

Sherman Thomas Charter High School

COVID-19 Prevention Program (CPP)

Employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section 3205(c)).

The Cal/OSHA CPP template has been used to develop the Sherman Thomas Charter High School plan.

Appendix-A Identification of COVID-19 / Contact Tracing Tool

Appendix-B COVID-19 Inspections Form

Appendix-C Notification Letters

COVID-19 Symptoms of Illness

COVID-19 School Exposure

COVID-19 Close Contact - Full Quarantine

COVID-19 Close Contact - Modified Quarantine

COVID-19 School Outbreak

COVID-19 School Closure

COVID-19 Documentation of Employee Vaccination Status



COVID-19 Prevention Program (CPP) for Sherman Thomas Charter High School

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Date: December 14, 2020

Updated: August 8, 2021

Authority and Responsibility

Mrs. Tera Napier, Interim Executive Director, and Mr. Paul Perez, Director of Maintenance, Operations and Grounds have the 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 **Appendix A: Identification of COVID-19/Contact Tracing** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and 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 using the **Appendix B: 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.
- Document the vaccination status of our employees using **Appendix F: COVID-19 Documentation of Vaccination Status**. This form is maintained confidentially by our district Human Resources department.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by participating in safety meetings at the District level as well as the site level with their direct supervisor. In addition, cleaning and hygiene protocols are regularly discussed.

Staff and Family Education

Sherman Thomas Charter STEM Academy is committed to train staff and provide educational materials, protocols, and resource lists for families in the following safety actions:

- Sanitation practices
- Safe practices for the use of Personal Protective Equipment (PPE)
- Physical distancing guidelines
- Proper usage and care of face coverings
- Screening practices
- COVID-19 specific symptom identification
- Support navigating remote learning for families

- Mental health services and supports
- Information regarding COVID-19 leave-of-absence for staff (contact Human Resources)

Employee screening

We screen our employees in accordance with CDPH guidelines. The district has staff and students conduct a daily attestation of current health status as COVID symptom free. By arriving on any Sherman Thomas Charter High School campus or facility, staff members affirm they have not had, or been exposed to anyone with any of the symptoms listed in county Health Department notifications in the past 14 days. Furthermore, staff agrees to wear a face covering in accordance with health mandates. If exposed, staff will get clearance from the district or their direct supervisor prior to resuming their work assignment.

The district has also elected to conduct a passive screening process for students, asking parents to self-check and check their student before entering campus, using a current California Department of Public Health screening checklist. If local or state Department of Public Health requires a daily temperature check prior to entering campus, we will move to a more active screening that includes this step. The District utilizes non-contact thermometers for this process. Staff facilitating the screening process wear appropriate PPE that may include a mask or face-shield with drape, gloves and goggles if necessary, and other safety equipment if requested.

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

- All classrooms, offices and other used facilities at the school site will be cleaned and disinfected daily per CDC guidelines. Cleaning schedules will ensure frequent cleaning/sanitization is occurring throughout the day.
- The District shall ensure that all classroom spaces, restrooms, common spaces, and workspaces are cleaned and disinfected daily, including but not limited to desks, doorknobs, light switches, faucets, and other high touch fixtures, using the safest and most effective disinfectant necessary, as recommended by federal, state, and/or local health officials.
- Staff will close off areas used by any sick person and not use them until they have been cleaned. Staff will ensure safe and correct application of disinfectants and keep disinfectant products away from children.

The severity of the hazard will be assessed and correction time frames assigned, accordingly. Identified individuals will be responsible for timely correction.

Control of COVID-19 Hazards

Physical Distancing

Classroom/Instructional/Academic Learning Spaces:

As of the August 2, 2021 California Department of Public Health Guidance for K-12 Schools in California, "in person instruction can occur safely without minimal physical distancing requirements when other mitigation strategies (e.g., masking) are implemented." If local or state Department of Public Health guidance changes, we will move to alter the learning environment to meet any new criteria.

Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents

will be managed to avoid close contact and/or mixing of cohorts.

Drop Off Procedures (Arrival)

- Gates will open at 7:45 a.m. To adhere to physical distancing precautions, students will not be allowed to be dropped off earlier.
- Parents and visitors will not be permitted to walk their student(s) to the classroom.
- There will be a single point of entry for each campus.
- Students will be required to report directly to their designated area.
- Initial screening will take place at home. Additional screening and temperature checks may take place at the designated gates.
- One-way directions/movements will be established in potentially high traffic areas.

