

# COVID-19 Safe Return to In Person Learning and Continuity 2021-2024

According to executive orders and provisions of the California health and Safety Code, schools must comply with orders, and mandated guidance issued by the California Department of Public health and relevant local health department.

Board Approved January 14, 2021  
Amended & Board Approval 3/23/2021  
Amended & Board Approval 7/13/2021  
Amended & Board Approval 12/14/2021  
Amended & Board Approval 6/21/2022

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# SECTION 1

# **COVID-19 Prevention Program (CPP)**

## **Sundale Union Elementary School District**



## **Covid-19 Prevention Plan (CPP)**

**Approved 12/15/2020 & Amended 6/21/2021**

**(This plan supersedes any previous addendum to the IIPP)**

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## 1. Authority and Responsibility

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

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

## 2. Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix C: Identification of Covid-19 Hazard** 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 D: Covid-19 Inspection** 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.

### Employee Participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards through having representatives on the safety committee. All employees will be encouraged to participate in identification of COVID-19 hazards.

### Employee/Volunteer Screening

All employees/volunteers will have Covid-19 testing available no matter what their vaccination status is. Testing is also made available on campus. for any person with any Covid-19 symptoms. Persons with any COVID symptoms will be treated presumptively as if positive for COVID-19 and follow the protocol mandated by CHPD and Tulare County Health Department for quarantining. They will be asked to do the following:

- a. submit to a test or immediately quarantine
- b. if positive, isolate until they meet the CDPH criteria of 5 days from the start of symptoms or from a positive test, if symptoms have improved, and no fever in the last 24 hours.
- c. if the person does not test, they may return 10 days from symptoms or sooner with a negative COVID test (testing recommended) or a doctor's note plus no fever, without medication, in the last 24 hours and symptoms have improved per the school sick protocol.

## 3. Correction of COVID-19 Hazards

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

- The severity of the hazard will be assessed, and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

## 4. Control of COVID-19 Hazards

### Physical Distancing

In case of a major outbreak, implement physical distancing in all classrooms and buildings, where practicable and, or if required by Tulare County Health Department by:

- Allowing workers to work remotely when possible.
- Reducing the number of persons in an area at one time, including visitors, where feasible.
- Visual cues such as signs and cones to indicate distancing.
- Adjusted work processes or procedures to allow greater distance between employees.
- Provide a map of campus showing entrances and exits.

### Face Coverings

We provide clean, undamaged face coverings when requested no matter what the vaccination status is. When a mask is worn, we encourage they are properly worn by employees over the nose and mouth when indoors. Each employee has several types of face masks and a shield available for request. Employees can request replacement masks from office staff or administration. Staff and volunteers will be encouraged to follow CDPH requirements regarding masks.

### Engineering Controls

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

- Keeping the doors open when feasible due to air quality.
- Increase the cleaning/replacement of all ventilation filters, as well as the maintenance.
- Reprogram the thermostats in order to keep the HVAC fan system on in classrooms

### Shared Tools, Equipment and Personal Protective Equipment (PPE)

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

- Sundale will establish routine schedules to clean and disinfect common surfaces and objects in the workplace.
- Where there must be sharing, the items will be disinfected between uses by-Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances, (such as coffee pot or microwave, refrigerators, vending machines), phones, headsets, desks, keyboards, writing materials, portable restroom and bathroom surfaces, and trash cans, when necessary and practicable
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users, when necessary and practicable
- The process of disinfecting includes providing disinfecting products, and PPE required for the

## **Cleaning and Disinfecting**

We implement the following cleaning and disinfection measures: (See Appendix 1):

- Sundale will establish routine daily schedules to clean and disinfect frequently touched surfaces and objects in the workplace.
- This includes but is not limited to:
  - Tools, machinery, containers, desktops, counters, tables, chairs, benches, door handles, knobs, doorbells, drinking fountains, appliances such as coffee pot or microwave, refrigerators, vending machines, headsets, tools, machinery, containers, portable restroom and bathroom surfaces, automobiles-inside and out, and trash cans.
- The process of disinfecting includes providing disinfecting products, and PPE required for their safe use along with review of manufacturer instructions or protocols for proper use.
- All Custodial/maintenance staff will be trained on the cleaning plan and proper cleaning, sanitizing and disinfecting according to our risk manager and state guidelines. ○ Staff is to email the office and or Director or MOT for PPE and, or cleaning supplies if they run out during the day, before they get replenished
- Good Sanitation Practices will be followed:
  - \*Assign an employee to check restrooms, open doors, re-stock toilet paper, clean and sanitize as necessary
- Make sure handwashing areas have plenty of soap, paper towels and that someone is cleaning and sanitizing

Should we have a Covid-19 case in our workplace, we will implement the following procedures:

- Room could be closed for 24 hours if necessary. The room will be cleaned and sanitized to the state mandated standards with the assigned custodial staff wearing the appropriate safety gear to sanitize.
- Campus will be closed if need be according to the regulations.
- All employees and contractors, that could have possible exposure, will receive notice of the possible exposure.
- Contract tracing will immediately be put into operation and work with the County Health Department.
- Staff will be trained according to our risk manager and state guidelines

## **Hand Sanitizing**

In order to implement effective hand sanitizing procedures, we::

- Evaluating handwashing facilities.
- Determining the need for additional handwashing or sanitizing facilities.
- Encouraging and allowing time for employee handwashing.
- Providing employees with an effective hand sanitizer and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Encouraging employees to wash their hands for at least 20 seconds each time.



## **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.

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

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **5. Investigating and Responding to COVID-19 Cases**

The Company has developed effective procedures to investigate COVID-19 cases that include seeking information from our employees regarding COVID-19 cases, close contacts, test results, and onset of symptoms. This is accomplished by using the Appendix B: Investigating COVID-19 Cases form. We will also ensure the following is implemented:

- Employees who had potential COVID-19 exposure in our workplace will be offered COVID-19 testing at no cost during their working hours. An administrator will give the employee options of where he or she can go to have the test completed including on site. The employee will give the executive administrative assistant or administrator the results if the test was not conducted on site.
- Employees that had a close contact are offered COVID-19 testing at no cost during their working hours, except for returned cases as defined in 3205(b)(11).
- The information on benefits, such as exclusion pay, will be provided to these employees.
- Written notice within one business day of our knowledge of a COVID-19 case that people at the worksite may have been exposed to COVID-19. This notice will be provided to all employees (and their authorized representative), independent contractors and other employers on the premises at the same worksite as the COVID-19 case during the infectious period. If Sundale should reasonably know that an employee has not received the notice or has limited literacy in the language used in the notice, we shall provide verbal notice in a language understandable by the employee.
- Within one business day of the time Sundale knew or should have known of the COVID-19 case, we shall provide the notice required by Labor Code section 6409.6(a)(2) and (c) to the authorized representative, if any, of the COVID-19 case and any employees who had a close contact. We shall also provide the notice required by Labor Code section 6409.6(a)(4) to the authorized representative, if any, of any employee who was on the premises at the same worksite as the COVID-19 case during the infectious period.
- Personal identifying information of COVID-19 cases or persons with COVID-19 symptoms and all employee medical records required shall be kept confidential unless disclosure is required or permitted by law. Unredacted information of COVID-19 cases shall be provided to the local health department, CDPH, the Division, and NOISH immediately upon request, and when required by law.

## **6. System of 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:
- Who employees should report COVID-19 symptoms and possible hazards to, and how. The employee will immediately report symptoms to an administrator or executive administrative assistant in charge of human resources, if an administrator is not available
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- Where testing is not required, how employees can access COVID-19 testing employees can voluntary test which is available through health plans or local free testing centers, as well as on campus.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing

and the possible consequences of a positive test. An administrator will notify employees of the workplace exposure or outbreak and arrange a time and give the employee an appointment for a test on site. At the same time, the administrator will explain the process of waiting for the test and what happens in the event of a positive case, including length of leave, leaves available to use and pay according to laws and regulations.

- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Regular updates on any changes to laws or regulations that may affect the employees.

## **7. Training and Instruction**

We will provide effective training and instruction that includes:

- Proper use of face coverings and the fact that face coverings are not respiratory. 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.
- The fact that particles containing the virus can travel, 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.
- Protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Proper use of wearing an N95 mask and cleaning/sanitizing procedures and protective gear.
- An attendance log will be used to document trainings.

