
# COVID-19 REPORTING & COMMUNICATIONS

## STUDENT SYMPTOM DECISION TREE: NO EXPOSURE

- Symptoms
  - 1 low risk symptom
    - Return to school after 24 hour without a fever and symptoms improving
  - ≥2 low risk symptoms OR 1 high risk symptom > SEND HOME > Consider an evaluation by health care provider (see below):
    - Health care provider confirms alternative diagnosis for symptoms. A health care provider's note must be on file. Certified SARS-CoV-2 PCR or Antigen lab-confirmed not needed
      - Return to school after 24 hours without fever and symptoms improving
    - Negative certified SARS-CoV-2 PCR or Antigen lab-confirmed test
      - Return to school after 24 hours without fever and symptoms improving
    - Positive certified SARS-CoV-2 PCR or Antigen lab-confirmed test OR No provider visit or test
      - Positive student may discontinue isolation IF:
        - At least 5 days have passed since their symptom onset/positive test (if no symptoms) AND
        - At least 24 hours have passed since resolution of fever without the use of fever reducing medication AND
        - Other symptoms have improved, except loss of taste/smell AND
        - A COVID-19 test is negative on or after day 5 since onset of symptoms/ positive test (if no symptoms)

## STUDENT SYMPTOM DECISION TREE: EXPOSURE & VACCINES UP TO DATE OR DOCUMENTED COVID WITHIN 90 DAYS

- Symptoms
  - 1 low risk symptom
    - Return to school after 24 hours & symptom improve & complete modified quarantine already under way
  - ≥2 low risk symptoms OR 1 high risk symptom
    - Isolation for 5 days from date of symptom onset.
    - May return to school with a negative test on or after day 5 from last exposure.
    - If no test, must isolate for 10 days.
    - Upon return to school, mask indoors and outdoors for 10 days from symptom onset.
- No Symptoms
  - No quarantine.
  - Continue to monitor for symptoms through day 14.
  - Adhere to proven mask protocols.



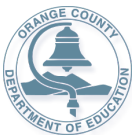
# COVID-19 REPORTING & COMMUNICATIONS

## STUDENT SYMPTOM DECISION TREE: EXPOSURE & VACCINES NOT UP TO DATE - BOTH WEARING MASKS

- Symptoms
  - 1 low risk symptom
    - Return to school after 24 hours & symptom improve & complete modified quarantine already under way
  - $\geq 2$  low risk symptoms OR 1 high risk symptom
    - You may discontinue self-isolation under the following conditions:
      - At least 5 days have passed since symptom onset AND
      - At least 24 hours have passed since resolution of fever without the use of fever reducing medication AND
      - Other symptoms have improved, except loss of taste and smell AND
      - A COVID-19 test is negative on or after day 5 since onset of symptoms
      - If no negative test, isolation for 10 days since symptom onset is required
- No Symptoms
  - May attend school in person **IF**:
    - Always wear a mask indoors.
    - Wear a mask outdoors when around others through day 10 from last exposure.
    - A negative test on or after day 5 from last exposure. If no test, must quarantine for 10 full days
    - May return to extracurricular activities on day 6 after the last exposure if test is negative on/after Day 5.
    - May return to extracurricular activities on or after day 11 from last exposure if no test is taken.

## STUDENT SYMPTOM DECISION TREE: EXPOSURE & VACCINES NOT UP TO DATE - NO FACE COVERING ON EITHER INFECTED OR EXPOSED PERSON

- Symptoms
  - 1 low risk symptom
    - Return to school after 24 hours & symptom improve & complete modified quarantine already under way
  - $\geq 2$  low risk symptoms OR 1 high risk symptom
    - You may discontinue self-isolation under the following conditions:
      - At least 5 days have passed since symptom onset AND
      - At least 24 hours have passed since resolution of fever without the use of fever reducing medication AND
      - Other symptoms have improved, except loss of taste and smell AND
      - A COVID-19 test is negative on or after day 5 since onset of symptoms
      - If no negative test, isolation for 10 days since symptom onset is required
- No Symptoms
  - May return to school after day 5 (day 6) following a negative test obtained on or after day 5 from last exposure.
  - Always wear a mask indoors. Wear a mask outdoors when around others through day 10 from last exposure.
  - If no test, 10 days at home.
  - May return to extracurricular activities on day 6 after the last exposure after the last exposure if test\* is negative on/after Day 5 (day 6).
  - May return to extracurricular activities on or after day 11 from last exposure if no test is not taken.



# CLEANING PROTOCOLS

OCDE will continue to adhere to all necessary safety precautions. OCDE ACCESS locations have been completely cleaned, disinfected, and are sanitized regularly.

