



San Leandro Unified School District COVID-19 Prevention Program (CPP) (Injury and Illness Prevention Program Addendum)

This plan shall act as an addendum to the SLUSD Injury and Illness Prevention Program (IIPP) and is supplemented by the SLUSD Re-Opening Plan, as well as the Student and Employee Covid-19 Protocols.

The purpose of this plan is to control exposures to the SARS-CoV-2 virus that may occur in the workplace.

Authority and Responsibility

Rocky Medeiros, Director of Safety and Emergency Services, has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the [School Site Walkthrough](#) checklist
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace
- Review applicable orders and general industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls

- Conduct periodic inspections 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
- We encourage employees and their authorized employees' representatives to participate in the identification and evaluation of COVID-19 hazards during site walks and by reporting hazards directly to site/department managers, members of the COVID-19 Response Team or their labor organization representatives.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be corrected in a timely manner based on the severity of the hazards, as follows:

Correction of COVID-19 Hazards		
Example:	Responsible Party(ies):	Timeline
<ul style="list-style-type: none"> • Insufficient PPE/cleaning materials supply 	<ul style="list-style-type: none"> • First report to Principal/Site Administrator and/or custodian • If unresolved, report to Director of Buildings/Grounds 	<ul style="list-style-type: none"> • Immediate response
<ul style="list-style-type: none"> • Uncontrolled entrance of public 	<ul style="list-style-type: none"> • Report to Principal/Site Administrator 	<ul style="list-style-type: none"> • Immediate response
<ul style="list-style-type: none"> • Non-compliance of staff with mask, social distance, daily symptom screener, testing or other safety mandates 	<ul style="list-style-type: none"> • Report to Principal/Site Administrator (first offense) • Report to Director of Personnel Services (subsequent offense) 	<ul style="list-style-type: none"> • Immediate response at time of violation • Follow up with progressive discipline as necessary
<ul style="list-style-type: none"> • Non-compliance of students with mask, 6 feet distance, daily symptom screener and other safety mandates 	<ul style="list-style-type: none"> • Staff corrects and documents violation with student (per Health Pact) • Document warnings • Report to Director of Family and Student Support Services 	<ul style="list-style-type: none"> • Immediate response at time of violation • Follow up with switch to distance learning if necessary in accordance with Health Pact
<ul style="list-style-type: none"> • Non-compliance of visitors with mask and 6 feet distance mandates 	<ul style="list-style-type: none"> • Staff corrects • Report to Principal/Site Administrator 	<ul style="list-style-type: none"> • Immediate response: remove from premises
<ul style="list-style-type: none"> • Irregular/Insufficient Cleaning 	<ul style="list-style-type: none"> • First report to 	<ul style="list-style-type: none"> • Corrected as soon as

	Principal/Site Administrator and/or custodian <ul style="list-style-type: none"> • If unresolved, next report to Director of Buildings/Grounds 	practicable
<ul style="list-style-type: none"> • Engineering Controls Issues 	<ul style="list-style-type: none"> • First report to Principal/Site Administrator and/or custodian • Work Order tagged as COVID related 	<ul style="list-style-type: none"> • Corrected as soon as practicable

Procedures to Help Prevent the Spread of COVID-19

Stable Group Structures

In order to maintain compliance with COVID-19 requirements, San Leandro Unified School District will implement a “Closed Campus” approach to minimize access to its schools. Only the following groups will be allowed on campus:

- Staff assigned to the school
- Students assigned to the school on their designated day of instruction
- Volunteers assigned to the school on their designated day of instruction
- SLUSD personnel with an identified need
- SLUSD maintenance personnel
- Essential visitors such as: Parents/Caregivers/Contractors/Approved Facility Use Permit Holders

All non-essential visitors will not be allowed on campus. Appropriate COVID-19 signage will be displayed delineating school access. Site Administrators will designate areas for deliveries to prevent delivery personnel from entering schools. Facilities personnel will thoroughly vet all contractors for COVID-19 prior to scheduling work at schools. Facilities personnel will advise Site Administrators when a contractor will be at their school. SLUSD will review all facility use permits to determine if these activities will be allowed to occur. Decisions on facility use will be communicated to Site Administrators for implementation.

Any staff member, student, parent, caregiver or visitor, showing symptoms of COVID-19 will not be allowed on campus.

SLUSD will be implementing optional in-person instructional support and services in a small group cohort setting for selected students. We will be following Alameda County’ guidance on who should be prioritized to receive this support, including students who are experiencing significant barriers to attendance or distance learning. We realize many students would benefit from face to face instructional support. However, due to the limitations of current local health

conditions, we can only offer in-person small group cohort support for students who most critically need these services. We will continually assess and refine our support plan based on these initial experiences. We intend to expand in-person offerings and participation as soon as possible. Our Principals are currently working on building in-person small group cohort lists with a target date of March 15, 2021 to begin in-person instructional support and services for small group cohorts. Specific starting dates for this program will be done on a school by school basis.

Stable Group Structures will consist of a minimum of 1 student per classroom to a maximum of 12 students per classroom. A maximum of 2 Teachers will be assigned to each small group cohort. The exception to this rule will be in our special educational cohorts where the teacher to student ratio will need to be increased to provide for the educational needs of the student.

Small group cohorts will take place in individual classrooms and will not be co-mingled. SLUSD will utilize outdoor spaces as much as possible during this program.