## 8. Exclusion of COVID-19 Cases from Work

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 5 days from date symptoms started or from positive test or the required CDPH or CALOsha.
- 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. This will be accomplished by employer-provided employee sick leave benefits, payments from the budget or any funds allocated by the federal or state permitted by law and when not covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

## 9. Reporting, Recordkeeping, and Access

It is our policy to:

- 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 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 88 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 B: Investigating COVID-19 Cases form 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.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - o At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - o Submits or brings a negative Test and agrees to test 1-2 other times (must be negative)
  - o COVID-19 symptoms have improved.
  - o At least 5 days have passed since COVID-19 symptoms first appeared or from the positive test
- 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 a positive COVID-19 test or first day of symptoms, unless has a negative test or a doctor's note clearing them to return.
- 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 5 days from the time the order to isolate was effective.

## 11. Multiple COVID-19 Infections and COVID-19 Outbreaks

This section applies if the workplace is identified by a local health department as the location of a COVID-19 outbreak, or there are three or more COVID-19 cases in your workplace within a 14-day period. This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### COVID-19 Testing

- We will offer COVID-19 testing to all employees in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- In the event of an outbreak triggered by three or more cases in a 4-day period present in the same exposed workplace, COVID-19 testing consists of the following:
  - o All employees in our exposed workplace will be immediately tested and then tested again one week later in a confidential manner. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - o After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace in a confidential manner and as required by law or required by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### Exclusion of COVID-19 Cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return-to-Work Criteria requirements, and local health officer orders if applicable.

### Investigation of Workplace COVID-19 Illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP Investigating and Responding to COVID-19 Cases.

### COVID-19 Investigation, Review and Hazard Correction

In addition to our CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19. The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - o Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - o Our COVID-19 testing policies.
  - o Insufficient outdoor air.
  - o Insufficient air filtration.
- Updating the review:
  - o Every thirty days that the outbreak continues.
  - o In response to new information or to new or previously unrecognized COVID-19 hazards.
  - o When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - o Moving indoor tasks outdoors or having them performed remotely.
  - o Increasing outdoor air supply when work is done indoors.
  - o Improving air filtration.
  - o Increasing physical distancing as much as possible.
  - o Respiratory protection.

**Notifications to the Local Health Department**

- Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **12. Major COVID-19 Outbreaks**

This section applies should your workplace experience 20 or more COVID-19 cases within a 30-day period.

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

### **COVID-19 Testing**

We will provide twice a week COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

### **Exclusion of COVID-19 Cases**

We will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP Exclusion of COVID-19 Cases and Return-to-Work Criteria, and any relevant local health department orders.

### **Investigation of Workplace COVID-19 Illnesses**

We will comply with the requirements of our CPP Investigating and Responding to COVID-19 Cases. COVID-19 Hazard Correction

In addition to the requirements of our CPP Correction of COVID-19 Hazards, we will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with Minimum Efficiency Reporting Value (MERV) 13 or higher efficiency filters if compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency.
- We will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

### **Notifications to the Local Health Department**

We will comply with the requirements of our Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department.

## Appendix A

### Daily Classroom Cleaning

**Standard:** Upon completion of this work activity, the classroom must be clean and safe with furniture positioned in an orderly arrangement. Floor surfaces must be free of dirt stains, or other accumulations. Flat and vertical surfaces are to be dust free, and trash is to be emptied. Classrooms are to be secured after cleaning.

#### Equipment Cart and Materials Needed

1. Vacuum
2. Sink and drinking fountain brush
3. Toilet brush
4. Broom, Dust pan and counter brush
5. Trash Can liners, Kleenex, toilet paper and paper towels
6. 2 Spray bottles cleaner disinfectant (10-12oz bottle), glass cleaner (10-12oz bottle)
7. Mop, bucket, and wringer
8. Putty knife for non-carpeted floor
9. Squeegee, Webber, hand duster, and pole duster

#### Work Flow

- Remove large pieces of litter from floor, empty pencil sharpener daily.
- Empty trash and replace liners.
- Disinfect/clean drinking fountains or other fixtures inside and out of designated area.
- Wipe dry all chrome.
- Dust and disinfect flat and vertical classroom surfaces (desks, counters, sink, thermostat, phone, cabinets, tables, front and back door handles).
- Replace soap and paper towels as needed (check daily).
- Hand sanitizer (full) each day.
- Disinfectant spray bottle (full).
- Box of paper towels.
- 2 Kleenex boxes restocked at each sink as needed.
- Vacuum all carpeted floor surfaces.
- Spot (damp) mop all hard floor surfaces if necessary.
- Spot clean stains on carpeted floor surfaces if necessary.
- Spot clean stains on wall surface areas if necessary.
- Clean classroom windows inside and out.
- Order (arrange) classroom furniture.
- Web removal interior and exterior of classrooms (ceiling, vent, and light fixtures).
- Clean filter on promethean projector.
- Secure the classroom (lights off, close and lock windows and classroom entry doors).
- All other duties assigned.

**Time Duration:** 15 minutes per classroom of 1000 square feet.

**Personal Protective Equipment**

1. Protective hand wear - disposable non-sterile gloves
2. Protective mask and eye protections

**Commentary:** Develop a “work flow” as you clean classrooms. Move floor surface dirt from the far end of the classroom towards the entrance door area. Move classroom furniture back into place after cleaning, or alternate the placement of the furniture on every other day basis. It is essential that you have the ability to lift at least 50 pounds. Empty vacuum bag daily, as well as checking vacuum cords and filters. Your cart should be cleaned every day and restocked with the supplies needed. Be sure the classroom is neatly arranged and secured when cleaning is completed.



## Daily Restroom Cleaning

**Standard:** Upon completion of this work activity, restrooms must be clean and safe with all fixtures and floors sanitized. Soap and paper products are to be replenished daily if needed. Wall surfaces and mirrors are to be clean and graffiti-free. The restroom should be free of unhealthy odors.

### Equipment and Materials Needed

1. Equipment cart, light bristle push broom
2. Disinfectant, glass cleaner, graffiti remover
3. Disposable wiping towels or rags
4. One-gallon pump sprayer or 10-12oz spray bottle for disinfectant
5. Pails, bowl mops, semi-abrasive cleaning pads
6. Wet mop equipment (mop, bucket, and wringer)
7. Wet floor signs
8. Putty knife
9. Can liners
10. Blood-borne clean-up equipment

### Work Flow

- Spray all restroom fixtures (sinks, urinals, toilets) with a disinfectant solution. Spray wall areas (if necessary) around these fixtures to control unhealthy odors. Let stand.
- Remove litter from floor areas, check ceilings for paper litter and remove if necessary.
- Empty trash and replace liners.
- Refill soap and paper products. Clean all mirrors, Spot clean around paper product dispensers.
- Dust flat and vertical surfaces if necessary (window ledges, corners, etc.).
- Swab out urinals and toilet bowls. Clean outside areas of these fixtures also.
- With sponge or semi-abrasive pad, clean sink bowls and outsides/undersides of sinks.
- Wipe dry all chrome, undersides of sinks and urinals, toilet seats. Let the rest of the fixtures air dry.
- Remove graffiti from wall surface areas. Check restroom lighting for burned out bulbs.
- Wet-mop floor with disinfectant solutions. Check floor drain(s) for unhealthy odors. Pour disinfectant solution into drain if necessary.
- Secure the restroom (lights off, close and lock windows and entry doors).
- Place wet floor signs if necessary.
- All other duties assigned.

### Personal Protective Equipment

1. Protective hand wear - disposable non-sterile gloves
2. Protective mask and eye protections

**Commentary:** Use separate solutions for sanitizing sinks as opposed to urinals and toilets, and never mix cleaning agents. Maintain a healthy air-flow in the restroom. Dispose of all wiping towels as you leave the work area. Secure the restroom when work is completed.

## Daily Custodial Closet Care

**Standard:** Custodial closets are to be neat, orderly, and safe. All products/equipment on shelves are to be organized and neatly arranged. Sinks and walls are to be clean, with dry and wet mops hung on appropriate hardware. All products are to be secured and capped tightly. Custodial closets are to be locked when not in use.

### Equipment and Materials Needed

1. Equipment cart
2. Vacuum
3. 18" swivel dust mop
4. Treated dust cloth or dusting tool
5. Dust pan and counter brush
6. Can liners
7. Spray cleaner disinfectant (10-12oz bottle), glass cleaner (10-12oz bottle)
8. Damp mop, bucket, and wringer
9. Putty knife for non-carpeted floor, bone knife for carpeted floors
10. Carpet spotting material

### Work Flow

- After the daily cleaning run is complete, empty all cleaning solutions from equipment used and clean equipment thoroughly. Save mop solution for damp mopping the custodial closet floor. Restock and organize shelving and the cleaning cart if necessary. Store all equipment in proper positions, and secure all product containers.
- Dust down all horizontal and vertical surfaces in the closet, spot clean the walls if necessary.
- Dust mop or sweep the floor area. Collect debris and discard. Hang up dust mop in the proper position.
- Clean the custodial sink, wiping down all chrome fixtures. Clean mirror if applicable.
- Damp mop the custodial closet floor. Clean up damp mop equipment, wring out damp mop (hang up) and return all equipment to the proper storage position.
- Turn off lights and secure the closet.
- All other duties assigned.

