



COVID-19 SAFETY PLAN

Health • Safety • Community • Learning



San Juan
Unified School District



SAN JUAN UNIFIED COVID-19 SAFETY PLAN

Use and Scope of Plan

San Juan Unified's COVID-19 Safety Plan has been developed in consultation with employee groups and community feedback in accordance with the latest local, state and federal guidance. The plan defines the efforts the district will undertake to ensure the health and safety of students, staff members and the community as a whole in response to the COVID-19 pandemic.

This document forms the basis of our response but is supplemented by specific COVID-19 Prevention Plans (CPPs) at each school site. These documents together represent a school's full planning response and will be made publicly available at least five days prior to a school site offering a return to in-person learning for entire grade spans or the student body as a whole.

Providing Suggestions & Feedback

If you wish to provide feedback on the effectiveness of a chosen COVID-19 prevention practice or make suggestions on how San Juan Unified can improve our efforts to protect health and safety, please visit the COVID-19 site at <https://www.sanjuan.edu/covid19> and complete a feedback form. Your submission will be reviewed by the COVID-19 response team.

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GENERAL MEASURES

Per State guidelines, the San Juan Unified School District will continue to review guidance, consult, communicate and collaborate with the following agencies regarding current disease levels, testing capabilities, and control measures locally to ensure we are providing the healthiest learning environment for students and staff.

- + Sacramento County Public Health (SCPH)
- + Sacramento County Office of Education (SCOE)
- + California Department of Public Health (CDPH)
- + California Department of Education (CDE)
- + Centers for Disease Control (CDC)
- + Surrounding Districts

In accordance with State guidelines, San Juan Unified has contingency plans in place for the possibility of closure of classes, groups, or entire facilities when persons associated with the facility or in the community test positive for COVID-19.

Furthermore, San Juan Unified will continue to review and update health plans for high-risk individuals to ensure proper support and accommodations are provided.

San Juan Unified has reviewed Cal/OSHA requirements and has an effective plan to protect our students and staff.



SCHOOL & FAMILY COMPACT

Prior to returning to in-person learning, a “School and Family Compact” must be completed for all students. The compact details the expectations and responsibilities of students and families to help ensure the health and safety of the school community. Parents and guardians should review the compact and each of its commitments with their student carefully to ensure each is fully understood. Each commitment should be initialed and the form signed before returning it to the school. One form must be completed for each student.

A copy of the current School and Family Compact can be found at www.sanjuan.edu/covidresources.

Student & Family Commitments

- + Screen child for illness every morning before sending student to school.
- + Comply with face covering requirements at all times.
- + Practice physical distancing at all times.
- + Leave toys, equipment and other personal items at home.
- + Follow all guidance of this document and the school’s COVID-19 Protection Plan.
- + Pick-up child immediately if they are ill on campus or at a school event.

Family Education

Along with their school and family compact document, each student and their parent/guardian will be provided with information on the district’s face covering, absence, illness and COVID-19 tracking policies.

Schools may also consider holding online workshops or orientations for families prior to the return to in-person learning or shortly after it has started to discuss topics and answer questions.

HEALTH & SAFETY

SECTION ONE: STABLE GROUPS

A key concept in San Juan Unified's efforts to reduce the spread of COVID-19 is to create stable student groupings where possible and limit the unnecessary exposure of students and staff to others.

STABLE GROUPS AT ELEMENTARY & K8 SCHOOLS

Students attending in-person classes will be assigned to group A or B and attend two days each week. Group A will attend on Mondays and Tuesdays while group B will attend on Thursdays and Fridays. This will limit the number of students on campus each day and allow for physical distancing and limit potential exposures. Students will be assigned to their classroom and core teacher in groups of 12 to 15 depending on enrollment, grade level and classroom size to form stable student groups.

RECESS

Students will participate in recess with their assigned classroom group. Schools will stagger recess times as necessary to limit the possible mixing of groups. If more than one group is having recess at the same time, each group will be kept separate from the other and monitored by staff.

MEALS

On campus students participating in the meal program will have meals delivered to their classroom at the end of the day or schools may allow students to travel to the cafeteria in their stable classroom group to pick up meals. All meals will be bagged to-go meals and consumed off campus. Students enrolled in distance learning or other youth participating in the meal program will be able to pick up meals through curbside service during established hours.

ARRIVAL & DEPARTURE

To assist with maintaining stable student groupings, schools may stagger drop off and pick up times to the degree practicable considering transportation needs and the reasonableness of impact on families with multiple students at the school. Directional signage will indicate students' path of travel and provide reminders to maintain physical distancing. Students must travel directly to their assigned classroom at the start of the day and directly to their transportation or home at the end of the day. Schools will not allow students to gather during drop off or pick up times in groupings outside of their classroom assignments nor will families or staff members be allowed to gather.

ADDITIONAL SERVICES & PROGRAMS

To maintain stable groups, the following services will be provided virtually:

- All elementary specialists
 - Art
 - Music
 - PE
 - Languages
 - Science
 - Technology
- Academic intervention providers
- Resource and special education services
- English language development
- Social/emotional supports
- Instructional supports (TOSAs, consulting teachers, peer facilitators etc.)

SECTION ONE: STABLE GROUPS CONTINUED

STABLE GROUPS AT MIDDLE AND HIGH SCHOOL

Given the class structure and academic needs of middle and high school learners it is not possible to establish stable groups in the same manner as elementary schools.