Entrance, Egress and Movement Within the School

SLUSD is committed to ensuring that all District campuses and facilities are clean, disinfected and do not pose a threat of spreading COVID-19 prior to and during the school reopening process. The SLUSD will meet all physical distancing standards at campuses/facilities and within vehicles through the use of appropriate signage, physical barriers, staff training and direct supervision by staff.

As part of the District's reopening methodologies, consideration is being given to limiting the number of students physically reporting to school each day to maintain physical distancing requirements. As we begin to reopen our campuses, we will consider: early/late start models, as well as, blended learning (combination of classroom and distance learning) models.

SLUSD staff have conducted assessments at each campus/facility to determine how available space and facilities will be utilized to maintain health and safety of staff and students, especially when tending to individual staff or student medical or personal needs. SLUSD will limit the number of people in all campus/facility spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals (6 feet is the current minimum recommendation for physical distancing from the CDC, but it is important to pay attention to future modifications in public health recommendations). SLUSD will attempt to create smaller student/teacher cohorts to minimize the mixing of student groups throughout the day and will strive to minimize movement of students, teachers, and staff as much as possible.

All classroom spaces have been assessed to determine the maximum capacity for students within each classroom while meeting 6-foot physical distancing objectives and ensuring that desks are a minimum of 6 feet apart and arranged in a way that minimizes face-to-face contact. Classrooms have been arranged to maximize developmentally appropriate activities for smaller group activities. This may necessitate arranging and rearranging furniture and play spaces to maintain separation, when needed. SLUSD will determine if it is appropriate to utilize other

campus spaces for instructional activities (e.g., lecture halls, gyms, auditoriums, cafeterias, outdoors).

SLUSD has embarked on a district-wide COVID-19 Signage/Directional Marking Campaign to assist students, staff and visitors with ingress, egress and movement while on our campuses. This information will be made available to all students and their parents/guardians through an informational video process that will be available for viewing on individual campus websites.

Face Coverings and Other Essential Personal Protective Protective Equipment (PPE)

As established by local, state and federal organizations, varying levels of Personal Protective Equipment (PPE) will be required to be worn while performing specific tasks on District property. PPE requirements exist to ensure personal health and safety is maintained at campuses, District facilities and when operating District vehicles when two or more persons are together. At no time will PPE be shared among staff. We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when physical distancing requirements are not feasible or maintained.

At a minimum, face coverings (masks) are required to be worn by everyone. SLUSD encourages staff, students and others on campuses or at District facilities to supply their own face covering (mask). All face coverings (masks) must meet the Center for Disease Control (CDC) guidelines. In the event that staff, students or others on campuses or at District facilities do not have a face covering (mask), the District will supply one for them. Please note that face coverings (masks) are not recommended for anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the covering without assistance. Reasonable accommodations such as a face shield with a cloth drape can be worn by those who are unable to wear face coverings (masks) for medical reasons. Per Cal/OSHA, considerations for face shields should include a cloth drape attached across the bottom of the shield and tucked into the shirt.

All staff working at campuses, District facilities or operating District vehicles when two or more persons are in the vehicle must wear a face covering (mask) at all times when others are present. The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- 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 will be considered on a case-by-case basis.

- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Staff that are assigned individual work spaces or are in areas where they do not have contact with others do not have to wear their face covering (mask) while they are alone and not exposed to others. In these situations, face coverings (masks) should be readily accessible to ensure unintended exposure is minimized.

Teachers have the ability to wear a face shield in lieu of a face mask during the instructional period to enable students to see their face and to avoid potential barriers to phonological instruction. When teachers leave their instructional area, they must put on a face covering (mask).

All students at campuses, District facilities or riding on District vehicles (buses) must wear a face covering (mask) at all times.

SLUSD has purchased and delivered to each campus, the following PPE for use by staff when needed for a specific task or duty that they may be required to engage in:

- Plastic Barriers
- Face Coverings (Masks)
- Face Shields
- Protective Eyewear
- Protective Hair Coverings
- Protective Shoe Coverings
- Protective Outer Garments
- Nitrile Gloves
- Vinyl Gloves
- Hand Sanitizer
- Disinfectant Wipes

Depending on their specific function and pursuant to Cal/OSHA requirements, staff may be required to wear additional Personal Protective Equipment (PPE) to effectively protect themselves from the hazards of products used in the performance of their duties. Prior to the use of District supplied Personal Protective Equipment (PPE), all staff will receive training in the proper wearing and use of the equipment.

Engineering Controls

We have implemented the following additional engineering control measures: To the extent feasible, we are maximizing the air circulation for our buildings by:

- Maximizing the amount of fresh air intake for each HVAC unit
- Installing air filters at a MERV 13 rating
 - All filters are within CDC standards and guidelines for appropriate air filtration

- Newly installed HVAC Systems have received MERV 13 filter upgrades
- SLUSD will follow all manufacturer's replacement recommendations as filters become available
- School staff will have access to override any HVAC unit to extend operation of ventilation mode
- School staff is encouraged to leave exterior windows and doors open to increase fresh air flowing into each classroom.
- If air quality deteriorates due to fire/smoke/pollution, the Director of Safety and Emergency Services will monitor conditions throughout San Leandro.