**Time Duration:** 5 minutes to clean and check materials in the custodial closet.

### Personal Protective Equipment

1. Protective hand wear - disposable non-sterile latex gloves
2. Protective mask and eye protections

**Commentary:** The purpose of a custodial closet is to provide efficient access to custodial supplies and equipment. The closet also provides an area for proper clean-up of equipment and storage of materials. It is necessary to keep these areas clean, organized and secure.

I was trained by a supervisor on \_\_\_\_\_ and understand this training protocol:  
Date

Employee Signature: \_\_\_\_\_ Date: \_

Supervisor Signature: \_\_\_\_\_ Date: \_

## Appendix B: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Person(s) Conducting the Investigation:** \_\_\_\_\_

**Name(s) of staff involved in the investigation:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Was COVID-19 test offered?**  Yes  No

**Date the case first had one or more COVID-19 symptoms:** \_\_\_\_\_

**Date and time the COVID-19 was last present in the workplace:** \_\_\_\_\_

**Date of the positive or negative test and/or diagnosis:** \_\_\_\_\_

**Information received regarding COVID-19 test results and onset of symptoms.**  Yes  No

If yes, attach documentation.

**Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):**

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:

All employees who may have had COVID-19 exposure and their authorized representatives.	Date:	
	Names of employees that were notified:	

Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:	
	Names of employees that were notified:	

What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?

What could be done to reduce exposure to COVID-19?

Was local health department notified?  Yes  No

Date: \_

## Appendix C: COVID-19 Inspections

Person(s) Conducting the Inspection: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Location Evaluated: \_\_\_\_\_

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Sanitizing Misters/Foggers			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection			
Hand washing facilities			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
Hand Sanitizing Stations			
Distancing/Mask Signs			
<b>PPE</b>			
Face coverings			
Gloves			
Face shields/goggles			
Respiratory protection			

## Appendix D: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person(s) Conducting the Evaluation:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name(s) of employee and authorized employee representative that participated:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Interaction, area, activity, work task, process, equipment, and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

# Appendix E: Staff Notification Letters

## *Sundale Union Elementary School District*

TERRI RUFERT  
SUPERINTENDENT

CINDY GIST  
PRINCIPAL

KATIE BIANGONE  
EXECUTIVE ASSISTANT

ANN MARIE AZEVEDO  
SECRETARY

SHIRLEY WASNICK  
SECRETARY

13990 AVENUE 240 • TULARE, CA 93274  
PHONE (559) 688-7451 • FAX (559) 688-5905

**"Committed to Academic Excellence"**

SCHOOL BOARD

FRED BROWN

GREG FERNANDES

JUDY JAMESON

RALPH WALTON

JOHANNA WEERHEIM

Date: \_\_\_\_\_

To: \_\_\_\_\_

### **Possible "CLOSE CONTACT" Exposure to Covid-19**

The Sundale Union Elementary School District ("District") is writing to inform you that you may have been exposed to a COVID-19 case during the person's high risk exposure period during the course of your work. A COVID-19 case includes a person who has tested positive for COVID-19, a person who is subject to a public health isolation order resulting from COVID-19, or a person who has died due to COVID-19. Per Cal/OSHA's COVID-19 Emergency Standard (Title 8, Section 3205), a COVID-19 exposure (also referred to as "close contact") is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period". At some point during the COVID-19 case's high risk exposure period, you may have come into contact with this person. As a result, you may have been exposed to COVID-19.

Due to your potential exposure to COVID-19, the District will provide you the opportunity to receive a COVID-19 test during your working hours, at no cost to you. Information on COVID-19 testing is attached.

You must not return to work until the exclusion period as defined by the Cal/OSHA COVID-19 standards has been exhausted. You may return to work no earlier than \_\_\_\_\_. You will be contacted on \_\_\_\_\_ by a member of Human Resources to confirm your return to work date, and to ensure that no changes in circumstance have occurred.

### **COVID-19 Related Benefits and Leaves**

Your position is eligible for telework status. If you are not approved to work remotely, you may use any accrued leave or any federal, state, or local benefits that you may be eligible for. Employees that need to take leave for COVID-19-related reasons due to their own illness, quarantine or isolation order, or to care for family members, may be eligible to take leaves pursuant to federal and state law and the District's collective bargaining agreement.

These leaves may include the following depending on the particular circumstances:

- Family Medical Leave Act (FMLA)

- California Family Rights Act (CFRA)
- Unpaid Leave of Absence
- Families First Coronavirus Response Act Leave (FFCRA) (Mandatory FFCRA leave expired December 31, 2020, however, Sundale has elected to continue this leave through March 31, 2021)
- Industrial Accident and Illness Leave and Workers' Compensation Benefits

Leaves are also available pursuant to the Education Code and collective bargaining agreement and include, among others, sick leave, extended sick leave, and personal necessity leave. Information about these leaves is available in your collective bargaining agreement and/or District policy.

District Board Policies: You can access District Board Policies at the following link

<https://www.sundaleschool.com/our-district/governing-board> .

An employee who the District excludes from the workplace due to a work related positive COVID-19 test, order to isolate from a state or local health official, or COVID-19 exposure, and is otherwise able and available to work, shall continue and maintain his/her earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if they had not been removed from their job. If the employee is not approved for remote work, the employee will be required to use applicable leaves. If you have any questions regarding any of these COVID-19 related benefits to which you may be entitled, please contact Human Resources.

### **Retaliation & Discrimination Protections**

Our policies and state law protect you from retaliation or discrimination for reporting a positive COVID-19 test or order to quarantine or isolate. If in the future, you believe you are subjected to any retaliation or discrimination for your protected conduct, please inform Human Resources.

### **Disinfection & Safety Plan**

We endeavor to maintain a safe and healthy workplace for all. As a result of this possible exposure, we are implementing the following disinfection and safety plan, pursuant to guidelines from the Centers for Disease Control. District disinfects each classroom and all common areas, including office spaces, each evening. Restrooms are cleaned at least daily and high contact surfaces such as door handles and light switches are disinfected throughout the day. The work areas of the individual with COVID-19 have been or will soon be deep cleaned and sanitized. If you have any questions about the District's safety protocols, please review our reopening plan which is available at <https://www.sundaleschool.com/our-district/reports-plans> .

If you have any questions or concerns, please contact me at 559-688-7451 or [katie.biangone@sundale.org](mailto:katie.biangone@sundale.org).

Sincerely,

Katie Biangone  
Human Resource



# Sundale Union Elementary School District

TERRI RUFERT  
SUPERINTENDENT

CINDY GIST  
PRINCIPAL

KATIE BIANGONE  
EXECUTIVE ASSISTANT

ANN MARIE AZEVEDO  
SECRETARY

SHIRLEY WASNICK  
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***"Committed to Academic Excellence"***

SCHOOL BOARD

FRED BROWN

GREG FERNANDES

JUDY JAMESON

RALPH WALTON

JOHANNA WEERHEIM

Date: \_\_\_\_\_

To: \_\_\_\_\_

RE: Notice of Potential Exposure to COVID-19 (AB 685 and Section 3205 of Cal/OSHA Temporary COVID-19 Standards)

The Sundale Union Elementary School District ("District") recently received information that there was an individual confirmed to have COVID-19 or ordered to isolate at the school. This notice is being provided to all employees who were at that worksite within the potentially infectious period and who may have been exposed to COVID-19. This is not intended to notice you of actual exposure or a close contact with the individual, but rather to inform you that someone at the worksite listed above has or had COVID-19. Given recent changes in the law, you will receive this type of notice each time a similar event occurs.