Students attending in-person classes will be assigned to group A or B and attend two days each week. It is expected that no more than 40 percent of a school's student body will be assigned to either group with at least 20 percent of students choosing to remain in distance learning.

All desks will be spaced at a minimum of four feet apart and routinely at six feet apart. Teachers will also use assigned seating charts as a tool to limit close proximity exposures during class time. Class sizes will not exceed the number of students that can be accommodated in an assigned classroom or other space with physical distancing requirements in place.

PASSING PERIODS

Students will travel between classes between periods and encouraged to walk in one-way paths of travel. Schools will make reasonable efforts to discourage students from gathering during passing periods or lunch periods in large groups.

ARRIVAL & DEPARTURE

All entry points to middle and high school campuses will be open. Students will be directed to enter at a point on campus that is closest to their first class. At the end of the day, students will be directed to exit at a point closest to their last class of the day. Staff will make reasonable efforts to discourage students from gathering and encourage physical distancing.

MEALS

All meal service on campus will be provided as pre-packaged to-go meals. Students participating in-person will be able to pick up a meal at the end of the day. Students participating in distance learning, homeschool or independent study will be able to pick up meals via curbside delivery at specified times each day. Staff will make reasonable efforts to discourage students from gathering and encourage physical distancing.

ATHLETICS, ELECTIVES & EXTRA-CURRICULAR ACTIVITIES

All athletic programs will follow guidance as noted in the athletics section of this document including maintaining of stable team groups and limited observers at events.

Electives will be handled like any other class as noted above.

Extra-curricular activities will be allowed to the degree provided for by state and county health guidance at any time. Even when allowed, clubs and other gatherings should consider meeting virtually or prohibiting participation by guest members in an effort to limit possible exposures.

SUBSTITUTES

When necessary, substitute teachers will be used. In those instances, the substitute will adopt the assignment of the absent staff member for whom they are covering and work exclusively with the same student group(s) to which the permanent employee is assigned. If an administrator is assigned to substitute, they may only do so for one practitioner's class(es) per day to limit possible broad exposure.

SECTION TWO: FACE COVERINGS

All students, staff, and visitors are required to wear face coverings in compliance with California Department of Public Health (CDPH) guidance when on school campuses, district property, school buses or attending any school event.

The information presented here provides a summary of the district's face covering policy. Additional information and details are available in the "Face Covering Policy In-Person Learning" document found on the COVID-19 resource hub at www.sanjuan.edu/covidresources.

- + A face covering, also known as a mask or cloth mask, is made up of two or more layers of fabric and completely covers the nose and mouth. The covering must be secured to the head to provide an appropriate fit.
- + Families are welcome to provide face coverings for their students. Schools will make disposable face coverings available for any student who does not have one. Staff will be provided with a supply of reusable cloth masks and may also use disposable masks provided by their work site. Gaiters are not recommended for use as most are made of only a single layer of material. Gaiters made of two or more layers are allowable if worn properly.
- + Staff in frequently come into contact with members of the public or others outside of stable group assignments should use disposable 3-ply surgical masks.
- + Face coverings may be temporarily removed for meals, snacks, naptime, or when it needs to be replaced. When removed, masks should be placed in a clean, dry location.
- + Students should be reminded not to touch the face covering and to wash their hands, or use hand sanitizer, frequently. If needed, staff can reteach and reinforce the use of face coverings.
- + Schools will exclude individuals from campus if they refuse to wear a face covering and are not exempt from wearing a face covering under California Department of Public Health guidelines. To prevent unnecessary exclusions, disposable face coverings will be available for individuals who inadvertently fail to bring a face covering to school.

Exemptions

- + Persons younger than two years old, anyone who has trouble breathing (verified by medical exemption), anyone who is unconscious or incapacitated, and anyone who is otherwise unable to remove the face covering without assistance, are exempt from wearing a face covering.
- + Medical exemptions for face coverings need to be signed by a medical provider. Student medical exemptions should be turned into their classroom teacher or the school office. Staff should turn in medical exemptions to their direct supervisor.
- + If a face covering cannot be worn due to documented medical condition or disability, a face shield must be used. Additionally, the wearer must maintain physical distance from others, to the greatest extent practicable. Face shields must wrap around the face and preferably include a drape at the bottom. Face shields are not allowed to be substituted for a face covering without a documented medical exemption or disability.
- + In limited situations where a face covering cannot be used based on disability or for developmental reasons (i.e. communicating or assisting young children or those who are deaf or hard of hearing), clear face coverings are required. These should be handled on a case by case basis.

SECTION TWO: FACE COVERINGS CONTINUED

WHEN CAN INDIVIDUALS REMOVE FACE COVERINGS

- + Employees who are in a car alone.
- + Employees who are working in an office or in a room alone.
- + Persons who are actively eating or drinking provided they are able to maintain at least six feet of distance from others.
- + Persons who are outdoors and maintaining six feet of distance from others who are not in their household. Everyone must have a face covering with them at all times and put it on if they are within six feet of others who are not in their household.
- + Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.
- + Employees or contractors who are required to wear respiratory protection.

WHAT HAPPENS IF A STUDENT DOES NOT WEAR A FACE COVERING AS REQUIRED

Per California Department of Public Health (CDPH) school reopening guidelines, schools must exclude individuals from campus if they are not wearing a face covering and do not have an exemption. Students will be reminded that masks are required while in the classroom, on campus, on school buses or at any school event.