All employees will be expected to complete the Integrated Germ Management Training offered by the California Department of Pesticide Regulation and obtain their certification. It will provide information on the differences between: cleaning, sanitizing, and disinfecting, the importance of reading and following pesticide label directions, and best practices for using antimicrobial pesticides around children.

**CLEANING** - Physical removal of soil (dirt and debris) from surfaces which can include the use of water and detergent.

**SANITIZATION** - Treating a surface to effectively reduce microorganisms of public health significance. Cleaning before sanitizing is always recommended when time permits.

**DISINFECTING** - Destroy or deactivate microorganisms, including bacteria and viruses on surfaces.

## SANITIZE THE FOLLOWING DAILY:

- Desks and chairs
- Keyboards, phones, headsets, copy machines
- Door handles
- Handrails
- Restroom surfaces and sink handles
- Light switches
- Public interface/Interaction areas



## SANITIZE THE FOLLOWING WEEKLY:

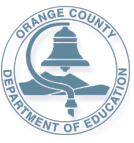
- Elevators
- Stairways

## HANDWASHING

- Handwashing is strongly encouraged as one of the most effective ways to prevent the spread of any biological pathogen, including COVID-19.
- Wash hands thoroughly with soap and water for at least 20 seconds.
- Thoroughly dry hands.
- The following are types of handwashing stations that have been implemented:
  - Touchless hand sanitizer dispensers
  - Hand sanitizer bottles - available for refill as needed

## FACILITY CLEANING

- All school sites will have cleaning services Monday through Friday. They will follow our [OCDE Cleaning and Disinfecting Protocols](#).
- COVID-19 deep cleaning will be evaluated and performed on a case-by-case basis.
- All HVAC units have been serviced in accordance with public health and occupational safety guidelines and will be checked every two months.



# COVID-19 FAQs

## WHAT DO I DO IF MY CHILD IS EXPERIENCING COVID-19 SYMPTOMS WHILE AT HOME?

If your child is experiencing COVID-19 symptoms, please keep him/her home and contact your child's health care provider. Please contact your school to report the absence; a COVID-19 related absence is excused.

## WHAT IF SOMEONE IN OUR HOUSEHOLD TESTED POSITIVE FOR COVID-19?

If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, your child should stay home from school and follow the guidelines from the Orange County Health Care Agency (OCHCA) on how long to remain at home and when to return to school. Please contact your school to report the absence and they will provide you with further guidance.

## WHAT HAPPENS IF A STUDENT DEMONSTRATES COVID-19 SYMPTOMS WHILE AT SCHOOL?

If a student becomes ill during the school day, the following steps will be taken:

- Student will be taken to an isolation area where symptoms will be evaluated. Student will remain in the isolation area until they are picked up by a parent or guardian.
- The school site will work with the family to follow the OCDE COVID-19 guidelines.

## WHAT HAPPENS IF A POSITIVE COVID-19 CASE OCCURS AT A SCHOOL SITE?

In accordance with state and local laws and regulations for any positive COVID-19 case, school administrators will notify the safety designee of any COVID-19 case at the school site. Notifications when possible, will include the following:

- Date of potential exposure
- Date of test
- Last date on OCDE facility
- Names of individuals who had physical contact with an infected person or spent 15 minutes or more within six feet of distance.

The safety designee will then coordinate a response with the safety team, Human Resources, and the OCHCA. After receiving administrative direction, the designee will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance.

The classroom or impacted areas will receive extensive cleaning and sanitation following OCDE guidelines.



## SCHOOL SAFETY & PLANNING GUIDE

# ADDITIONAL RESOURCES

Below are links to additional COVID-19 resources and information for families.

### COVID-19 GUIDANCE

- [COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year](#)
- [OCDE COVID-19 Prevention Program](#)
- [State of California Safe Schools For All Hub](#)
- [OCHCA Student Symptom Decision Tree](#)

### PARENT AND FAMILY RESOURCES

- [Orange County Healthcare Agency](#)
  - Health Line: 800-564-8448
- County of Orange COVID-19 Hotline
  - Hotline: 833-426-6411
- [Orange County COVID-19 Child Care Assistance](#)
- [Center for Disease Control and Prevention](#)
- [State of California COVID-19 Webpage](#)
- [California Department of Public Health](#)

### DISTRICT RESOURCES

- [OCDE COVID-19 Parent and Student Information](#)
- [OCDE Newsroom](#)

### COVID-19 TESTING LOCATIONS

- [Orange County Healthcare Agency Testing Information Webpage](#)
- [California Testing Locator](#)
- [CVS Pharmacy](#)
- [Walgreens Pharmacy](#)

### COVID-19 VACCINATION INFORMATION

- [Orange County Healthcare agency COVID-19 Vaccination Resources](#)
- [Find a COVID-19 Vaccine](#)
- [COVID-19 Vaccine FAQs](#)