We are not able to identify the person due to the confidential nature of this information and ask that you be courteous and respectful and not speculate as to the identification of the individual referenced in this notification. Although you are receiving this notice as required by law, you may or may not have had any contact with the individual related to this notice. In addition, our regular cleaning protocol, use of masks and social distancing, and other safety protocols and prevention procedures taken by the District help to reduce the risk of contracting the virus at your worksite. The potential COVID-19 case high risk exposure period is from \_\_\_\_\_ to \_\_\_\_\_. Persons that have been identified as having had close contact (within 6 feet for at least 15 minutes within 24 hours of the high risk exposure period) with any infected individual will likely be contacted by the County Public Health Department or the District, as appropriate. Per Cal/OSHA's COVID-19 Emergency Standard (Title 8, Section 3205), a COVID-19 exposure (also referred to as "close contact") is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the "high-risk exposure period". If you believe you have had COVID-19 exposure please contact your supervisor immediately.

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. Symptoms include fever, cough, and shortness of breath, loss of taste or smell, headache, muscle aches, and can sometimes cause very mild illness in children. If you experience these or any other symptoms, please contact your healthcare provider and let them know that you may have been exposed to COVID-19. Employees should not report to work if they are sick or have received a

quarantine or isolation order. Should you test positive for COVID-19, be sure to contact Terri Rufert, Cindy Gist, or myself immediately.

### **COVID-19 Related Benefits and Leaves**

Employees that need to take leave for COVID-19-related reasons due to their own illness, quarantine or isolation order, or to care for family members, may be eligible to take leaves pursuant to federal and state law and the District's collective bargaining agreement.

These leaves may include the following depending on the particular circumstances:

- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Unpaid Leave of Absence
- Families First Coronavirus Response Act Leave (FFCRA) (Mandatory FFCRA leave expired December 31, 2020, however, Sundale has elected to continue this leave through March 31, 2021)
- Industrial Accident and Illness Leave and Workers' Compensation Benefits

Leaves are also available pursuant to the Education Code and collective bargaining agreement and include, among others, sick leave, extended sick leave, and personal necessity leave. Information about these leaves is available in your collective bargaining agreement and/or District policy.

District Board Policies: You can access District Board Policies at the following link

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An employee who the District excludes from the workplace due to a work related positive COVID-19 test, order to isolate from a state or local health official, or COVID-19 exposure, and is otherwise able and available to work, shall continue and maintain his/her earnings, seniority, and all other employee rights and benefits, including the employee's right to their former job status, as if they had not been removed from their job. If the employee is not approved for remote work, the employee will be required to use applicable leaves. If you have any questions regarding any of these COVID-19 related benefits to which you may be entitled, please contact Human Resources.

### **Retaliation & Discrimination Protections**

Our policies and state law protect you from retaliation or discrimination for reporting a positive COVID-19 test or order to quarantine or isolate. If in the future, you believe you are subjected to any retaliation or discrimination for your protected conduct, please inform Human Resources.

## **Disinfection & Safety Plan**

We endeavor to maintain a safe and healthy workplace for all. As a result of this possible exposure, we are implementing the following disinfection and safety plan, pursuant to guidelines from the Centers for Disease Control. The District disinfects each classroom and all common areas, including office spaces, each evening. Restrooms are cleaned at least daily and high contact surfaces such as door handles and light switches are disinfected throughout the day. The work areas of the individual with COVID-19 have been or will soon be deep cleaned and sanitized. If you have any questions about the District's safety protocols, please review our reopening plan which is available at <https://www.sundaleschool.com/our-district/reports-plans> .

If you have any questions or concerns, please contact me at 559-688-7451 or [katie.biangone@sundale.org](mailto:katie.biangone@sundale.org).

Sincerely,

Katie Biangone

Human Resources

# Sundale Union Elementary School District

TERRI RUFERT  
SUPERINTENDENT

CINDY GIST  
PRINCIPAL

KATIE BIANGONE  
EXECUTIVE ASSISTANT

ANN MARIE AZEVEDO  
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SHIRLEY WASNICK  
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SCHOOL BOARD

FRED BROWN

GREG FERNANDES

JUDY JAMESON

RALPH WALTON

JOHANNA WEERHEIM

Date: \_\_\_\_\_

Dear \_\_\_\_\_,

You are exhibiting the following symptoms:

- |  |   |
|--|---|
| <input type="checkbox"/> Fever (100.4 or above)                      | <input type="checkbox"/> New loss of taste or smell                               |
| <input type="checkbox"/> Chills                                      | <input type="checkbox"/> Headache   |
| <input type="checkbox"/> Cough (onset or worsening)                  | <input type="checkbox"/> Gastrointestinal symptoms (Diarrhea, nausea or vomiting) |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Congestion, runny nose, or sore throat      |   |
| <input type="checkbox"/> Unusual muscle or body aches or fatigue     |   |

These symptoms have been identified by World Health Organization (WHO) and Center for Disease Control and Prevention (CDC) as possible symptoms of COVID-19. It is recommended that you follow the CDC guidelines at: [CDC Coronavirus Disease 2019: What to Do If You Are Sick](https://www.cdc.gov/coronavirus/2019-ncov/what-to-do-if-you-are-sick.html)

- Stay at home except to seek medical care
- Notify your medical provider of your symptoms
- If you exhibits the following symptoms **SEEK EMERGENCY MEDICAL CARE IMMEDIATELY:**
  - Trouble breathing
  - Inability to wake up or stay awake
  - Pain or pressure in the chest that does not go away
  - Blue lips or face
  - New confusion
  - Severe abdominal pain

In order for you to return to work, ONE of the following must take place:

1. You see a healthcare provider and returns with a note stating they have been assessed AND:
  - Are cleared to return to work, AND
  - Do not qualify for COVID-19 testing, AND
  - Provide an alternative diagnosis
2. You receive a negative COVID-19 test (at a physician's office or approved testing location)
3. You do not see a healthcare provider. The following must occur:
  - You MUST stay home from work for ten (10) days from when symptoms first appeared, AND
  - You MUST be fever free for at least 24 hours without the use of fever reducing medications, AND
  - All other symptoms have improved.

**First possible date of return:** \_\_\_\_\_ **If NO provider seen.**

- ❖ This date is subject to change based on symptoms

We understand how difficult this time can be. Our top priority is to promote the health and safety of all of our students and staff. Thank you for helping us protect all members of our community

Please contact the school office if you have any questions regarding these guidelines.

Thank you,  
Terri Rufert  
Superintendent, Sundale Elementary

\_\_\_\_\_  
Designated Staff

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Sundale Union Elementary School District

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GREG FERNANDES

JUDY JAMESON

RALPH WALTON

JOHANNA WEERHEIM

Date: \_\_\_\_\_

To \_\_\_\_\_:

	Last Date of Exposure:	_____
<b>Option A:</b>	Required Test Dates:	_____
<b>Option B:</b>	Last Day of 7-day Quarantine*:	_____
	Testing Window for Modified Quarantine:	_____
<b>Option C:</b>	Last Day of 10-day Quarantine:	_____
	<i>*Must be symptom free and have tested negative on days 5-7 (indicated above)</i>	
Additional Notes: _____		
_____		
<i>The dates mentioned above are subject to change due to changes in policy/procedures or any additional information we receive.</i>		

Based on information you have reported to us, you have been exposed to COVID-19. Exposure is considered to be within 6 feet for more than 15 cumulative minutes within a 24 hour period with someone that has tested positive for COVID-19 while they were showing symptoms or 2 days prior to the positive test of the positive individual is asymptomatic.

We are following public health guidance where close contacts are recommended to quarantine 7 days\* or 10 days after they were near the person with COVID-19 or remain in school with a negative COVID test every 3 days. Quarantine means remaining at home because you might have caught the virus and it is very important in reducing the spread of COVID-19. The important dates for each option are indicated above.

**Option A:** As a staff member that has been exposed to COVID-19 you have the option to remain at school if you have tested negative immediately and then every 3 days until the 10-day window has passed. You must also wear a mask while indoors for 7 days from the date of exposure. Testing may be performed at school free of charge or at a testing facility of your choice. However, we are not able to accept home tests. This option is not available for in-home exposures where the family is not able to remain separated (more than 6 feet).

**Option B:** As a staff member that has been exposed to COVID-19 you have the option of a 7-day quarantine if you are not showing any symptoms and have received a negative COVID test on or after day 5 since the exposure.

**Option C:** As a staff member that has been exposed to COVID-19 you have the option of a 10-day quarantine if you are not showing any symptoms. It is not required that you be tested for COVID with this option in order to return to school.

**If you have been vaccinated or have tested positive for COVID-19 within the past 3 months, please notify the school office to review additional options that may be available for you.**

It is recommended that you tested for COVID-19 during your quarantine after 5 days from the exposure (get a test sooner if you feel sick). Testing is recommended regardless of whether you feel sick with symptoms or not. Call your doctor if you have any symptoms of COVID-19 or if you have questions about their health.