Dismissal Protocols: At the end of the day students will be dismissed to be picked up by a parent/guardian or walk home. Students may wait outdoors in the courtyard for maximum visibility of their car, in an effort to exit campus quickly.

- One-way directions/movement will be established in potentially high traffic areas.
- Parents will not be permitted on campus during dismissal.

Office Policies and Procedures:

- Office Hours: 7:30 am to 3:30 p.m. (one point of entry)
- Masks will be required for all visitors who enter the office. If you do not have a mask, a disposable mask will be provided at the door.
- Offices will have designated areas for visitors. We ask that all visitors remain within the designated areas.
- Public restrooms will not be available for visitors during this time.

Visitors on Campus:

- Visitors and volunteers will be allowed on campus as permitted by state and local Departments of Public Health, our Executive Director, and/or Board of Directors. Determination of restrictions may include, but not be limited to, proof of vaccination status, nature and frequency of visits, and space constraints. All visitors will be required to wear face coverings indoors in accordance with local and state requirements for K-12 schools that may be in effect. This includes, but is not limited to, eating lunch with children, classroom birthdays, awards ceremonies, walking students to their classrooms, etc.
- Individuals will be kept as far apart as possible when there are situations where physical distancing cannot be achieved.
- We ask that visitors come to the office only when business and or concerns cannot be conducted over the phone or by email.

Face Coverings

Upon request, we provide clean, undamaged face coverings and ensure they are properly worn by employees and students over the nose and mouth when indoors, including non-employees, as required by orders from the California Department of Public Health (CDPH) or local health department.

Face coverings are required to be properly worn while in the presence of students, by all individuals on a school campus, while indoors. While outdoors, face covering is optional. The District shall develop and share with staff a plan to redirect and instruct students and others who are not in compliance with the face covering requirements. A staff member or student exempted from wearing a mask 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.

- All adults must use face coverings, or a face-shield with drape (allowed for certain exemptions and on a temporary basis, per CDPH guidelines), while using shared indoor spaces with students.
- Students at all grade levels will be required to wear masks while using shared indoor spaces.

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.
- 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. Alternative face shield with drape across the bottom must we worn instead, per CDPH guidelines.
- Specific tasks that cannot feasibly be performed with a face covering. Alternative face shield with drape across the bottom must we worn instead, per CDPH guidelines. This alternative may only be used for the duration of the task or activity in question.

Engineering controls

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

Air Ventilation and Filtration

The Parties affirm that public health officials indicate that proper ventilation is necessary to minimize the transmission and infection from COVID-19 especially for individuals in a closed space for extended periods of time by reducing the airborne concentration of the virus and thus the risk of transmission and infection of COVID-19 through the air. All locations with functioning windows shall be encouraged to keep them open depending on weather, temperature, or air quality conditions.

The District shall ensure all HVAC systems operate on the mode which delivers the freshest air changes per hour, including disabling demand- controlled ventilation, and open outdoor air dampers to 100% as indoor and outdoor conditions safely permit.

The District will regularly change air filters.

Healthy Hygiene Practices

- Sherman Thomas Charter Schools aims to ensure adequate supplies are available to support healthy hygiene behaviors. School sites will have the following available:
 - Soap
 - Tissues
 - No-touch trash cans
 - Face masks (upon request)
 - Hand sanitizer
 - Medical grade cleaning supplies
- Hand sanitizing dispensers are located at all classroom points of entry. Students will be encouraged to sanitize hands upon entry and exit of the classroom.
- Soap dispensers are in all staff and student restrooms; students will be encouraged to wash hands frequently.

Cleaning and Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Cleaning schedules, training, and adequate supplies will be provided to all custodial staff.
- Regular monitoring will take place at the school sites to ensure that both frequency and scope of cleaning and disinfection is taking place.

Sherman Thomas Charter Schools will use cleaning products approved for use against COVID-19 by the Environmental Protection Agency (EPA).