Health Screenings for Students and Staff

SLUSD has implemented a district-wide Health Screening Process for students and staff. This process is based on specific criteria established by the Alameda County Public Health Department. Each campus is required to screen students and staff for exposure to and symptoms of COVID-19 each day before allowing them to enter the campus. The purpose of screening is to limit the spread of COVID-19 among students and staff.

The Health Screening Process has three parts: 1) asking about possible exposure to someone with COVID-19; 2) asking about symptoms and seeing if the student/staff looks ill; and 3) checking temperature.

In order to ensure all students/staff are kept safe and to limit the potential exposure of COVID-19, all SLUSD students, with assistance from their parents/guardians if needed, as well as staff, will be required to undergo a Self-Screening Assessment before leaving for school each day. Self-Screening will be conducted through the District's ParentSquare application for students and through our Frontline Health Screening Program for staff. This information will be made available to all Principals/Site Administrators prior to the start of school each day.

If parents/guardians/students/staff do not participate in the Self-Screening Assessment prior to arriving at school, students/staff will be required to participate in an On-Campus Active Screening Process before being allowed to enter the campus.

If the parent/guardian/student/staff answers "yes" to any questions proposed during the self-screening or active screening processes they will not be allowed on campus. When this occurs, the Principal/Site Administrator will be immediately notified

During the course of the school day, any student/staff not feeling well should immediately report their illness to their Teacher/Supervisor/Manager or Site Administrator and the student/staff will be sent home. When this occurs, students will be contacted by their COVID-19 School Site Liaison and staff will be contacted by the Director of Personnel Services or designee. Ill students and staff will be informed of the next steps to be followed.

Limit Non-Essential Visitors and Travel

SLUSD shall limit all non-essential visitors to campus/facilities. On-line meetings should be held whenever possible. If the meeting is in person, strict adherence to social distancing and capacity limits must be maintained.

We ask that all staff limit unnecessary travel; this includes personal employee vehicles and district provided vehicles, with multiple passengers. When staff are traveling in a vehicle for business, they are to wear face coverings at all times when others are in the vehicle. The windows should be down to the extent possible if weather conditions permit. All non-essential travel and non-essential services, such as entertainment activities are restricted per ACPHD guidance. We strongly discourage non-essential leisure travel, particularly out of state and/or out of the U.S. in accordance with state, federal and local travel advisories.

Healthy Hygiene Practices

All students and staff should practice general precautions when at home and at school. General precautions exist to ensure the safety of all students and staff. They also exist to minimize the risk of exposure to COVID-19. General precautions fall into 3 categories. These categories include:

- Good Health Practices
- Good Personal Hygiene Habits
- Physical Distancing

Good Health Practices

Maintaining overall good health practices is key to fighting off infectious diseases, as a whole, and will act as a barrier to possible exposure to COVID-19 when used in conjunction with other precautionary measures. Good health practices include, but are not limited to:

- Get plenty of rest
- Exercise regularly
- Stay hydrated
- Practice good eating habits
- Ensure common surface areas under your control are disinfected on a regular basis
- Wear a face covering (mask) when in public
- Stay home if you do not feel well or are sick

Good Personal Hygiene Habits

Practicing good personal hygiene on a regular basis greatly reduces the chances of being exposed to COVID-19. Good personal hygiene habits include, but are not limited to the following:

- Cover your mouth and nose with a tissue when you cough or sneeze
- Cough or sneeze into your upper sleeve, not your hands
- Clean your hands after you cough or sneeze
- Washing hands with soap and warm water for at least 20 seconds is the best option
- Thoroughly rinse hands under warm, running water
- Dry hands completely with paper towels
- Use paper towels to turn off the faucet handles and open restroom doors
- Hand sanitizers can be effective when there is no access to water

Physical Distancing

During SLUSD's reopening process, several physical distancing measures have been taken to reduce the spread of an infectious disease. These measures include:

- Discourage hand shaking
- Discourage the sharing of drinks or eating out of the same chip bag, etc.
- Avoid touching your eyes, nose or mouth
- Avoid face-to-face meetings; if unavoidable, maintain a distance of 6 feet between individuals
- Cancel or postpone non-essential meetings, gatherings, assemblies, field trips, workshops or trainings
- Setting up staggered shifts or flexible hours to reduce crowding in District office facilities
- Limit the number of students allowed on campus during days of instruction
- Provide continuous direct supervision for students throughout the school day

SLUSD, through various mechanisms, will ensure that physical distancing among staff and students is occurring. Strategies to reduce the spread of COVID-19 and to ensure physical distancing among staff in their work environment includes the following:

- Avoiding staff congregation in work environments, break rooms, staff rooms, and bathrooms
- Avoid grouping staff together for training or staff development. Consider conducting the training virtually or, if in-person, ensure distancing is maintained
- Adjust staff schedules to accommodate new student schedules and physical distancing strategies

In accordance with Cal/OSHA regulations and guidance, the District has evaluated all workspaces to ensure that employees can maintain physical distancing to the extent possible. Where possible, workspaces have been rearranged to incorporate a minimum of 6 feet between staff and students. If physical distancing between workspaces or between employees and students and visitors is not possible, physical barriers have been added (clear plastic dividers) to separate workspaces.

Identification and Tracing of Contacts

It is crucial that accurate surveillance, tracking and reporting of suspected and/or confirmed cases of COVID-19 are identified as early as possible to prevent a possible outbreak within SLUSD.