The health and safety of our staff is our top priority. We will contact you to obtain or provide you with any additional information as needed. The public health department may reach out to you as well via letter or phone to discuss these recommendations.

Please contact the school office if you have any questions regarding these guidelines.

\_\_\_\_\_  
Designated Staff

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Sundale Union Elementary School District

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JUDY JAMESON

RALPH WALTON

JOHANNA WEERHEIM

Date: \_\_\_\_\_

To \_\_\_\_\_:

	Last Date of Exposure:	_____
<b>Option A:</b>	Required Test Dates:	_____
<b>Option B:</b>	Last Day of 7-day Quarantine*:	_____
	Testing Window for Modified Quarantine:	_____
<b>Option C:</b>	Last Day of 10-day Quarantine:	_____
	*Must be symptom free and have tested negative on days 5-7 (indicated above)	
Additional Notes: _____		
_____		
<i>The dates mentioned above are subject to change due to changes in policy/procedures or any additional information we receive.</i>		

Based on information reported to us, you have been exposed to COVID-19. Due to privacy laws, we do not release information about the person(s) with COVID-19.

We are following public health guidance where close contacts are recommended to quarantine 7 days\* or 10 days after they were near the person with COVID-19 or remain in school with a negative COVID test every 3 days. Quarantine means remaining at home because you might have caught the virus and it is very important in reducing the spread of COVID-19. The important dates for each option are indicated above.

**Option A:** As a staff member that has been exposed to COVID-19 you have the option to remain at school if you have tested negative immediately and then every 3 days until the 10-day window has passed. You must also wear a mask while indoors for 7 days from the date of exposure. Testing may be performed at school free of charge or at a testing facility of your choice. However, we are not able to accept home tests. This option is not available for in-home exposures where the family is not able to remain separated (more than 6 feet).

**Option B:** As a staff member that has been exposed to COVID-19 you have the option of a 7-day quarantine if you are not showing any symptoms and have received a negative COVID test on or after day 5 since the exposure.

**Option C:** As a staff member that has been exposed to COVID-19 you have the option of a 10-day quarantine if you are not showing any symptoms. It is not required that you be tested for COVID with this option in order to return to school.

**If you have been vaccinated or have tested positive for COVID-19 within the past 3 months, please notify the school office to review additional options that may be available for you.**

It is recommended that you tested for COVID-19 during your quarantine after 5 days from the exposure (get a test sooner if you feel sick). Testing is recommended regardless of whether you feel sick with symptoms or not. Call your doctor if you have any symptoms of COVID-19 or if you have questions about their health.

The health and safety of our staff is our top priority. We will contact you to obtain or provide you with any additional information as needed. The public health department may reach out to you as well via letter or phone to discuss these recommendations.

Please contact the school office if you have any questions regarding these guidelines.

\_\_\_\_\_  
Designated Staff

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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RALPH WALTON

JOHANNA WEERHEIM

Date: \_\_\_\_\_

To \_\_\_\_\_:

Symptoms Began On: \_\_\_\_\_

Date of Positive Test: \_\_\_\_\_

Last Day of 10-day Isolation: \_\_\_\_\_

May Return On\*: \_\_\_\_\_

*\*Symptoms must be improving and no fever within the last 24-hour period without fever reducing medication. If the doctor or public health department recommend a longer timeframe, please contact the school office.*

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The dates mentioned above are subject to change due to changes in policy/procedures or any additional information we receive.*

You have reported to us that you have tested **POSITIVE** for COVID-19.

We are following public health guidance where positive cases must isolate for 10 days after they began to show symptoms. According to our records, your symptoms began on the date listed above and you received positive test results on the date listed above. You may return to work after a 10-day isolation, unless your symptoms have not improved, you have had a fever within the last 24-hour period, or if your doctor or the public health department recommend differently.

If you have been in contact with any other Sundale staff or students while symptomatic, please inform the school immediately so that appropriate action may be taken.

The health and safety of our students and staff is our top priority. We may contact you to obtain or provide you with any additional information as needed. The public health department may reach out to you as well via letter or phone to discuss these recommendations.

Please contact the school office if you have any questions regarding these guidelines.

\_\_\_\_\_  
Designated Staff

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# SECTION 2

## Appendix 1





# Reopening Guidebook for 2021-2024



Committed to Academic Excellence, Moral Integrity  
and the Development of Self Worth

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3	Reopening: District Commitments
4	Message from the Superintendent
5	State of California COVID-19 Update
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# District Commitments

The learning at Sundale for the 2022-23 school year is committed to providing a strong educational program to all students while promoting the health, wellness, and safety of all students and staff.

## HEALTH & SAFETY

Sundale is committed to promoting the health, wellness, and safety of all of our students, staff and community.

## COUNTY & STATE DIRECTIVES

Sundale is committed to adhering to the directives and guidance from the governor and public health officials.

## OTHER SERVICES

Sundale is committed to providing food services, transportation, and extra-curricular and after school programs when permitted.

## QUALITY INSTRUCTION

Sundale is committed to providing quality, rigorous instruction for all students that ensures academic and social emotional growth and through intentional intervention for learning loss, accelerated learning and social emotional needs.

## ACCESS TO LEARNING

Sundale is committed to ensuring all students have access to online student learning when needed through providing District Chromebooks, headphones and hotspots.

## STAFF SUPPORT

Sundale is committed to supporting staff with providing professional learning opportunities, providing support and resources and eliciting feedback.

# State of California Update

On June 15, 2021, Governor Gavin Newsom issued a guidance about reopening California schools. inCDPH, Tulare Health Department and Cal-Osha have issued guidance and requirements on safe returns to in-person instruction since May 2020, and have updated and expanded since then. Sundale is required to follow the directives and mandates as it relates to opening schools during COVID-19.

## Schools can reopen when:

- ✓ The reopening plan will be based on the directives and mandates from the Governor, the CDPH and Tulare County Health Official

## When schools reopen:

- ✓ Face coverings requirements are the same regardless on vaccination status
- ✓ Face coverings are no longer required, but allowed. Face coverings and respirators are still available on site at no cost to the employee, volunteer or student.
- ✓ Testing will still be available to all employees, volunteers and students with Covid-19 symptoms
- ✓ Quarantine and isolation for exposure or a positive cases is in keeping with the most recent CDPH regulations. Physical distancing is only during an outbreak or as mandated by CDPH.
- ✓ Maintaining and training on the Covid-19 Prevention Plan .

## The focus of instruction is:

- ✓ Guaranteed access to computers, devices, and Internet connectivity.
- ✓ Ensuring the continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health, and other needs, which may include student health and food services
- ✓ Challenging, rigorous instruction, including: accelerated, relevant learning tasks, grade level content and learning.
- ✓ Support of students with academic, social, emotional and health needs.

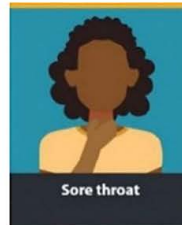
Individual school closure is based on the number of cases, the percentage of the teacher/ students/staff that are positive for COVID-19, and following the directives by the Local Health Officer.

# COVID-19 Symptoms Check

CHECK  
— Your —  
SYMPTOMS



**If your fever is 100.4 or higher, do not report to work or school.**



## Additional Symptoms:

*Fatigue  
Headache  
Congestion or runny nose  
Nausea or vomiting  
Diarrhea*



## Check Your COVID-19 Symptoms Live Online



The CDC provides a real-time online survey to help determine if you have symptoms of COVID-19.



<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html#cdc-chat-bot-open>

### Procedures for Students

1. Perform a daily health and CDC COVID-19 symptoms check at home, before leaving for school.
2. If your child has symptoms or a temperature of 100.4 F or higher, keep them home and contact the school.
3. You may get a Covid-19 test for your child(ren) at campus-call for an appointment.
  - If positive, you will need to isolate for 5 days from the date of the positive test result and return when CDC requirements are met (symptoms improve and no fever without fever-reducing medicine)
  - If negative, they can return 24 hours without symptoms or fever (without fever-reducing medicine).
4. Any student who develops new, unexplained symptoms should not return to campus until the symptoms are improving and no fever for 24 hours without medicine. Getting tested is recommended, and available on campus.
5. If child has been exposed to someone who has tested positive for COVID-19, you may contact the school to set up appointments to test 3-5 days after last exposure. Your child is encouraged to wear a mask for 10 days

### Procedures for Staff

1. Perform CDC COVID-19 symptoms check at home, before leaving for work.
2. The District will work with Tulare County Health Department to ensure ongoing employee testing as required by the Health Department and, or Governor, as well as assisting with contact tracing with the County Health Department.
3. If you have symptoms or a temperature of 100.4 F or higher, stay home from work and Contact your Covid-19 support staff or an administrator for directions.
  - a. Schedule a testing appointment to be conducted at the office.
  - b. If positive, you will need to isolate for 5 days (unless meet modified requirements) and return when CDC/Cal Osha requirements are met (symptoms improve and no fever without fever-reducing medicine). Encourage masking for additional 5 days.
  - c. If negative, you can return 24 hours after being symptom free without medication.
4. Immediately contact the Covid support staff or an administrator if you are exposed to someone who has a positive case, you test positive or you are experience Covid-19 symptoms.