- Use cleaning products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and follow product instructions.
- Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. Provide employees training on manufacturer’s directions, on Cal/OSHA requirements for safe use and as required by the Healthy Schools Act, as applicable.
- Custodial staff who are responsible for cleaning and disinfecting school sites will be equipped with proper protective equipment including gloves, eye protection, respiratory protection and other appropriate protective equipment.

Sherman Thomas Charter Schools has plans in place to maximize custodial staff and are implementing daily schedules for practicable cleaning and disinfecting at school sites.

- Restrooms will be disinfected regularly.
- All classrooms have hand sanitizer dispensers by the entry door and other locations in the classroom.
- Clean and disinfect frequently-touched surfaces within schools daily, and throughout the day as practicable, by trained custodial staff.
- Sharing of objects and equipment, such as toys, games and art supplies will be limited to the extent practicable. Items will be cleaned and disinfected between uses as practicable.
- Cleaning and disinfecting guidelines will be established to ensure safe and correct application of disinfectant and to keep products away from children’s reach (stored in a space with restricted access).
- Shared computers and other equipment should be regularly wiped down throughout the school day as feasible.
- Cleaning and sanitization supplies will be made available in the event a teacher desires to perform additional classroom cleaning/sanitization.

Should we have a COVID-19 case in our workplace those areas trafficked by infected students or staff will be cleared and thoroughly cleaned as per CDC guidance.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses.

Hand Sanitizing

Sherman Thomas Charter High School is committed to teaching, reinforcing, and developing regular hand washing routines throughout campuses. Education will include best practices on avoiding contact with one’s eyes, nose, and mouth, as well as washing or sanitizing hands before and after eating, using the restroom, being outside, and coughing or sneezing. Time will be set aside for teachers to develop a regular schedule for routine hand hygiene.

Additional hand sanitizing stations are available in all classrooms and additional supplies are available for school sites. Hand sanitizer will be alcohol-based.

- Hand sanitizing dispensers have been installed in all classroom points of entry. Students will be encouraged to sanitize hands upon entry and exit of the classroom.
- Soap dispensers are in all staff and student restrooms; students will be encouraged to wash hands frequently.
- Employees and students are encouraged to wash their hands for at least 20 second each time.
- Every classroom and common space shall be provided with sanitizer with alcohol levels and types selected by the District, based on the recommendation of the CDC, California Department of Public Health and Madera County Department of Public Health.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

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.

Personal Protective Equipment refers to equipment that is used to limit or prohibit the transmission or infection of COVID-19 from person to person. It is also commonly referred to as Essential Protective Equipment or Essential Protective Gear and includes face coverings, masks, face shields, face shields with drape, barriers, gloves, goggles, etc.

- Upon request, the District shall provide PPE to all staff and students, if needed, for every day that staff members or students are required to report to school sites.
- In lieu of using District-provided PPE, staff members may bring their own PPE so long as the PPE complies with public health guidelines and provides equivalent protection to the PPE provided by the District.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix A: Identification of COVID-19 Contact Tracing Tool**.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

Students or staff who present with symptoms while at school:

- All employees should report COVID-19 symptoms and possible hazards to their direct supervisor.
- Students will go to a designated isolation area until they can be picked up by a parent or guardian
- Staff members must leave STCS campuses or facilities and inform their supervisor prior to leaving
- Sherman Thomas Charter Schools has submitted CLIA Application under the supervision of the California Department of Public Health. This application will allow the District to become a certified "Clinical and Public Health Laboratory." The application is pending approval at the time of this revision. This license will provide the District with the in-house capacity to rapidly test symptomatic staff and students.
- The local health department will provide staff with the additional option to participate in a testing program.
- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID 19 test. Students can contact their physician or access the free OptumServe testing site at <https://hi.care/covidtesting>. Staff members will be directed to the Madera County Public Health Testing Site. Once the above mentioned CLIA Application is approved, staff and students may use our on-site lab once it is available.
- Employees can report symptoms and hazards without fear of reprisal.

If a school or the District Office (DO) of the Sherman Thomas Charter Schools (STCS) or Madera County

Department of Public Health (MCDPH) is notified of a positive COVID-19 case within Sherman Thomas Charter High School or develops COVID-19 symptoms and is awaiting testing results (or refuses to test), the following close contact tracing will be implemented.