SLUSD will utilize a multi-pronged approach in the early identification of suspected and/or confirmed cases of COVID-19 as it pertains to students/staff of the District. This approach consists of the following:

- Participation in a Self-Screening Assessment process through ParentSquare and the Frontline Health Portal
- Participation in an Active Symptom Screening process at each campus
- Student (parent/guardian)/staff self-reporting
- Reports of suspected and/or confirmed COVID-19 cases generated by the Alameda County Public Health Department (ACPHD)

By using this approach, SLUSD will be able to assemble critical data in an expeditious manner to detect and be proactive in identifying potential exposures, new illnesses and reducing the risk of a COVID-19 outbreak within the District. SLUSD staff will work collaboratively to ensure all students/staff are in a safe environment, as well as, implementing preventative measures to ensure our campuses adequately address COVID-19 concerns.

It is essential to monitor, track and document the number of students/staff who are absent due to suspected and/or confirmed COVID-19. Keeping track of these numbers will help health and SLUSD officials determine when and whether to close schools.

The Director of Safety and Emergency Services will function as the District's COVID-19 Liaison and be responsible for overseeing all COVID-19 related activities, as well as, being the conduit between SLUSD and the Alameda County Public Health Department (ACPHD) for all positive COVID-19 cases.

Principals/Site Administrators/Administrative Assistants, the Director of Family and Student Support Services and District Nurses will function as School Site Liaisons. School Site Liaisons will be responsible for all information sharing activities between students, their parents/guardians, and District Administration, as well as conducting all contact investigation processes relating to the student and their respective campus. The Director of Personnel Services and designees will be responsible for all information sharing activities between staff and District Administration, as well as conducting all contact investigation processes relating to the staff member.

Processes have been established to address the following scenarios:

- A student/staff member is precluded from attending school as a result of not passing the Self-Screening Assessment process or Active Symptom Screening process

- A student/staff member becomes ill during the course of the school day and needs to be sent home
- A student/staff member reports a suspected/confirmed case of COVID-19, or the Alameda County Public Health Department (ACPHD) notifies the SLUSD of a suspected/confirmed case of COVID-19 involving a student/staff member

The District's COVID-19 Liaison, through collaboration with the aforementioned entities, will notify the District's COVID-19 Response Team in all instances where students/staff are suspected/confirmed of having COVID-19. The COVID-19 Response Team has been established to be a ready response team to address all suspected/confirmed cases of COVID-19. The COVID-19 Response Team will be responsible for notifying all affected SLUSD student/staff members of the suspected/confirmed COVID-19 exposure and implementing the District's COVID-19 Cleaning and Disinfecting Plan when required.

The District's COVID-19 Liaison will notify the Alameda County Public Health Department (ACPHD) through its online reporting system on all confirmed cases of COVID-19 that have been onsite at a District facility during their infectious period within the past 14 days. (Cases are considered to be infectious from 2 days before symptoms begin and remain infectious for 10 days after the date that symptoms began. If a case did not have any symptoms, they are infectious from 2 days before and 10 days after the date the COVID-19 specimen was collected.) Additionally, the District's COVID-19 Liaison will be responsible for maintaining the District's COVID-19 Tracking Log where information pertaining to all suspected/confirmed cases of COVID-19 will be documented.

When a student/staff member suspects they may have been exposed to COVID-19 they must immediately notify their school. Staff members will notify the Director of Personnel Services. The student/staff member shall not come to school. The student/staff member will be contacted by the appropriate SLUSD staff member and advised on how and where to obtain a COVID-19 test. The student/staff member will also be advised that they must quarantine themselves pursuant to quarantine requirements established by the Alameda Public Health Department (ACPHD).

When a student/staff member has a confirmed case of COVID-19 (determined through approved testing procedures), they must immediately notify their school. Staff members will notify the Director of Personnel Services. The student/staff member shall not come to school. The student/staff member will be contacted by the appropriate SLUSD staff member and advised that they must isolate themselves pursuant to isolation requirements established by the Alameda County Public Health Department (ACPHD).

SLUSD staff identified as School Site Liaisons will be responsible for performing contact investigation activities for our student population. The Director of Personnel Services and designees will perform this function for staff members. Contact investigation is the process used to determine potential positive COVID-19 cases within a school setting. Contact investigation activities include, but are not limited to:

- Receiving notifications of suspected/confirmed COVID-19 cases
- Contacting students or their parents/guardians who are suspected/confirmed to have COVID-19
- Conducting interviews to determine close contacts/possible exposures relating only to the District or school site
- Determine quarantine/isolation periods
- Make applicable notifications via letters/emails to affected students/families and disseminating required quarantine/isolation instructions as identified in Attachment 2
- Collect all required information needed to populate the SLUSD's COVID-19 Tracking Log, as well as, information required by the Alameda County Public Health Department (ACPHD) for positive COVID-19 case reporting and send it to the District's COVID-19 Liaison. This information includes:
 - Student's Name
 - Student's date of birth
 - Grade Level
 - School
 - Contact Number
 - Student/parent email
 - Date SLUSD was notified
 - Is the case suspected or confirmed
 - Date the student was sent COVID-19 information
 - Date student began quarantine/isolation
 - Date student received a COVID-19 test
 - Results of the COVID-19 test (positive/negative)
 - Last date the student was at school
 - Is the student part of a cohort
 - Did the student experience any symptoms, if so what date
 - Were there any close contacts within the school setting, if so who
 - Date the student returned to school
- Monitor COVID-19 related activity at all assigned school sites