The District will follow CDPH Framework and guidance by the Tulare Health Department in the case of COVID-19 exposure or confirmed case ([www.cdph.ca.gov](http://www.cdph.ca.gov))

# Guidelines for Health, Hygiene, and Safety

The following district guidelines are aligned to the mandates from Centers for Disease Control, California and Tulare Departments of Health, Cal Osha and the Governors Executive Orders. They serve as key components of ensuring the health and safety of all students, staff, families and community and are expected at all times while on Sundale campus. ([www.cdph.ca.gov](http://www.cdph.ca.gov) and [www.cdc.gov](http://www.cdc.gov))

## Social Distancing

- Maximize space between students and staff according to the regulations as necessary and practicable. ([www.cdph.ca.gov](http://www.cdph.ca.gov))
- Maximize space between seating and desks, between teacher and students and amongst students according to regulations when necessary and practicable.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day when required and practicable.
- Stagger arrival and drop off-times and locations as consistently with designated routes for entry and exit, if needed or required.
- Stagger recesses, breaks, and food services for social distancing, if needed or required.

## Health & Hygiene Habits

- Wash (20 sec) and sanitize (60% alcohol) hands throughout the day, including after sneezing and the restroom.
- Encourage staff, visitors and students to wear a face covering, according to the CDPH requirements. Sundale will provide for staff, volunteers and students.
- Designated staff will also, including food services, use gloves, when required and necessary.

## All Buildings & Classrooms (When Occupied)

- Clean and disinfect commonly touched surfaces, including door handles, light switches, sink handles, bathroom surfaces, student desks and chairs.
- Each student will have his/her own supplies provided by the school when necessary and practicable.
- Students will be kept in groups/cohorts to the greatest extent possible when required and practicable.
- Design activities for smaller groups/cohorts when when required or necessary and practicable.
- Doors and windows will be left open when possible to increase the air flow unless the air quality is poor..

# Cleaning and Disinfecting Procedures

In accordance with the Center of Disease Control and Prevention (CDC) mandates for cleaning and disinfecting, Sundale has developed a cleaning and sanitation plan for during and after the school day.

Due to the health concerns of the spread of COVID-19, the Sundale campus was cleaned and sanitized during closure and the summer break to ensure health and safety.

## All occupied buildings and classrooms

- § Cleaning/Disinfecting all desks, tables, chairs, light switches, door handles, sinks and handrails (nightly)
- § Cleaning supplies will be provided for all rooms that will be used to sanitize all commonly touched areas throughout the day, as needed.
- § Removal of trash (afterschool)

## All restrooms

- § Cleaning/Disinfecting all sinks, toilets, light switches, door handles and handrails with an approved disinfectant cleaner (nightly)
- § Fog with an approved disinfectant, if needed
- § Removal of Trash (afterschool)
- § Touchless faucets, soap dispensers, paper towel dispensers and toilet flush handles will be installed in student bathrooms with multiple grade level use (when available).

## Outdoor areas

- All outside drinking fountains and bottle fillers will be disinfected nightly or more if needed.
- All outdoor tables, benches, play equipment and play structures that are used during recesses will be disinfected, at least nightly.

**Cleaning/Disinfecting schedules will be available for review in the Maintenance Office.**

# Instructional Models

All students start the year in Distance Learning until Tulare County meets the requirements set by the Governor for reopening In-Person learning



## Independent Study

- Instruction will require the staff, students & parents to work as a team & communicate.
- Teachers or independent study aide (depending on long or short term) will connect with their students on a regular basis prioritizing their time together on the most important, relevant instructions.
- This approach for long term includes interacting and learning through computer and other technology (e.g., video, audio, phone), as well as live interaction with the teacher, aide and peers via Zoom. Different programs will be used (i.e. Dreambox, Lexia, ALEKS, STAR etc.).
- Instructional aides will be assisting some students with assignments intervention and assessments for short term.
- For long term, participation in the live Zoom sessions and completing work through packets, google classroom and Flip grid is crucial for each student to learn
- For long term, attendance will be taken during live instruction sessions and through evidence of completing the assigned work. Parents/Guardians need to communicate with the teacher for any issues with the live sessions and, or work assigned.
- For short term, attendance will be dependent on the evidence of completing all the assigned work. Parents/Guardians need to communicate with the teacher or independent study assistant for any issues .

## In-Person Learning

- Once In-Person learning is launched, the district will decide which plan to follow based upon COVID condition, the Governor's directive and mandates from the Tulare County Health Official.
- Students may need to move to independent study if Covid positive or exposed to a positive case.
- Moving from independent study to In-person learning and back to independent study may be fluid throughout the year due to being Covid-19 positive or exposed to a positive case or showing symptoms .
- Parents/Guardians continue to communicate with your child(ren)'s teacher throughout the year.



# Reopening Transition Plans

Sundale will be in person for the 2022-23 school year. However, if for any reason, Sundale is required to offer other educational options for any reason, including but not limited to quarantine, school closure, or regulations: long or short term independent study might be offered.

## Independent Study

ALL students participate in long or short term independent study (See page 9 for more information).

- Rigorous/Effective Distance Learning Model
- Implemented Assessment Protocols
- Established Distribution of learning packets, textbooks, library books, technology, supplies and materials
- Connection and outreach to students
- Orientation with parents and students
- Engagement and appropriate intervention
- Staff professional development

## Long Term Independent Study

If long term independent study is offered: All students in long term independent learning will be in-person for learning check-ins, assessments, individual or small group instruction.

Due to a closure, on campus learning opportunities will be prioritized for the following groups or reasons:

- Students with an IEP and, or 504
- Students identified in as ELL, Foster or homeless
- Students in need of accelerated learning/ interventions
- Students in need of social emotional needs
- Students needing to assess for -Initial ELPAC 1
- Students needing support for other assessments

## Regular In Person

Sundale first option will always be a regular 5 days per week in-person instructional programming as long as the mandates given by CDPH or the Governor allow. (See page 9)

# Long Term Independent Study Schedule

## **Live Whole Group Sessions with a Teacher**

The day will begin with a whole class session designed to build community, improve social-emotional learning, set goals for the day, and get ready to learn. Later in the day, students might also have a Language Arts and a Math session where the teacher will deliver instruction.

## **Live Small Group Sessions with Teacher**

Students may participate in 1-2 Live small group sessions with a teacher or instructional aide each day. This is a time for the student to receive support in an area of need, which could include, reading, language, math, language development and, or IEP/504 Goals.

## **Live Small Group Sessions with Support Staff (if needed)**

Depending on need, students may participate in an additional live session with an Education Specialist, a Counselor, or an Instructional Aide.

## **Independent Work Time with Support at Home**

Students will receive assignments to complete when not in live sessions. These assignments may include paper/pencil tasks, independent reading or online curriculum (i.e. Study Sync Houghton Mifflin, Accelerated Reader) and programs such as Dreambox, Core 5 (Lexia), ALEKS and or other work that supports learning from the live sessions.

## **Check-Ins with the Teacher and Other Support Staff**

Depending on the need, students will have check-ins with their teachers, instructional aides and other support staff providing support to meet the needs of the individual student and family. Depending on conditions, there may be an option to attend these in-person.

# Special Education and Student Services

Sundale is committed to providing equitable, quality education for all students under any model of learning. In collaboration with each family, Sundale's Special Education team will determine appropriate academic and social instruction that best meets the needs of each unique student.

For more information: Whitney Gonzales, Resource Specialist (559) 688-7451

## Learning Support

- Direct targeted instruction
- Push-in/Pull-out instruction
- Remote Instruction
- Zoom small group
- Social Skills
- Behavioral Health Services
- Parent Consultation
- Teacher consultation
- Instructional Aide support

## Service Available

- Designated Instructional Services:
  - Speech and Language, Occupational Therapy, Physical Therapy
- Specialized Academic Instruction
- Transition Services
- Behavior Intervention
- Mental health services
- Social Welfare Services

# Technology: Student Devices



Students will be distributed an appropriate device at the start of the school year. This device will ensure all students have equitable access to learning, support and resources. Communications about device distribution and pick up will be sent to families.