For students who intentionally remove their mask on a school site, school bus or during a school activity, the following progressive actions should be taken:

Health and Safety Incident	Health/Safety Action
1st Incident	Warning: Staff will remind student and reteach expectations. Parent or guardian will be notified.
2nd Incident	Warning and parent or guardian conference: A conference will be scheduled with administrator, teacher, parent/guardian and student to remind and reteach expectation to all parties.
3rd Incident	Student exclusion from in-person learning: Administrator will notify parent/guardian and student will be transferred to distance learning for one week.
4th Incident	Student exclusion from in-person learning: Administrator will notify parent/guardian and student will be transferred to distance learning for remainder of the grading period.

Students who return to in-person learning and intentionally remove their face covering or wear it inappropriately while in the classroom, on campus, on school buses or any school event unless there is a written medical exemption, may also be subject to disciplinary action based on California Education Code (sections 48900 et al.).

SECTION THREE: HEALTH AND SAFETY PRACTICES

San Juan Unified School District will ensure health and safety practices and protocols are in place, including hand washing, appropriate face coverings, and access to essential personal protective equipment (PPE). Training resources, along with in-person/virtual consultation from a school nurse will be available to staff and students to reinforce the importance of health practices. This includes, but is not limited to the following measures:

HAND WASHING

- + Reinforcing washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.
- + Teaching students and reminding staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
- + Students and staff should wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- + Students and staff should wash their hands for 20 seconds with soap, rubbing thoroughly after application.
- + Staff should model and practice handwashing. For example, for lower grade levels, use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing.
- + Students and staff should use fragrance-free hand sanitizer when handwashing is not practicable. Sanitizer should be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers. Hand sanitizer stations are available throughout campus.

USE OF GLOVES

- + Gloves should be used for cleaning, first aid, or food services.
- + Office staff should wear gloves when working with and sharing paperwork with the public at the counter

USE OF WIPES & DISINFECTANTS

- + Wipes are for use in an immediate clean up need and should not be part of a general cleaning program. Custodians provide regularly timed cleaning for the classroom.
- + Disinfecting wipes may be used for a sneeze or cough not caught in a tissue, wiping down a sink or door handle after multiple touches, or if an item needs to be shared.
- + The Healthy Schools Act regulates the use of disinfectant, including wipes, requiring training and providing the proper SDS sheet.
- + Wipes should be kept out of the reach of children.
- + Classroom staff will be provided disinfectant spray for use on surfaces as necessary.



SECTION FOUR: PHYSICAL DISTANCING & OPERATING ON CAMPUS

PHYSICAL DISTANCING AND ADDITIONAL MITIGATION MEASURES

Each school campus must put measures in place to increase physical distancing in hallways, classrooms, walkways, bathrooms, office spaces, and other areas of the campus. Students and staff will be encouraged not to congregate together.

STUDENT ARRIVAL/DEPARTURE TO/FROM CAMPUS

- + Limit arrival time to no more than 10 minutes before the bell.
- + Designate areas on campus for specific stable groups to wait when they arrive on campus, at the end of recess or after school waiting to be picked up. Limit gathering and mixing of stable groups as much as possible.
- + If possible, a school site may stagger release times based on how a student gets home i.e., walk, car, bus etc.

SITE ADMINISTRATION OFFICE

- + Plexiglass cough barriers will be installed in the office to limit contact between school site staff and the public.
- + Limit visitors to only the office and not to any other areas of the campus.
- + Create and communicate the site plan on how students or staff should visit or use the office and staff room.
- + Maintain 6' of physical distance between all individuals in the office including staff and visitors. Visitor capacity may be limited to accomplish safe physical distancing.
- + Strictly enforce face coverings be used by all persons and other guidance is followed as established by health orders and/or district policy.
- + Staff and students should avoid sharing work supplies and office equipment to the extent possible. Personal Protective Equipment (PPE) should never be shared.
- + Work spaces should be periodically cleaned as needed throughout the day.

INSIDE CLASSROOMS

- + Maximize space between seating and desks to achieve six feet of physical distancing.
 - + When six feet of spacing cannot be achieved, a minimum of four feet of physical distancing may be used if additional mitigation measures are put into place and the adjustment is approved by the district facilities department.
- + Minimize the mixing of classes as much as practicable, and limit small group interactions
- + Minimize the sharing of materials and equipment as practicable. Each student will have their own tools as practicable. If materials and equipment must be shared, best efforts will be made to clean and disinfect between uses, and students will be continually practicing good hygiene habits such as hand washing and/or hand sanitizing
- + At this time volunteers on campus and in the classroom are not permitted

SECTION FOUR: PHYSICAL DISTANCING & OPERATING ON CAMPUS CONTINUED

CAFETERIAS, MP ROOMS, LIBRARIES AND GYMNASIUMS

- + May accommodate one stable group at a time
- + Shared spaces must be cleaned between each stable group's use

OUTSIDE THE CLASSROOM

- + Reconfigure recess schedules, reduce sharing of equipment, and establish zones to reduce the mixing of stable groups
- + Minimize the mixing of classes and congregate movement through hallways and common areas during passing periods
- + At this time large gatherings on campus are not permitted. Campus access will be limited to staff, students, and parents/guardians on official business.

SITE RESTROOMS

- + Restroom use should be open and available.
- + Signs will be posted encouraging hand washing and limiting occupancy
- + Physical distancing will be enforced and occupancy will be limited

STUDENT MOVEMENT / TRANSITION PERIODS

- + Establish, educate, and encourage a campus "flow".
- + Direction/flow indicators have been provided to schools. Additional supplies can be requested through the work order process.
- + Staggered transitions should be considered and implemented as practicable.
- + Limit gatherings as much as possible by reducing meeting spaces and encourage moving from one space to the next without waiting.