A. Step One: Notification of Sherman Thomas Charter Schools

The school/DO contacts the Director or designee. The Director or designee contacts:

- a. The case/case's parent/guardian for further information.
- b. MCDPH for further instruction and determination of the period of close contact tracing.
- c. School site and school officials.

B. Step Two: Close Contact Tracing

The site principal will collaborate with site staff to create a list of:

- a. Locations where the case was present from the time determined by MCDPH to start the tracing through the last time/date the case was present at the school, including:
 - Classroom(s)
 - Playgrounds
 - Common areas
 - Outdoor Eating Area
 - Special Services areas/classrooms
 - School Bus
- b. All close contacts defined as individuals who have been within 6 feet for 15 minutes cumulatively (e.g., three 5-minute interactions would count as close contact) during the infectious period. Close contacts will likely include:
 - All siblings, regardless of school
 - All members of class/cohort
 - Teachers
 - Students who rode the same bus
 - Lunch group
 - Students/Coaches/Staff in sports team/extra-curricular activities/after school programs
 - Friends (regardless if they interact at school)

Students can contact their physician or access the free OptumServe testing site at <https://hi.care/covidtesting>. Staff will also be provided no-cost testing options.

- Negative SARS-CoV-2 PCR test. If a student or staff member tests negative, they may return to school after 24 hours fever-free without fever-reducing medication, and symptoms have improved.
- Health care provider confirms alternative diagnosis (which isn't COVID) for symptoms. A health care provider's note must be on file. SARS-CoV-2 PCR test not needed. If a student or staff member no longer has symptoms, they may return to school after 24 hours fever-free without fever-reducing medication.

Students or unvaccinated staff who have had **close contact** with a confirmed COVID-19 case:

- Students and unvaccinated staff* should not come to campus if they knowingly had close contact. Close contact is defined as anyone who was within 6 feet of an infected person (laboratory confirmed or clinically compatible illness) for a cumulative total of 15 minutes or more over a 24-hour period. An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or for asymptomatic patients, 2 days before the positive specimen collection date) until they meet the criteria for discontinuing home-isolation.

*EXCEPTION: Per CDPH, in the K-12 indoor classroom setting, the close contact quarantine recommendations for students allow for a modified quarantine as long as close contacts have been supervised by school staff and wore masks properly during the indoor contact. This

modified quarantine allows students in such cases to attend in-person instruction as long as they remain asymptomatic, masked as required indoors on campus, undergo twice weekly testing during the 10-day quarantine, and continue to quarantine for all extracurricular activities both at school (including sports) and within the community setting.

If an individual identified as a close contact, and does not meet the exception outlined by CDPH, comes on campus, unvaccinated staff will be asked to go home and students will be kept in isolation, in a designated isolation area until they can be picked up by a parent or guardian.

- Per State guidelines, Districts should recommend the individual experiencing symptoms take a COVID-19 test. Staff will be directed to the Madera County Testing Site. Students can contact their physician or access the free OptumServe testing site at <https://lhi.care/covidtesting>.
- Quarantine of asymptomatic close contacts can end after day 10 from date of last exposure without testing OR quarantine can end after day 7 if a diagnostic specimen is collected after day 5 from date of last exposure, and tests negative. School work will be provided to students to complete during this time.
- School/classroom may remain open in consultation with public health officials.

Fully vaccinated staff who have had **close contact** with a confirmed COVID-19 case:

- Per Cal/OSHA COVID-19 Emergency Temporary Standard, fully vaccinated school employees without symptoms do not need to be tested or quarantined after close contact identification with COVID-19 cases unless they have symptoms. If fully vaccinated staff develop symptoms, they must follow procedures for reporting to direct supervisor and remain off campus until they meet the health criteria for returning to campus.