## DISTRICT AGREEMENT

### Acceptable Use Policy:

Students implicitly agree to the terms of the Acceptable Use Policy where the primary purpose to improve learning. This includes care of the physical device and internet safety.

### Expanded Access of Online Programs and Instructional Methods:

Because of COVID-19, the District has expanded its use of online programs and methods for instruction, including platforms like Zoom, Google Classroom and Flipgrid.

## TECHNOLOGY DEVICE/WIFI CHECKOUT

### Checkout:

- ✓ Each student must have a checkout form filled out before checking out a device, headphones and, or a hotspot.
- ✓ The forms can be found on the Sundale Website or can be filled out the day of checkout.
- ✓ The Devices will be returned on the assigned day at the end of the school year.

### Device Care:

Please report any damage immediately to the office or the student's teacher.

The student is responsible for any damage not attributed to regular usage.

## Helpful Resources/Guides for Parents

- *Printable Parent Guide for Lexia Core 5*  
<http://lexia.sundaleschool.com>
- Printable Parent Guide for Renaissance  
<http://ar.sundaleschool.com>
- Printable Parent Guide for Dreambox  
<http://dreambox.sundaleschool.com>
- Printable Parent Guide for Google Classroom  
<http://googleclassroom.sundaleschool.com>
- Website Parent Guide for Raz-Kids  
<http://raz-kid.sundaleschool.com>
- Website Parent Resources for Education City  
<http://educationcity.sundaleschool.com>

## TECHNOLOGY SUPPORT

All students will have the support of district technicians to ensure:

- Properly working technology
- Basic technical and digital support (accessing websites, password resets, access to instructional online programs)
- Accessing instruction and assessment through platforms such as Zoom, Google Classroom, Flipgrid, etc...

### How do I get technical support?

Fill out a e-form at:

<http://helpdesk.sundaleschool.com>

If its urgent matter, you may reach us via email  
[michael.phan@sundale.org](mailto:michael.phan@sundale.org) or [donna.leal@sundale.org](mailto:donna.leal@sundale.org)

📌 Website for Getting Started with Zoom  
<https://support.zoom.us/hc/en-us/categories/200101697>

📌 Website for Joining a Zoom Meeting  
<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meet>

📌 YouTube for Flipgrid  
<https://www.youtube.com/watch?v=6tfoCgQuqcw>

📌 Website for Flipgrid-Getting Started  
<https://blog.flipgrid.com/news/families>

📌 YouTube for Google Classroom for Parents  
<https://www.youtube.com/watch?v=lgS-hoSljnw>

# Tips for Independent Study Success

Sundale staff and parent(s)/guardian(s) work as a team to ensure their children receive the best education possible

## CLEAR EXPECTATION

Go over the schedule for the day with your child. Set goals to complete tasks. Set timers to remind children to get onto their live sessions.



## SPACE FOR LEARNING

Your children will achieve their best work in a quiet, comfortable, and dedicated space devoted to learning.



## TAKE BREAKS

Make sure your child(ren) take plenty of breaks from computers. Set alarms and encourage them to get up, get some fresh air, have a snack and participate in physical activities.



## ASK FOR HELP

Remember that you're not alone. Don't hesitate to ask your child's teacher for assistance with assignments, daily/weekly schedules and expectations and for feedback on your child's progress.



## READING EXPANDS THE MIND

When in doubt, have your children read. When you have time, read with them. For younger readers, consider using audiobooks. See the Sundale website for resources.



## FAMILY FUN

This can put added pressure on the family, so turn it into an opportunity to bond, have fun and create positive memories.

# Nutritional Services

Sundale will continue to provide lunch for all enrolled students until the approved waiver expires, then the lunch program will follow the regular Breakfast and Lunch regulations..

Breakfast will only be served when Sundale is providing on campus learning for all students.

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FOR MORE INFORMATION, CONTACT  
THE CAFETERIA MANAGER,  
LEZLEE MEDEIROS AT 559-688-7451.



## Health and Safety

- Students will wash hands before and after meals
- Students will eat outside as feasible.

- Student will store their facemask when not on by placing in a brown bag or be issued a lanyard to attach to it
- Food Service employees will follow guidelines for preparing and serving meals
- The food will be prepackaged before handing to a student/parent (summer seamless program)

-The following procedure will be in place : Lunch will be by grade level or span with seating being by class. Each classroom may be dismissed at different times in order to avoid crowding. The students will walk and enter the cafeteria with the same distancing through the assigned entrance to pick up the meal then be guided by staff to sit at the appropriate table inside and or outside. Each table will then be dismissed at different times and led by the trash can to dump garbage and then out the assigned exit if eating inside.

## Cleaning

- Food preparation and service areas will be cleaned following guidelines.
- Areas where students eat will be cleaned between each use and cafeteria restrooms will be cleaned/sanitized nightly.

## Food Service

- In-Person Meal service: Students will social- distance when required and practicable, sit by class and not share food inside and outside.
- Meals may be eaten in class, if necessary for distancing purposes.

# Transportation



## Safety/Sanitizing

- Bus schedules will be modified to meet social distancing guidelines when required and practicable.
- Hand sanitizer will be available to all students as they enter the bus.
- Windows will be open, as weather permits.
- Buses will be cleaned and disinfected between each route.

## Before Boarding

- Parents prescreen students for COVID-19 symptoms; keep students home if they have symptoms. Students who arrive at school with symptoms will be sent directly to the nurse's office.
- Students line up at the bus stop socially distanced when required and practicable (parents stay with children).
- 

## While on the Bus

- Students distance 3 feet where required and practicable

## Exiting the Bus

- Students follow driver instructions to exit the bus

---

*Shawn Verkaik,  
Asst. Director of Maintenance, Operations and Transportation  
559-688-7451*

---

# Extra Curriculars and After School Programs and Activities

All programs and activities will follow the requirements provided by CDPH and Tulare County Health Officials, and follow the expected safety protocols established for the regular school day.

✚ Any afterschool snacks will be prepackaged.

**PARTICIPANTS:** All participants must have the appropriate signed waivers or enrollment forms before participating.

**VISITORS/VOLUNTEERS:** Visitors and volunteers will be allowed, including family members according to CDC/CDPH mandates.

**SOCIAL DISTANCING:** When required and practicable appropriate social distancing will be implemented for the program or activity.

**FACE COVERINGS:** When required, staff will be encouraged to wear masks at all times when in doors. Participants will be encouraged to wear masks, when appropriate, unless performing a physical activity or have a documented medical reason.

**HAND WASHING:** All participants and staff will engage in frequent hand washing and use of hand sanitizer.


**CLEANING AND DISINFECTING:** All related equipment, spaces, and surfaces will utilize district cleaning protocols.




# Online Resources

## Handwashing


### CDC Handwashing at Home, at Play, and Out and About

 *English-* <https://www.cdc.gov/handwashing/pdf/handwashing-poster.pdf>  
*Spanish-* <https://www.cdc.gov/handwashing/pdf/handwashing-poster-es.pdf>

### CDC Handwashing: Keeping Your Family Healthy

 *English-* [https://www.cdc.gov/handwashing/pdf/family\\_handwashing-508.pdf](https://www.cdc.gov/handwashing/pdf/family_handwashing-508.pdf)  
*Spanish-* [https://www.cdc.gov/handwashing/pdf/family\\_handwashing\\_esp-508.pdf](https://www.cdc.gov/handwashing/pdf/family_handwashing_esp-508.pdf)

### CDC What You Need to Know About Washing Your Hands


*English-* <https://youtu.be/d914EnpU4Fo>  
 *Spanish-* [https://youtu.be/QYwW\\_7qCep0](https://youtu.be/QYwW_7qCep0)  
*American Sign Language-* <https://youtu.be/J6XaDkMD2NM>

## Facial Coverings

### About Face Masks & Coverings


 <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

### How to Clean Face Masks & Coverings

 *English-* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html>  
*Spanish-* [https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020\\_\(SP\).pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020_(SP).pdf)

## Social Distancing

### Social Distancing Basics

 *Infographic-* <https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-social-distancing-cloth-face-coverings.pdf>  
*American Sign Language-* <https://youtu.be/3KFHhEta68o>



## How to Screen Your Child's Health

### COVID-19 Symptoms

 <https://www.youtube.com/watch?v=WfjSVbQtHsk>

### Screening Your Child

 <https://childrensnational.org/visit/resources-for-families/wellness-resources/coronavirus/exposed>