STUDENT LOCKERS

- + All lockers and PE lockers will be closed. Lockers encourage gathering and increase touch point cleaning needs.
- + Students should keep materials to themselves and limit sharing or access to personal items.

RECESS /PLAYGROUND EQUIPMENT

- + Recess is allowed with recommended staggered start times and with smaller groups, limiting to just one stable group when possible.
- + Elementary site playground equipment may be used as state guidelines allow. The playground equipment will be disinfected once each day in the morning by the site custodian. Adult supervision, masks, and limited occupancy are required.
- + Students should wash their hands after using playground equipment.

OUTDOOR SPACES

- + Site administrators should encourage the use of outdoor learning spaces and establish an opportunity for teachers to sign up to use this space equally.

SECTION FOUR: PHYSICAL DISTANCING & OPERATING ON CAMPUS CONTINUED

ASSEMBLIES / RALLIES / DANCES

- + Large gatherings are not permitted at this time

OPEN HOUSE / BACK TO SCHOOL / ORIENTATION EVENTS

- + These events are not permitted at this time
- + When at all possible, a video message and virtual classroom tour should be recorded by the teacher and shared via appropriate channels

INSTRUCTIONAL AND SCHOOL MATERIALS DISTRIBUTIONS

- + The frequency of distribution events should be minimized to reduce the need for group gatherings of any size. It is recommended that distribution events not take place more frequently than once per month.
- + When feasible, it is recommended that distribution events be held in a drive-thru format allowing families to stay in their vehicles while staff with appropriate PPE in place hand out materials curbside.

When drive-thru formats are not feasible due to weather, air quality or other concerns, indoor events may be used but must follow all safety protocols including:

- + Maintaining six feet of physical distance between all individuals at all times
- + Requiring the use of face coverings for all individuals at all times
- + Creating a one-way flow for families with one entry point to the facility and one exit point to eliminate the need to walk by other individuals
- + Include frequent and proper sanitization of frequent touch points and equipment being used to support the event.

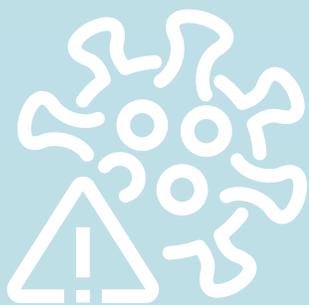
VENTILATION

- + HVAC systems will be run routinely to provide adequate ventilation and use MERV 13 or better filtration.
- + Windows and doors to classrooms and other areas should be kept open to increase ventilation when weather and other conditions permit.

VISITOR POLICY

- + Campus access will be limited to staff, students, and parents/guardians on official business. Parents/guardians are encouraged to make appointments prior to entering the administrative offices.
- + Classroom volunteers are not allowed at this time.





CONFIRMED OR SUSPECTED COVID-19 CASES

DISTRICT RESPONSE

The District works in partnership with the CDPH (California Department of Public Health), and Sacramento County Public Health (SCPH) to ensure mitigation practices and response protocols are aligned with current expectations as information about the COVID-19 virus continues to be examined and understood.

If a school becomes aware that a student or staff member has been exposed to (close contact with) COVID-19 or tested positive for COVID-19, verified by a medical practitioner (i.e. informed directly by the student's family or staff member), the school will immediately complete a report at www.sanjuan.edu/covidreport.

The district's COVID response team will coordinate investigation of all reports to ensure appropriate actions are taken including notification of quarantine or isolation timelines, communication to other impacted individuals and contact tracing as applicable. Student and staff member's rights to confidentiality as required by law will be respected at all times.

SCENARIO GUIDE — WHAT TO DO WHEN

Student or Staff has tested positive for COVID-19 and is symptomatic.

- + If on campus, isolate case and exclude from school/work
- + Administrator/supervisor completes online COVID incident report.
- + Site administrator and school nurse identify close contacts: quarantine & exclude exposed close contacts.
- + The class or self-contained cohort (if applicable) will be closed for 10 days from last known exposure.
- + Recommend testing for close contacts. (Will not shorten 10-day quarantine)
- + School/office may remain open while close contacts/cohort quarantines.
- + District communication office will assist schools and programs to provide notification to students and staff who may have been in close contact to the individual.

COVID positive individual can return to school/work after:

- + 24 hours with no fever (under 100.4° with no fever reducing medication) AND
- + Respiratory symptoms have improved (e.g. cough, shortness of breath) AND
- + 10 days since symptoms first appeared
- + The class or self-contained cohort has reopened (if applicable)

Student or Staff answers “Yes” to one of the health prescreening questions and/or has COVID-19 symptoms, but has not been tested or is awaiting test results.

- + If on campus, isolate case, send home; use Symptom Decision Tree for minor and major symptoms.
- + Classes and offices remain open.
- + Notification to other students or staff is not necessary unless the individual later tests positive for COVID.

Symptomatic individual can return to school/work after:

- + Use Symptom Decision Form – Based on symptoms, physician determination and/or testing, return scenarios will vary.

In alignment with federal and state guidance, individuals who provide proof of full vaccination may be exempt from quarantine requirements.

SCENARIO GUIDE — WHAT TO DO WHEN CONT.