Contact Tracing is an important step in slowing the spread of COVID-19. In Alameda County, the Alameda County Public Health Department (ACDPH) conducts all contact tracing activities. These activities are kept confidential. Contact Tracing Activities include, but are not limited to the following:

- Contacting and interviewing persons that were listed as a close contact of an infected person
- Contacting and interviewing persons who have a positive test for COVID-19
- Check symptoms, offer testing and discuss next steps such as: quarantine, isolation and treatment
- Connect persons with appropriate support and medical services as needed

SLUSD will support students/staff and their families during this process and will lend assistance to ACPHD as requested.

Return to Work/School Criteria

SLUSD will use the COVID-19 School Guidance Matrix that was established by the Alameda County Public Health Department (ACPHD) to provide School Districts with information regarding required actions to be taken when addressing the possible onset of COVID-19 symptoms, as well as, suspected/confirmed cases of COVID-19 within a school setting. This matrix is scenario driven and is broken down into 3 major components. These components are as follows:

- Scenario
- Action
- Communication

Furthermore, the matrix covers the following scenarios:

- Student/Staff Has Symptoms
- Student/Staff Close Contact Tests Positive
- Student/Staff Tests Positive
- Student/Staff Currently Isolated and Tests Negative Before 10 days
- Student/Staff Currently Isolated and Wants to Return Before 10 Days
- Student/Staff Currently Quarantined and Tests Negative

SCENARIO 1 (Has Symptoms)

Scenario: A student/staff either exhibits COVID-19 symptoms, answers yes to a health screening question or has a temp of 100 or above.

Action:

- Send the student/staff home.
- Isolate the student in a separate room or designated area, away from other students and staff, pending pick-up at the facility.
- Advise the parent/guardian of the student or staff to contact their healthcare provider and consider COVID-19 testing.
- Advise the parent/guardian of the student or staff to share the test results with the school administrator/Director of Personnel Services as soon as possible:
- If positive: follow Actions in Scenario 3
- If negative: follow Actions in Scenario 4
- Advise the parent/guardian of the symptomatic student or staff to follow isolation instructions unless COVID-19 is ruled out by a Medical Evaluator. Isolation instructions can be found here:

<https://covid-19.acgov.org/isolation-quarantine.page?#resources>

- Refer symptomatic individuals to find community testing resources here:

<https://covid-19.acgov.org/testing.page>

- **Cohort/School Remains OPEN**

Communication:

- No action needed

SCENARIO 2 (Close Contact Tests Positive)

Scenario: A member of the student's/staff's household or someone in close contact with a student/staff tests positive for COVID-19.

Action:

- Send the student/staff home.
- Advise the parent/guardian of the student or staff to follow quarantine instructions for a minimum of 14 days. Quarantine instructions can be found here:
<https://covid-19.acgov.org/isolation-quarantine.page?#resources>
- Advise the parent/guardian of the student or staff to contact their healthcare provider and consider COVID-19 testing
- Refer individuals to find community testing resources here:
<https://covid-19.acgov.org/testing.page>
- **Cohort/School Remains OPEN**

Communication:

- No action needed

SCENARIO 3 (Tests Positive)

Scenario: A student/staff tests positive for COVID-19.

Action:

- Contact the District's COVID-19 Liaison who will contact the Alameda County Public Health Department (ACPHD)
- Advise the parent/guardian of the COVID-19 positive student or staff to follow isolation instructions. Isolation instruction can be found here:
<https://covid-19.acgov.org/isolation-quarantine.page?#resources>
- Advise cohort members, close contacts and household members of the COVID-19 positive student/staff to follow quarantine instructions and to contact their healthcare provider and consider testing. Quarantine instructions can be found here:
<https://covid-19.acgov.org/isolation-quarantine.page?#resources>
- Refer individuals to find community testing resources here:
<https://covid-19.acgov.org/testing.page>
- Properly clean and disinfect classroom and primary spaces where the COVID-19 positive child/student/staff spent significant time (≥15 minutes.)

- Cohort QUARANTINED for 14 days from last exposure.
- Close contacts quarantine for 14 days from last exposure.
- **School Remains OPEN**

Communication: (within 1 business day)

- Complete and send template exposure letter to cohort
- Consider school wide notification/program notification of a known case. To be approved by the Director of Personnel Services
- Per AB 685, written notification to all employees, employers of all subcontracted employees, who were at the worksite within the infectious period (2-14 days) who may have been exposed, and all employee bargaining units/representatives (unions) if applicable must occur
- This written exposure notification must include:
 - ❖ Notice of the exposure (Note: the District must not disclose the identity of the infected employee)
 - ❖ COVID-19 related benefits that employees may be entitled to under federal, state, or local laws such as: worker's compensation benefits, COVID-19 leave, and paid sick leave
 - ❖ The District's anti-discrimination/anti-retaliation policy
 - ❖ Quarantine/Isolation Guidance
 - ❖ The District's Disinfection and Safety Plan
- The District is required to maintain records of these notifications for at least three years

SCENARIO 4 (Currently Isolated and Tests Negative Before 10 Days)

Scenario: A student/staff is isolated because of COVID-19 symptoms. While they are isolating, they receive a negative test result for COVID-19 and want to return to school before 10 days of isolation have passed.