Students or staff who have a **confirmed** COVID-19 case:

- Individuals cannot come onto campus for 10 days from symptom onset or test date, are at least 24 hours with no fever without fever-reducing medication, and symptoms have improved.
- If an individual tests positive, but has had no symptoms, they may return to campus after 10 days of the test.
- Site administrators will identify school site contacts, quarantine and exclude exposed contacts (likely the entire cohort) for 10 days after the last date the case was present at school while infectious. School work will be provided to students during this time.
- State guidelines recommend testing of contacts, especially those who are asymptomatic. However, testing will not shorten the 10-day quarantine.
- Disinfection and deep cleaning of classroom and primary spaces where the case spent significant time will be conducted.
- School may remain open in consultation with public health officials.
- Families and staff will receive notification if there is a known **positive case** that occurs at our school site. (**Appendix C: Notification Letter - COVID-19 School Exposure**)

C. Step Three: Quarantining of students/staff

- a. The Director or designee will contact MCDPH with the close contact tracing lists for the MCDPH to determine which students/staff will need to quarantine.
- b. The Director or designee/MCDPH will provide the DO with the list of persons that will need to quarantine.
- c. DO personnel will contact staff and the parents/guardians of those that need to quarantine.

1. Staff will immediately be sent home, if on STCS grounds at the time of contact by DO personnel.
2. Quarantine is for 10 days and those quarantined should be tested for COVID-19 if symptoms develop. Follow the doctor's orders for safe return to school/work.

D. Step Four: Self-Monitoring

- a. Staff who were quarantined and sent home would continue to work at home, and self-monitor twice a day for symptoms for 10 days.

BASIC TRAINING ELEMENTS

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
 - Particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- 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 section 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.
- Use the **Appendix A: COVID-19 Contract Tracing Tool** to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed. Personal identifying information will be provided to the Madera County Department of Public Health as part of their contact tracing investigation.

Return-to-Work Criteria

COVID-19 cases (tested positive) with COVID-19 symptoms will not return to work until **all** the following have occurred:

- At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
- COVID-19 symptoms have resolved.
- At least 10 days have passed since COVID-19 symptoms first appeared.

COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.

Fully vaccinated employees do not need to quarantine unless they are experiencing COVID-19 symptoms such as the loss of taste and smell.

A negative COVID-19 test will not be required for an employee to return to work.

If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 10 days from the time the order to quarantine was effective.

Who has been in class (or intervention cohort) with the case since their contact tracing date? *Class list, intervention group list, other lists, may be attached.*

| Name of Person/Class/Group | Date Last in Class | Phone Number |
|----------------------------|--------------------|--------------|
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**STEP
4**

Make a list of who the case was with each day since the contact tracing date with as much detail as possible. Include friends, neighbors, relatives, meeting associates, etc. If public transportation was used, include appropriate information. ***Attach additional page if needed.***

| Name of People You Were With | Date | Phone Number |
|------------------------------|------|--------------|
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**STEP
5**

If a positive COVID-19 test result is received, the case (parents or staff member) should call the Madera County Health Department at (559) 675-7703 and their school site to report this information. This worksheet will help prepare parents and site staff for some of the questions public health officials will ask to determine appropriate next steps of action.

This information should be shared with the school administrator. They will help implement the plans at the site for responding to the positive COVID-19 outbreaks, including contact-tracing activities and other resource support.

Thank you for helping us keep schools safe! Schools play an important role in

preventing the introduction and spread of COVID-19 into nearby communities.

PERSON COORDINATING THIS CONTACT TRACE: _____

CONTACT PHONE NUMBER: _____

Appendix B: COVID-19 Inspections Form

Date:

Name of person conducting the inspection:

Work location evaluated:

| Exposure Controls | Status | Person Assigned to Correct | Date Corrected |
|--|--------|----------------------------|----------------|
| Engineering | | | |
| Barriers/partitions | | | |
| Ventilation (amount of fresh air and filtration maximized) | | | |
| Additional room air filtration | | | |
| Classroom Air Purifiers and Filters | | | |
| Other: | | | |
| Administrative | | | |
| Physical distancing | | | |
| Surface cleaning and disinfection (frequently enough and adequate supplies) | | | |
| Hand washing facilities (adequate numbers and supplies) | | | |
| Disinfecting and hand sanitizing solutions being used according to manufacturer instructions | | | |
| Other: | | | |
| Other: | | | |
| PPE (not shared, available and being worn) | | | |

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|---|--|--|--|
| Face coverings (cleaned sufficiently often) | | | |
| Gloves | | | |
| Face shields/goggles | | | |
| Respiratory protection | | | |
| Other: | | | |

Notification Letter - COVID-19 Symptoms of Illness

Date:

Student:

Dear Parent or Guardian,

COVID-19 symptoms can range from mild or no symptoms to severe illness. All student are screened daily at home and at school for potential symptoms or exposure. Because your student is exhibiting the following symptom(s), which cannot be explained with documented preexisting conditions such as allergies, the school must send your child home.