Student or Staff has tested positive for COVID-19, but has experienced NO COVID-19 symptoms.

- + If on campus, isolate case and exclude from school/work.
- + Administrator/supervisor completes online COVID incident report.
- + Site administrator and school nurse identify close contacts, quarantine & exclude exposed close contacts.
- + The cohort if applicable will be closed for 10 days from last known exposure.
- + District communication office will assist schools and programs to provide notification to students or staff who may have been in close contact to the individual.

Individual can return to school/work after:

- + 10 days have passed since the test, as long as no symptoms have been present.
- + The class or self-contained student cohort has reopened (if applicable).

Student or Staff lives with or comes in close contact with someone who tests positive for COVID-19 or has COVID-19 symptoms.

- + Class or office remains open.
- + Administrator/supervisor completes online COVID incident report.
- + Site administrator/school nurse will recommend individual contact their physician to get tested.
- + District communication office will assist schools and programs to provide notification to students or staff who may have been in close contact to the individual.

Individual can return to school/work after:

- + 10-day quarantine period from **date of last close contact with a positive case**, as long as testing is negative and/or no new symptoms appear.
- + If individual later tests positive and/or new symptoms appear refer to appropriate scenario above.

Communicating a COVID-19 Case

The district's COVID-19 response team assists schools with managing COVID-19 cases and supports necessary communication to reach impacted individuals promptly. Prepared notices are available for most situations with trained staff able to assist as needed.

- In most cases, the district's mass notification system will be used to share information.
- Families and staff should ensure their notification preferences are set appropriately at www.sanjuan.edu/mynotifications.
- In the case of a school closure, additional information will be posted to the school's web site.
- Individuals' privacy rights will be protected and confidential information will not be shared when making notifications.

MONITORING

The district works in partnership with Sacramento County Public Health on confirmed or suspected COVID-19 cases. Staff will assist the county with contact tracing as appropriate.

The district has implemented absence tracking and a COVID-19 case reporting and management system. Cases are reported and tracked centrally with the district's health services, safety, communication, risk management and facilities teams supporting school nurses and administrators in site level response.

ATTENDANCE AND MONITORING:

Sites should continue to monitor and record attendance for student absences related to COVID-19 symptoms, per absence codes provided by the district attendance accounting office.

If a parent contacts the school to report an absence, they should be asked to share the symptoms their child is experiencing. If they or their physician report their student as having COVID-19 symptoms, OR, if a child leaves school early due to COVID-19 symptoms, attendance documentation should be as follows:

Absence Code 1: verified by doctor in place of V for the specific symptoms indicated;

Absence Code 2: verified by parent in place of E for the specific symptoms indicated (up to 10 total days for E/2 allowable prior to doctor verification);

Absence Code 3: absences in excess of 10 days of E/2 prior to submitting doctor verification 1/V;

QUARANTINE

If needed, for those students who have been isolated, quarantined or self-quarantined at home due to positive COVID-19 test, OR to exposure to COVID-19, absences should be documented as follows:

Absence Code 4: Quarantine/Isolation - County Public Health



MONITORING

STUDENTS OR STAFF BECOMING ILL WHILE AT SCHOOL / WORK

STUDENTS FEELING ILL AT SCHOOL

Students feeling ill at school with COVID-19 symptoms should be isolated and sent home as soon as possible. Staff should document students who are sent home and their symptoms in SIS-Q (see “Surveillance and Monitoring” for further guidance). Site will complete an online COVID-19 report for all students displaying symptoms related to COVID-19 (www.sanjuan.edu/covidreport). The site should communicate with their school nurse regarding potential COVID-19 cases.

Each site should establish the following three areas, as it pertains to the health needs of students and staff:

A. **General Waiting Area:**

Students waiting to be triaged (comes to office with unscheduled needs, i.e., fell down during recess)

B. **Well Student Area:**

Those students that have scheduled medical needs (e.g. procedures, meds)

C. **Persons with COVID-19 Symptoms Area:**

Areas for persons with possible COVID-19 symptoms should be isolated from others.

STAFF FEELING ILL AT SCHOOL

Staff should immediately notify their supervisor and go home. Site will complete an online COVID-19 report for all staff members displaying symptoms related to COVID-19 (www.sanjuan.edu/covidreport). Staff are recommended to contact their physician as soon as possible and get tested for COVID-19.

CONTACT TRACING AND TESTING

SCHOOL LIAISONS/CONTACT TRACING

Site administrators with the support of school nurses will implement contact tracing for cases involving students and act as a point of contact for county health officials. The district’s Safe Schools Team will implement contact tracing in the cases that involve only staff members. Contact tracing for both student and staff cases will be supported by the district’s COVID response coordinator.

COVID-19 TESTING

Testing of individuals who are asymptomatic can assist school and health officials in monitoring the spread of COVID-19 and prevent outbreaks.

San Juan Unified will provide opportunities and strongly encourage both students and all district staff to test for asymptomatic infections. The frequency of recommended testing will follow CDPH guidance based on the level of community spread observed in Sacramento County.

The district will also make response testing available to students and to staff members who are impacted by a confirmed exposure to COVID-19.

There is no cost to those being tested at either a district or county clinic location regardless of whether they have insurance.

Any positive test result should immediately be reported to the school office for students or a supervisor for employees and the tested individual should not return to the school or work site.

SCREENING

Families and staff are required to conduct a daily screening for symptoms of COVID-19 using district screening protocols before arriving at school, the bus stop or work. Temperatures should be taken prior to attending school/work each day. Students and/or staff who are sick **must stay home**.