Action:

- They may return if:
 - ❖ The student/staff is feeling better. (symptoms do not have to be completely resolved), AND
 - ❖ There have been at least 24 hours with no fever, without the aid of taking medicines to lower a fever, such as acetaminophen (Tylenol) or ibuprofen (Advil or Motrin), AND
 - ❖ The parent/guardian of the student or staff consults a medical evaluator (a doctor, a nurse practitioner, or a certified physician assistant) to determine the significance of the student's symptoms. The medical evaluator will need to provide a letter indicating that (1) the symptoms are NOT due to COVID-19, AND (2) the COVID-19 test was negative (the program is not allowed to require disclosure of the alternative diagnosis), BUT
 - ❖ If it is not possible for the parent/guardian of the student or staff to consult a medical evaluator, they must obtain a COVID-19 negative test result indicating that a molecular test or a PCR was performed.
- **Cohort/School Remains Open**

Communication:

- No action needed

SCENARIO 5 (Currently Isolated and Wants to Return Before 10 Days)

Scenario: A student/staff has been isolated because of symptoms and wants to return to school before 10 days have passed without a COVID-19 test.

Action:

- If no COVID-19 test, the student/staff may return if:
 - ❖ The student/staff is feeling better (symptoms do not have to be completely resolved), AND
 - ❖ There have been at least 24 hours with no fever, without taking medicines to lower a fever, like acetaminophen (Tylenol) or ibuprofen (Advil or Motrin), AND
 - ❖ The parent/guardian of the student or staff consults a medical evaluator (a doctor, a nurse practitioner, or a certified physician assistant) to determine the significance of the student's symptoms. The medical evaluator will need to provide a letter indicating that the student's/staff's symptoms are NOT due to COVID-19, (the program is not allowed to require disclosure of the alternative diagnosis)
- **Cohort/School Remains Open**

Communication:

- No action needed

SCENARIO 6 (Currently Quarantined and Tests Negative)

Scenario: While a student/staff is in quarantine following exposure to a case, they receive a negative test result for COVID-19.

Action:

- Follow quarantine instructions. Quarantine instructions can be found here:
<https://covid-19.acgov.org/isolation-quarantine.page?#resources>
- If the student/staff has not had symptoms, gets tested, and the COVID-19 test is negative:
 - ❖ They must still remain in quarantine for 14 days, because they may develop symptoms and/or become infectious to others at any time during the 14 days
- For those who do not develop symptoms:
 - ❖ Testing is recommended but not required.
 - ❖ Advise parents/guardians to discuss the pros and cons of testing with the student's healthcare provider.
- **Cohort/School Remains Open**

Communication:

- No action needed

Cleaning and Disinfecting Practices

On a regular basis, SLUSD staff will clean and disinfect commonly high-touched surfaces such as: stairway railings, door handles, computer keyboards, bathroom faucets, surfaces, drinking fountains, telephones, and elevator buttons by wiping these areas down with an approved disinfectant/sanitizing solution.

When it is reported that a student/staff is suspected/confirmed to have COVID-19 and has left the building, it is important that their work area, along with any other known places they have been, are thoroughly cleaned and disinfected. Custodial personnel will clean the surface(s) with a cleaning agent and disinfect following manufacturers' recommendations. The person cleaning and disinfecting will wear all required Personal Protective Equipment (PPE). Hands must be washed or sanitized at the completion of the procedure.

During times of a specifically known or suspected COVID-19 outbreak, SLUSD will consult with the Alameda County Public Health Department (ACPHD) to determine proper disposal procedures of waste products. Consideration will be given to increasing the frequency of disinfecting and cleaning these commonly touched surfaces and areas based on the nature of the outbreak. In addition, SLUSD will consult with the ACPHD to see if there is a need to change HVAC filters or to implement additional disinfecting and cleaning methodologies. When campuses are closed, the District will ensure that all areas are properly disinfected and cleaned prior to re-opening.

Multiple COVID-19 Infections and COVID-19 Outbreaks

SLUSD shall contact the ACPHD immediately but no longer than 48 hours after the employer knows, or with diligent inquiry would have known, of three or more COVID-19 cases for guidance on preventing the further spread of COVID-19 within the workplace. If a workplace has been identified by a local health department as the location of a COVID-19 outbreak or when there are three or more COVID-19 cases in an exposed workplace within a 14-day period, the following protocols are enacted and cease to apply when there have been no new cases for 14 days.

- SLUSD shall provide COVID-19 testing at no cost to all employees at the exposed workplace except for employees who were not present during the period of an outbreak
- All employees in the exposed workplace shall be tested and then tested again one week later.
- SLUSD shall investigate and determine possible workplace related factors that contributed to the COVID-19 outbreak
- SLUSD will implement changes to reduce the transmission of COVID-19 based on the investigation

Staff Training and Family Education

Proper training of staff to address new requirements relating to COVID-19 is paramount to a successful reopening. SLUSD is committed to ensuring that students and staff feel comfortable and at ease in their new environment and for some, in their new roles and responsibilities. SLUSD has implemented a training program for students and staff to ensure these groups have a thorough understanding of newly implemented COVID-19 requirements and why they are necessary to prevent the spread of COVID-19.