- | | | |
|--|---|--|
| <input type="checkbox"/> fever - 100.4°F or greater | <input type="checkbox"/> fatigue | <input type="checkbox"/> sore throat |
| <input type="checkbox"/> chills | <input type="checkbox"/> muscle or body aches | <input type="checkbox"/> congestion/runny nose |
| <input type="checkbox"/> cough | <input type="checkbox"/> headache | <input type="checkbox"/> nausea or vomiting |
| <input type="checkbox"/> shortness of breath or difficulty breathing | <input type="checkbox"/> new loss of taste or smell | <input type="checkbox"/> diarrhea |

Your student must remain at home until all of the following conditions are met:

- at least 24 hours have passed since resolution of fever without use of fever-reducing medication
- other symptoms have resolved for at least 24 hours without medication
- evidence is provided of a negative COVID-19 test OR written documentation from a healthcare provider that symptoms are typical of an underlying chronic health condition (i.e. allergies or asthma) OR written documentation from a healthcare provider confirming an alternative named diagnosis that has been cleared with the prescribed course of action OR at least 10 days have passed since the onset of symptoms.

COVID-19 and other illnesses are potentially very serious. Please consult your medical provider for any questions you may have regarding your student's condition or testing.

If you have any questions, please do not hesitate to contact the school office.

Sincerely,

Jessica Montemayor

Notification Letter - COVID-19 School Exposure

Date:

Dear Parent or Guardian,

We would like to inform you that we have been notified about a confirmed case of COVID-19 in a member of our school community. The individual who tested positive (the “case”) was last on school premises on **[DATE]**. All school areas where the case spent time will be cleaned and disinfected before they are in use again.

Our school is working with Madera County Department of Public Health to follow up with the case and will reach out to all persons who are identified as having had close contact with the case, to recommend modified quarantine and COVID-19 testing. If you or your child are *not* contacted, it means that you or your child were not identified as exposed to the case.

Please remind your child to use their face covering and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-10 days after exposure to the virus and include:

- fever - 100.4°F or greater
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion/runny nose
- nausea or vomiting
- diarrhea

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact our office.

Sincerely,

Jessica Montemayor

Notification Letter - COVID-19 Close Contact - Full Quarantine

Date:

Student:

Dear Parent or Guardian,

COVID-19 symptoms can range from mild or no symptoms to severe illness, and is spread from person-to-person. One can become infected by coming into close contact with a person who has COVID-19. Close contact is defined by public health officials as being within 6 feet of an infected person for at least 15 cumulative minutes in a 24-hour period.

Your unvaccinated student has been identified as a close contact with a COVID-19 case, in an unmasked indoor setting scenario.

When a student has been in close contact with someone who has tested positive for COVID-19, both Sherman Thomas Charter High School and the Madera County Department of Public Health require the following steps be taken:

- Your student must remain in home quarantine for 10 days from date of last exposure OR
- Your student may return to school if 7 days have passed, no symptoms have developed, and a negative diagnostic specimen is collected after Day 5.
- Upon return to campus, your student must wear a mask in all settings until 14 days from last exposure while monitoring for any development of symptoms. If any symptoms present, the student must return to home isolation.

People with COVID-19 have had a wide range of symptoms reported, ranging from mild to severe illness. Symptoms may appear 2-10 days after exposure to the virus. People with these symptoms may have COVID-19. *It is important to understand a student cannot test out of quarantine. Even if a test result is negative for COVID-19, the student must remain in quarantine because they were in close contact with an infected person. A negative test result will only shorten the length of at-home quarantine.*

Symptoms of COVID-19 may appear 2-10 days after exposure to the virus and include:

- fever - 100.4°F or greater
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion/runny nose
- nausea or vomiting
- diarrhea

If any of these symptoms develop:

- a. Contact your medical provider for evaluation or go to the emergency room if symptoms worsen or your student has trouble breathing.
- b. The student must be isolated, as much as possible, from the rest of the household.
- c. The student may return to school after being completely symptom free for 24 hours without the use of medication AND a minimum of 10 days have passed since the symptoms began. Note this may extend the quarantine period beyond the original 10 days.
- d. Notify the school of any changes in status.