Students or staff with COVID-19 symptoms may not attend school/work. COVID-19 symptoms range from mild to severe. These symptoms may appear 2-14 days after exposure to the virus. If a student or staff have any of the following symptoms, they must remain at home.

The current COVID-19 home screening document can be found at www.sanjuan.edu/covidresources.

COVID-19 symptoms include:

- + Fever (100.4° or higher)
- + Sore throat
- + New uncontrolled cough that causes shortness of breath or difficulty breathing (for individuals with chronic allergic/asthmatic cough, a change in cough from baseline)
- + Nausea or vomiting
- + Diarrhea
- + New onset of headache with fever

Other symptoms may include unexpected:

- + Fatigue
- + Muscle or body aches
- + New loss of taste or smell
- + Congestion/runny nose

*This list may not include all possible symptoms.
The District will update this list as it receives new information from the CDC, CDPH and/or SCPH.*

Reporting Symptoms or Cases

- + Parents/guardians must inform the school of student illness, possible student exposure to another individual who is COVID-19 positive, or a COVID-19 positive test result for the student.
- + Staff with symptoms, possible exposure or a positive test result must inform their supervisor and should contact their physician as soon as possible.
- + Supervisors must report all symptoms, possible exposures and positive test results via the online reporting form found at www.sanjuan.edu/covidreport.



CLEANING AND DISINFECTING & VENTILATION



San Juan Unified School District cleaning standards have been enhanced to provide a more frequent cleaning of high touch spots routinely throughout the day. Additionally, all room surfaces will be cleaned nightly.

- + Cleaning products are approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list "N".
- + District staff will use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times. As applicable, employees will be provided with training on manufacturer's directions and Cal/OSHA requirements for safe use.
- + 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.

CUSTODIAL

Daily cleaning during instruction times

- + Frequent cleaning of high touch points
- + Routine cleaning of restrooms
- + Routine cleaning of office and public areas
- + Refill of all hand sanitizer stations and soap dispensers

Nightly cleaning program

- + Clean all classroom surfaces
- + Clean all restrooms
- + Clean all other spaces
- + Restocking of all paper supplies
- + Custodial staff will update records of cleaning each room. Records are accessible to other staff who may contact the site's lead custodian with questions.

Positive cases

- + Enhanced cleaning with disinfectant of room after 24-hour closure
- + Fogging of HVAC system with disinfectant
- + Change HVAC filter

CLEANING ATHLETIC AREAS

Athletic use areas such as weight rooms and gyms have been modified to provide for enhanced cleaning in between each use. Additional cleaning items include disinfectant wipes for weight rooms and additional hand sanitizer stations for larger crowds.

VENTILATION SYSTEM

Prior to school resuming, San Juan Unified School District's Maintenance & Operations team has completed the following HVAC systems checks, cleanings and modifications:

- + HVAC system coils disinfected with an EPA List-N product
- + All systems received MERV 13 filters, replacement based on manufacturer recommendations or 90 days
- + All dampers opened to allow maximum outside air exchange
- + Schedules adjusted to allow building air flushing before and after program use; constant air fan enabled

Classrooms and offices should keep doors and windows open whenever weather and other conditions allow to increase ventilation.





PARTIAL OR TOTAL SCHOOL CLOSURES

San Juan Unified schools will offer an in-person learning option for all students once Sacramento County reaches the red tier of the state's COVID-19 risk assessment system. Once in-person learning has resumed for a specific grade level at a school site, it shall remain open unless meeting the criteria identified here or unless advised otherwise by local health officials or due to positive COVID-19 cases on the campus.

The district will assess each situation and consider current guidance from public health officials if the need for partial or total closure of a classroom(s) or school(s) is necessary due to positive COVID-19 case(s) of staff, student(s), or visitor(s)/volunteer(s). The state and public health officials may also order the partial or full closure of a school/district due to the level of community spread.

San Juan Unified School District has contingency plans in place for the following instances if needed:

- + Closing of a classroom
- + Reducing the number of students on campus
- + Closing of a specific school/site
- + Transitioning to distance Learning
- + Communication plan for staff and community

What are the criteria for closing a school to in-person learning?

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. The superintendent or designee must authorize a closure and should work in consultation with the Sacramento County Health Officer. Situations that may indicate the need for school closure:

- + Within a 14-day period, an outbreak has occurred in 25 percent or more stable groups in the school.
- + Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5 percent of the school population is infected.
- + The Sacramento County Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure

14 days, or according to a decision made in consultation with the Sacramento County Health Officer.

If a school is closed, when may it reopen?

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

- Cleaning and disinfection
- Public health investigation
- Consultation with the Sacramento County Health Officer

What is the criteria for closing in-person learning in the entire district?

The district will shift all schools to full distance learning if 25 percent or more of schools have been closed due to COVID-19 within a 14-day period and in consultation with the Sacramento County Public Health. The closure will be for a minimum of 14 days.



NUTRITION SERVICES

Nutrition Services will operate and distribute meals under the Seamless Summer Option to provide meals to all children between 0-18 years of age through June 30, 2021.

Approved National School Lunch Program waivers will be followed.

CURBSIDE MEAL PICKUP

Curbside meal pickup is provided at select elementary, middle, and high schools for all youth under age 18. Pickup will occur at a set time at each location.

No congregation allowed during meal pickups.