Training will be facilitated through various mediums to accommodate physical distancing strategies, to ensure expeditious delivery of training materials, and provide for maximum understanding. Training topics will include, but are not limited to the following:

- Physical distancing requirements and techniques
- Self- Screening/Active Symptom Screening
- Proper use and disinfecting of a No Touch Thermometer
- Updates to the Injury and Illness Prevention Program (IIPP)
- Proper use of Personal Protective Equipment (PPE)
- Removal and washing of cloth face coverings
- Cough and sneeze etiquette
- Keeping one's hands away from one's face
- Handwashing and proper techniques
- Proper disinfecting techniques
- Personal hygiene
- Other topics that will benefit students and staff and assist in stopping the spread of COVID-19

Testing of Staff

When a staff member is suspected to have COVID-19 or is exposed to COVID-19, they are immediately placed on paid Administrative Leave for a 14-day quarantine period. Staff members are referred to their healthcare provider for COVID-19 testing. If a staff member tests positive during their quarantine period, they are transitioned to an isolation period. Quarantine/Isolation periods are determined by the Alameda County Health Department. Information about quarantine/isolation periods is sent to staff members upon notification that they are being placed on paid Administrative Leave.

Additionally, SLUSD is launching its COVID-19 Testing Pilot Process for employees that are currently coming on to campuses beginning on March 8. This testing process is on a voluntary basis and will occur at the Arts and Education Building at San Leandro High School and at John Muir Middle School on Mondays thru Thursdays. We are planning to host 2 sessions, one in the morning and one in the afternoon at both sites each day. Testing will be conducted once every 2 weeks and employees must use our on-line appointment system to register. We will be using a saliva test provided by Curative Labs. Tests will be self-administered under the oversight of staff testing proctors and sent to the lab for analysis. Results are expected to be delivered within 48

to 72 hours. After this pilot period, we will be ready to implement full covid-19 testing in preparation for reopening our schools pursuant to public health guidelines.

Testing of Students

When a student is suspected to have COVID-19 or is exposed to COVID-19, they are immediately placed on 14-day quarantine period. Students are referred to their healthcare provider for COVID-19 testing. If a student tests positive during their quarantine period, they are transitioned to an isolation period. Quarantine/Isolation periods are determined by the Alameda County Health Department. Information about quarantine/isolation periods is sent to students/parents/guardians upon notification that they are being placed on quarantine.

At this time, SLUSD will continue to refer students to their healthcare provider for COVID-19 testing. A list of testing locations is identified below. Since on-site testing processes for students coincide with applicable tier levels, as described in the State of California’s Blueprint for a Safer Economy, SLUSD will be monitoring changing requirements surrounding student testing and adjusting its program accordingly.

<p>Covid-19 Vaccine Locations</p>	<p>Find out if it i your turn</p> <p>California's MyTurn application</p> <p>Clinica de la Raza Vaccine Site (Residents of Alameda County Only)</p>
<p>Covid-19 Hayward Testing Center</p> <p>The testing center in Hayward will not ask about immigration status and does not require a doctor’s note/referral. There are criteria for who needs a test. Please visit the website for details.</p>	<p>https://www.hayward-ca.gov/content/coronavirus-testing-center</p>
<p>Community COVID-19 Testing</p>	<p>Community Testing Sites</p>

Covid-19 Testing in Alameda County	COVID-19 Testing Locations in Alameda County
Vaccines at La Clinica de la Raza	La Clinica Covid-19 Vaccine 65 year and over Health care workers Pre school childcare, food or agriculture workers Caregiver for household member, needs verification
Covid-19 Vaccine Sites in Alameda County	Vaccine Sites & Eligibility - City of Alameda

Identification and Reporting of Cases

The Director of Safety and Emergency Services will function as the District’s COVID-19 Liaison and be responsible for overseeing all COVID-19 related activities, as well as, being the conduit between SLUSD and the Alameda County Public Health Department (ACPHD) for all positive COVID-19 cases.

Principals/Site Administrators/Administrative Assistants, the Director of Family and Student Support Services and District Nurses will function as School Site Liaisons. School Site Liaisons will be responsible for all information sharing activities between students, their parents/guardians, and District Administration, as well as conducting all contact investigation processes relating to the student and their respective campus. The Director of Personnel Services and designees will be responsible for all information sharing activities between staff and District Administration, as well as conducting all contact investigation processes relating to the staff member.

Processes have been established to address the following scenarios:

- A student/staff member is precluded from attending school as a result of not passing the Self-Screening Assessment process or Active Symptom Screening process
- A student/staff member becomes ill during the course of the school day and needs to be sent home

- A student/staff member reports a suspected/confirmed case of COVID-19, or the Alameda County Public Health Department (ACPHD) notifies the SLUSD of a suspected/confirmed case of COVID-19 involving a student/staff member

The District's COVID-19 Liaison, through collaboration with the aforementioned entities, will notify the District's COVID-19 Response Team in all instances where students are suspected/confirmed of having COVID-19. The COVID-19 Response Team has been established to be a ready response team to address all suspected/confirmed cases of COVID-19. The COVID-19 Response Team will be responsible for notifying all affected SLUSD student/staff members of the suspected/confirmed COVID-19 exposure and implementing the District's COVID-19 Cleaning and Disinfecting Plan when required.