If at any time during the quarantine period your child, or someone in the household, is confirmed positive for COVID-19, please contact our office immediately to receive additional resources and guidance.

Sincerely,

Jessica Montemayor

Notification Letter - COVID-19 Close Contact - Modified Quarantine

Date:

Student:

Dear Parent or Guardian,

COVID-19 symptoms can range from mild or no symptoms to severe illness, and is spread from person-to-person. One can become infected by coming into close contact with a person who has COVID-19. Close contact is defined by public health officials as being within 6 feet of an infected person for at least 15 cumulative minutes in a 24-hour period.

Your unvaccinated student has been identified as a close contact with a COVID-19 case, in an indoor classroom setting scenario, in which both your student and the COVID-19 case were both masked as required. Because both parties were masked in our school setting, your student may undergo "modified quarantine" (California Department of Public Health) and may continue to attend school for in-person instruction as follows:

- Your student must remain asymptomatic.
- Your student must undergo twice weekly testing during the 10-day modified quarantine.
- Your student must quarantine from all extracurricular activities (including sports) related to both school and community activities. They may return to such activities if 10 days have passed and no symptoms have developed.

People with COVID-19 have had a wide range of symptoms reported, ranging from mild to severe illness. Symptoms may appear 2-10 days after exposure to the virus. People with these symptoms may have COVID-19. *It is important to understand a student cannot test out of quarantine. Even if a test result is negative for COVID-19, the student must remain in quarantine because they were in close contact with an infected person.*

Symptoms of COVID-19 may appear 2-10 days after exposure to the virus and include:

- fever - 100.4°F or greater
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion/runny nose
- nausea or vomiting
- diarrhea

If any of these symptoms develop:

- a. Contact your medical provider for evaluation or go to the emergency room if symptoms worsen or your student has trouble breathing.
- b. The student must be isolated, as much as possible, from the rest of the household.
- c. The student may return to school after being completely symptom free for 24 hours without the use of medication AND a minimum of 10 days have passed since the symptoms began. Note this may extend the quarantine period beyond the original 10 days.
- d. Notify the school of any changes in status.

If at any time during the quarantine period your child, or someone in the household, is confirmed positive for COVID-19, please contact our office immediately to receive additional resources and guidance.

Sincerely,

Jessica Montemayor

Notification Letter - COVID-19 School Outbreak

Date:

Dear Parent or Guardian,

We would like to inform you that we are working with the Madera County Department of Public Health on their investigation of a COVID-19 outbreak in our school community. We are following up with all cases and symptomatic contacts to identify all exposed persons, and recommending home quarantine and testing. If you or your child are not contacted, it means that you or your child were not exposed to either a case or a symptomatic contact.

Please remind your child to use their face covering and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-10 days after exposure to the virus and include:

- fever - 100.4°F or greater
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion/runny nose
- nausea or vomiting
- diarrhea

Anyone with COVID-19 symptoms should be tested. However, many infected people do not develop symptoms, which is why it is recommended that exposed people be tested whether they have symptoms or not.

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact our office.

Sincerely,

Jessica Montemayor

Notification Letter - COVID-19 School Closure

Date:

Dear Parent or Guardian,

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 Madera County Department of Public Health, 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 the school closure, the school will shift to our Distance Learning model. Madera County Department of Public Health will continue following up with all cases and symptomatic contacts to ensure isolation, home quarantine and testing.

If upon school reopening, your child is feeling ill or experiencing any symptoms of COVID-19 (below), please do not send your child to school, and consider getting your child tested. If your child is well without any symptoms, please remind your child to use their face covering and wash their hands often with soap and water for at least 20 seconds.

Symptoms of COVID-19 may appear 2-10 days after exposure to the virus and include:

- fever - 100.4°F or greater
- chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat
- congestion/runny nose
- nausea or vomiting
- diarrhea

Ensuring the health and safety of our students, teachers, and staff members is of the utmost importance to us. If you have any questions or concerns, please contact our office.

Sincerely,

Jessica Montemayor

**Appendix F: COVID-19 Documentation of Employee
Vaccination Status - CONFIDENTIAL**

| Employee Name | Fully or Partially Vaccinated | Method of Documentation |
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