FOOD AND SUPPLIES

- + All food will be served in carry-out bags.
- + Food will consist of pre-packaged items whenever possible.
- + All food will be served from curbside for those under age 18 who are not attending in-person learning.
- + Sharing of food or utensils and self-service food service are not allowed.
- + Communication is necessary between the teacher/family and nutrition services staff for students requiring approved specialized meals .

CASHIERING

- + All students will eat at no cost through June 30, 2021.
- + Meal cards or other validation methods will be

used to account for meals served.

- + Middle and high schools to utilize snack lines for service if appropriate.

STAFF TRAINING

- + Nutrition services staff will limit physical interaction during meal preparation and service, utilize appropriate personal protective equipment and adjust according to new guidelines related to health & safety guidelines /meal preparation and distribution.
- + Nutrition services staff handling or serving food must use gloves in addition to face coverings.
- + Protocols have been established for Nutrition services staff if food is contaminated due to sneeze, cough, etc. exposure near the service line.
- + All relevant HACCP procedures for nutrition services will be followed by staff.
- + Meal service equipment will be cleaned and sanitized frequently.

TRANSPORTATION

All students and student families utilizing busing services will be notified of the transportation process including specific adjustments due to COVID-19.

DRIVER TRAINING

- + All bus drivers will be trained to recognize those students possibly displaying symptoms consistent with COVID-19 as well as how to properly report the incident.

SEATING, PHYSICAL DISTANCING & VENTILATION

- + Consistent with district protocols, all staff and students will be required to be pre-screened for symptoms associated with COVID-19 prior to boarding a bus.
- + All students and staff boarding a bus must wear a face covering, unless exempt.
 - » Disposable face covering will be available on each bus in the event a student does not have one.
- + All staff and students will be encouraged to practice physical distancing while waiting at bus stops.
- + All staff and students will be encouraged to maintain a safe physical distance while loading and unloading the bus at school sites.

- + Students will be loaded on and unloaded from a bus in the most efficient manner taking into consideration the needs of Individualized Education Plans (IEP's). Whenever possible:

» Loading

- Staff and students will be directed to load onto the bus from the "rear to front".
- Seating will occur to the furthest seat to the rear of the bus and fill towards the front

» Unloading

- Staff and students will be directed to unload the bus from the "front to rear".
- Exiting will begin at the front of the bus toward the rear as the aisle clears.

- + Whenever possible, and on those routes where capacity allows, student seating will be limited to a maximum of 2 students per bench seat to allow for additional spacing.
- + Windows on buses should be lowered to provide additional ventilation to the degree practicable given weather and other conditions. A minimum of two windows should be lowered whenever possible.

BUS CLEANING

- + The interior of buses including all touchable interior surfaces will be disinfected after both the morning and afternoon routes.

SPORTS AND EXTRACURRICULAR ACTIVITIES

EDUCATE • INSPIRE • SUCCEED •
CONTRIBUTE

Athletics

Outdoor and indoor contact sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating are not permitted at this time. **All teams must complete a safety plan to be approved by their site athletic director, principal and district athletic director prior to offering conditioning, practices or competitions.**

In general, the more people from outside their household with whom a person interacts, the closer the physical interaction is, the greater the physical exertion is, and the longer the interaction lasts, particularly when indoors, the higher the risk that a person with COVID-19 infection may spread it to others. Youth sports are classified by their level of contact and transmission risk. This classification applies to competition or training/practice with others. It does not apply to individual conditioning or exercise.

- + Low-Contact Sports: Individual or small group sports where contact within six feet of other participants can be avoided. Some of these sports have relatively low exertion rates that allow for consistent wearing of face coverings.
- + Moderate-Contact Sports: Team sports that can be played with only incidental or intermittent close contact between participants.
- + High-Contact Sports: Team sports with frequent or sustained close contact between participants and high probability that respiratory particles will be transmitted between participants.

GENERAL GUIDANCE FOR ATHLETICS

FACE COVERINGS

- + Participants must wear face coverings when participating in an activity, even with heavy activity as tolerated, both indoors and outdoors and face coverings must be worn when not participating (i.e., on the sidelines).
- + Observers must wear face coverings indoors and outdoors where physical distancing does not allow for 6 feet of distance between individuals and comply with CDPH guidance for the use of face coverings.

PHYSICAL DISTANCING

- + Participants must maintain six feet of distance from others to the maximum extent possible including when on the sidelines.
- + Coaches, and those observing, must stay at least six feet away from non-household members.

HYGIENE AND EQUIPMENT SANITATION

- + Shared equipment should be cleaned and disinfected before use by another person, group or team.
- + When equipment is shared during an activity, participants should perform hand hygiene before play, during breaks, at half time and after the conclusion of the activity. Balls or other objects and equipment can be touched by multiple players and used during practice and play if hand hygiene practices are followed.
- + Drink bottles must not be shared and other personal items and equipment should not be shared.

STABLE GROUPING (COHORTING)

- + Athletes and coaches should create stable groups by team and refrain from practicing with more than one team over the same season or time period.

OBSERVERS

- + At the direction of a coach or school official, immediate household members may observe practices and games for age-appropriate supervision assistance only.
- + Observers must stay at least six feet from non-household members and wear face coverings. The number of observers may be limited to maintain physical distancing requirements.

GENERAL GUIDANCE FOR ATHLETICS CONTINUED

- + General attendance at practices or games by community members or immediate household members is not permitted at this time. The district anticipates adjusting this guidance as health conditions improve.