The District's COVID-19 Liaison will notify the Alameda County Public Health Department (ACPHD) through its online reporting system on all confirmed cases of COVID-19 that have been onsite at a District facility during their infectious period within the past 14 days. (Cases are considered to be infectious from 2 days before symptoms begin and remain infectious for 10 days after the date that symptoms began. If a case did not have any symptoms, they are infectious from 2 days before and 10 days after the date the COVID-19 specimen was collected.) Additionally, the District's COVID-19 Liaison will be responsible for maintaining the District's COVID-19 Tracking Log where information pertaining to all suspected/confirmed cases of COVID-19 will be documented.

When a student/staff member suspects they may have been exposed to COVID-19 they must immediately notify their school. Staff members will notify the Director of Personnel Services. The student/staff member shall not come to school. The student/staff member will be contacted by the appropriate SLUSD staff member and advised on how and where to obtain a COVID-19 test. The student/staff member will also be advised that they must quarantine themselves pursuant to quarantine requirements established by the Alameda Public Health Department (ACPHD).

When a student/staff member has a confirmed case of COVID-19 (determined through approved testing procedures), they must immediately notify their school. Staff members will notify the Director of Personnel Services. The student/staff member shall not come to school. The student/staff member will be contacted by the appropriate SLUSD staff member and advised that they must isolate themselves pursuant to isolation requirements established by the Alameda County Public Health Department (ACPHD).

Communication Plans

Communicating with Stakeholders including, but not limited to: staff, student, parents, volunteers, city/county/state/federal officials and members of the community is paramount during the reopening process, as well as, if future COVID-19 outbreaks occur. SLUSD is committed to providing accurate, consistent, and timely communications with its stakeholders to provide clear and concise direction and updates as it relates to schools and to instill and maintain public confidence in the San Leandro Unified School District.

SLUSD will coordinate with the City of San Leandro, Alameda County Office of Education, Alameda County Office of Emergency Services, Alameda County Public Health Department, Center for Disease Control (CDC), and the California Department of Education (CDE) to disseminate up to date critical information, to develop and deliver common health messaging and educational materials in a variety of languages, and to demonstrate that SLUSD is taking all necessary action to preserve the safety and health of our staff, students, parents and community. Information will be disseminated via our normal communication methods including but not limited to: staff email, web site postings, letters from the Superintendent, school newsletters, television and radio broadcasts, and mass phone call systems, as needed. SLUSD will also utilize an information sharing tool called ParentSquare to disseminate all necessary information to SLUSD parents and staff.

In the event of any change in our reopening plan, or should SLUSD be required to close schools again due to fluctuations in the COVID-19 Pandemic, the District will strive to provide as much advance notice as possible to its stakeholders to ensure they have ample time to make any necessary arrangements.

SLUSD will collaborate with the Alameda County Public Health Department to monitor COVID-19 outbreaks that may affect our schools and to determine if and when schools should be closed. The Health Department will also assist the SLUSD to determine the length of time for a school closure and the extent of the closure (single school closure, neighboring schools, partial district, entire district, etc.), taking into consideration the mixing of students/staff across schools, geographic proximity, outbreaks at neighboring school districts, etc.

As we reopen our schools, the SLUSD will collaborate on a regular basis with members of the City of San Leandro, Alameda County Office of Education, Alameda County Office of Emergency Services, Alameda County Public Health Department and the Center for Disease Control (CDC) to ensure that a bi-directional flow of information is occurring across all entities. These collaboration efforts are critical in establishing a unified approach to managing a suspected or identified COVID-19 outbreak and to leverage the resources of the aforementioned entities to return the San Leandro Unified School District back to normalcy as soon as possible.

Reporting, Recordkeeping and Access

It shall be the policy of SLUSD to:

- Report information about COVID-19 cases at our workplace to the ACPHD whenever required by law, and provide any related information requested by the ACPHD including 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 ACPHD.
- Give notice to the ACPHD of any subsequent COVID-19 cases at the workplace.

- Report immediately to Cal/OSHA any COVID-19 related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Keep a record and track all COVID-19 cases. Report case numbers as summary data (without identifying information of individuals) on the district website.

Work-Place Accommodations

Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness, may request a review of their restrictions as documented in a note from their medical provider. Reasonable accommodations will be determined through an interactive process. Requests should be submitted to the Director of Personnel Services.

Work Related Injuries and Illnesses

If an employee feels he/she has contracted COVID at work, the employee should report it to their supervisor, who will in-turn notify the Director of Personnel Services.

The District has policies protecting employees from discrimination, harassment, and retaliation, as mandated under federal and state laws. Please see the District Policies outlined below for further information. These policies continue to apply during the COVID-19 pandemic. Under these laws, employers are prohibited from discriminating and/or retaliating in any way against employees who have been potentially exposed to or diagnosed with COVID-19.

Complaints or Concerns

Staff, or the public, may report safety violations or raise questions or concerns without fear of retaliation or threats of reprisal in accordance with the following SLUSD Board Policies:

[BP 4144 Complaints](#)

[BP 4119.1 Civil and Legal Rights](#)

Policies against COVID-19 related harassment and discrimination are as follows:

[BP 470 COVID-19 Mitigation Plan](#)

[BP 4030 Non-Discrimination in Employment](#)