INDOOR VENUES

- + Gyms and other indoor athletic venues are limited in capacity based on the current tier placement of Sacramento County. Facilities can be opened to teams and observers at 25% capacity when in the orange/moderate tier and 50% capacity when in the yellow/minimal tier.
- + Ventilation in indoor sports venues should be increased to the maximum extent possible.

INTER-TEAM COMPETITIONS

- + Inter-team competitions, meets, races or similar events are authorized only if (a) both teams are located in Sacramento County and the sport is authorized; or (b) the other team is located in an immediately adjacent county and the sport is authorized in both counties.
- + Any tournaments or events that involve more than two teams are not currently permitted.

RETURNING TO SPORTS AFTER INFECTION

- + Youth with symptoms of COVID-19 may not attend practices, conditioning or competitions. They should consult their healthcare provider and notify their coach and school administrator of their symptoms.
- + Youth recovering from COVID-19 may not return to practice, conditioning or competitions until cleared to return to school. It is highly recommended that student athletes recovering from COVID-19 consult their healthcare provider before engaging in exercise of any type.

PERMITTED ACTIVITIES BY COUNTY TIER

Physical conditioning, practice, skill-building and training that can be conducted outdoors, with six feet of physical distancing, and within stable groups are authorized regardless of county tier status. These activities may be conducted indoors when Sacramento County is in the orange or yellow tier. These activities may be paused based on local health conditions at the discretion of district officials. The table below provides information on which categories of competition are permitted in each tier however, sports may advance to more restrictive tiers if additional safety measures are in place.

Widespread (Purple)	Substantial (Red)	Moderate (Orange)	Minimal (Yellow)
Outdoor low-contact sports	Outdoor moderate-contact sports	Outdoor high-contact sports	Indoor moderate-contact sports
+ Archery	+ Baseball	+ Basketball	+ Cheerleading
+ Badminton	+ Cheerleading	+ Football	+ Dance (intermittent contact)
+ Biking	+ Dodgeball	+ Ice hockey	+ Dodgeball
+ Cross Country	+ Field hockey	+ Rugby	+ Kickball
+ Dance (no contact)	+ Gymnastics	+ Rowing/crew (with 2 or more people)	+ Racquetball
+ Disc golf	+ Kickball	+ Soccer	+ Squash
+ Golf	+ Lacrosse	+ Volleyball	Indoor high-contact sports
+ Ice and Roller Skating (no contact)	+ Pickleball	+ Water polo	+ Basketball
+ Martial arts (no contact)	+ Softball	Indoor low-contact sports	+ Boxing
+ Rowing/crew (with 1 person)		+ Badminton	+ Ice hockey
+ Running		+ Curling	+ Ice skating (pairs)
+ Shuffleboard		+ Dance (no contact)	+ Martial arts
+ Skeet Shooting		+ Gymnastics	+ Roller derby
+ Skiing and snowboarding		+ Ice skating (individual)	+ Soccer
+ Snowshoeing		+ Physical training	+ Water polo
+ Swimming and diving		+ Swimming and diving	+ Wrestling
+ Tennis		+ Tennis	
+ Track and field		+ Track and field	
+ Walking and hiking		+ Volleyball	

EXEMPTIONS ALLOWING CERTAIN ACTIVITIES IN THE RED AND PURPLE TIERS

On Feb. 19, the California Department of Public Health issued new guidance allowing outdoor moderate-contact and outdoor high-contact sports to be played in both the red and purple tiers if additional requirements are met. For outdoor moderate-contact sports to be played in the purple tier or for outdoor high-contact sports to be played in the red or purple tier the following actions must be taken:

- + An informed consent form must be completed for each participating student athlete.
- + All participants, including student athletes and coaches in football, water polo and rugby must submit an antigen or PCR test weekly. If competing, test must be performed with test results made available within 24 hours of play.
 - + Testing will be conducted when the adjusted case rate for Sacramento County is between 7 and 14 cases per 100,000. (No athletic competitions are authorized at case rates higher than 14 per 100,000.)
 - + Only participants age 13 and older must be tested as evidence shows that younger children do not seem to be a major source of transmission - either to each other or to adults.
 - + If more than 50 percent of a team's participants are less than the age of 13 (and are not required to test per the above), then the entire team is exempted from the testing requirement. Coaches, however, will still be required to meet the testing requirement.
- + All other precautions as outlined in this document, team and school safety plans, current California Department of Public Health and Sacramento County guidance must be followed.
- + The district will evaluate returning additional sports, including indoor sports, under this new guidance once football and water polo safety routines, including weekly testing, are safely in place.

Band & Other Performance Art

- + Outdoor singing and band practice are permitted, provided that precautions such as physical distancing and mask wearing are implemented.
 - + Playing of wind instruments or any instrument played by the mouth is strongly discouraged.
- + Public performances are not allowed at this time. Performances may be recorded or live streamed as long as their production allows for maintaining physical distancing, face covering and other safety practices.
- + Capacities and use of indoor performance venues are limited by the same restrictions as indoor athletic venues.

Clubs and Extracurricular Activities

- + Student clubs and activities are strongly encouraged to be held in a virtual format using Zoom or other collaboration tools.
- + No clubs or other groups may meet in person while Sacramento County is in the purple tier. Only clubs or activities that are direct extensions of an academic class and can maintain a stable grouping of participants may meet in person, observing physical distancing and all face covering requirements when Sacramento County is in the red or orange tiers.