# Sundale Union Elementary School District

TERRI RUFERT  
SUPERINTENDENT

CINDY GIST  
PRINCIPAL

KATIE BIANGONE  
EXECUTIVE ASSISTANT

ANN MARIE AZEVEDO  
SECRETARY

SHIRLEY WASNICK  
SECRETARY

13990 AVENUE 240 • TULARE, CA 93274  
PHONE (559) 688-7451 • FAX (559) 688-5905

**"Committed to Academic Excellence"**

SCHOOL BOARD

FRED BROWN

GREG FERNANDES

JUDY JAMESON

RALPH WALTON

JOHANNA WEERHEIM

Date: \_\_\_\_\_

To the Parents/Guardians of \_\_\_\_\_:

Your child is exhibiting the following symptoms:

- |  |   |
|--|---|
| <input type="checkbox"/> Fever (100.4 or above)                      | <input type="checkbox"/> New loss of taste or smell                               |
| <input type="checkbox"/> Chills                                      | <input type="checkbox"/> Headache   |
| <input type="checkbox"/> Cough (onset or worsening)                  | <input type="checkbox"/> Gastrointestinal symptoms (Diarrhea, nausea or vomiting) |
| <input type="checkbox"/> Shortness of breath or difficulty breathing | <input type="checkbox"/> Other: _____   |
| <input type="checkbox"/> Congestion, runny nose, or sore throat      |   |
| <input type="checkbox"/> Unusual muscle or body aches or fatigue     |   |

These symptoms have been identified by World Health Organization (WHO) and Center for Disease Control and Prevention (CDC) as possible symptoms of COVID-19. It is recommended that you follow the CDC guidelines at: [CDC Coronavirus Disease 2019: What to Do If You Are Sick](#)

- Keep your child at home except to seek medical care
- Notify your medical provider of your child's symptoms
- If your child exhibits the following symptoms **SEEK EMERGENCY MEDICAL CARE IMMEDIATELY:**
  - Trouble breathing
  - Inability to wake up or stay awake
  - Pain or pressure in the chest that does not go away
  - Blue lips or face
  - New confusion
  - Severe abdominal pain

In order for your child to return to school ONE of the following must take place:

1. Your child sees a healthcare provider and returns with a note stating they have been assessed AND:
  - Are cleared to return to school, AND
  - Do not qualify for COVID-19 testing, AND
  - Provide an alternative diagnosis
2. Your child receives a negative COVID-19 test (at a physician's office or approved testing location)
3. Your child DOES NOT see a healthcare provider. The following must occur:
  - Child MUST stay home from school for ten (10) days from when symptoms first appeared, AND
  - Child MUST be fever free for at least 24 hours without the use of fever reducing medications, AND
  - All other symptoms have improved.

**First possible date of return:** \_\_\_\_\_ **If NO provider seen.**

- ❖ This date is subject to change based on symptoms

We understand how difficult this time can be. Our top priority is to promote the health and safety of all of our students and staff. Thank you for helping us protect all members of our community

Please contact the school if you have any questions regarding these guidelines.

Thank you,

Sandra Dutch RN, BSN, PHN

559-688-7451

Credentialed School Nurse, Sundale Elementary

\_\_\_\_\_  
Designated Staff

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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RALPH WALTON

JOHANNA WEERHEIM

Date: \_\_\_\_\_

To the Parents/Guardians of \_\_\_\_\_:

Based on information reported to us, there was a positive case within your child's grade level/cohort. Due to privacy laws, we do not release information about the person(s) with COVID-19.

We are following public health guidance where close contacts must quarantine 14 days after they were exposed to the person with COVID-19. **YOUR CHILD IS NOT CONSIDERED TO BE A CLOSE CONTACT AND IS NOT REQUIRED TO BE QUARANTINED AT THIS TIME.**

Call your child's doctor if they have any symptoms of COVID-19 or if you have questions about their health.

The health and safety of our students and staff is our top priority. We will contact you to obtain or provide you with any additional information as needed.

Please contact the school office if you have any questions regarding these guidelines.

Thank you,

Terri Rufert

Superintendent, Sundale Elementary

\_\_\_\_\_  
Designated Staff

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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JOHANNA WEERHEIM

Date: \_\_\_\_\_

To the Parents/Guardians of \_\_\_\_\_ :

Last Date of Exposure: _____	
<b>Option A:</b>	Required Test Dates: _____
<b>Option B:</b>	Last Day of 7-day Quarantine*: _____ May Return On: _____
Testing Window for Modified Quarantine: _____	
<b>Option C:</b>	Last Day of 10-day Quarantine: _____ May Return On: _____
*Must be symptom free and have tested negative on days 5-7 (indicated above)	
Additional Notes: _____	
_____	
<i>The dates mentioned above are subject to change due to changes in policy/procedures or any additional information we receive.</i>	

Based on information reported to us, your child has been exposed to COVID-19. Due to privacy laws, we do not release information about the person(s) with COVID-19.

We are following public health guidance where close contacts are recommended to quarantine 7 days\* or 10 days after they were near the person with COVID-19 or remain in school with a negative COVID test every 3 days. Quarantine means remaining at home because your child might have caught the virus and it is very important in reducing the spread of COVID-19. The important dates for each option are indicated above.

**Option A:** A student that has been exposed to COVID-19 has the option to remain at school if they have tested negative immediately and then every 3 days until the 10-day window has passed. The student must also wear a mask while indoors for 7 days from the date of exposure. Testing may be performed at school free of charge or at a testing facility of your choice. However, we are not able to accept home tests. This option is not available for in-home exposures where the family is not able to remain separated (more than 6 feet).

**Option B:** A student that has been exposed to COVID-19 has the option of a 7-day quarantine if the child is not showing any symptoms and has received a negative COVID test on or after day 5 since the exposure.

**Option C:** A student that has been exposed to COVID-19 has the option of a 10-day quarantine if the child is not showing any symptoms. It is not required that the student be tested for COVID-19 with this option in order to return to school.

**If your child has been vaccinated or has tested positive for COVID-19 within the past 3 months, please notify the school office to review additional options that may be available for your student.**

It is recommended that your child be tested for COVID-19 during their quarantine after 5 days from the exposure (get a test sooner if they feel sick). Testing is recommended regardless of whether they feel sick with symptoms or not. Call your child's doctor if they have any symptoms of COVID-19 or if you have questions about their health.

The health and safety of our students and staff is our top priority. We will contact you to obtain or provide you with any additional information as needed. The public health department may reach out to you as well via letter or phone to discuss these recommendations.

Please contact the school office if you have any questions regarding these guidelines.

\_\_\_\_\_  
Designated Staff

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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RALPH WALTON

JOHANNA WEERHEIM

Date: \_\_\_\_\_

To the Parents/Guardians of \_\_\_\_\_ :

Last Date of Exposure: _____	
<b>Option A:</b>	Required Test Dates: _____
<b>Option B:</b>	Last Day of 7-day Quarantine*: _____ May Return On: _____
Testing Window for Modified Quarantine: _____	
<b>Option C:</b>	Last Day of 10-day Quarantine: _____ May Return On: _____
*Must be symptom free and have tested negative on days 5 7 (indicated above)	
Additional Notes: _____	
_____	
<i>The dates mentioned above are subject to change due to changes in policy/procedures or any additional information we receive.</i>	

Based on information you have reported to us, your child has been exposed to COVID 9 Exposure is considered to being within 6 feet for more than 5 cumulative minutes within a 24 hour period with someone that has tested positive for COVID 9 while they were showing symptoms or 2 days prior to the positive test of the positive individual is asymptomatic

We are following public health guidance where close contacts are recommended to quarantine 7 days\* or 0 days after they were near the person with COVID 9 or remain in school with a negative COVID test every 3 days Quarantine means remaining at home because your child might have caught the virus and it is very important in reducing the spread of COVID 9 The important dates for each option are indicated above

**Option A:** A student that has been exposed to COVID 9 has the option to remain at school if they have tested negative immediately and then every 3 days until the 0 day window has passed The student must also wear a mask while indoors for 7 days from the date of exposure Testing may be performed at school free of charge or at a testing facility of your choice However, we are not able to accept home tests This option is not available for in home exposures where the family is not able to remain separated (more than 6 feet)

**Option B:** A student that has been exposed to COVID 9 has the option of a 7 day quarantine if the child is not showing any symptoms and has received a negative COVID test on or after day 5 since the exposure

**Option C:** A student that has been exposed to COVID 9 has the option of a 0 day quarantine if the child is not showing any symptoms It is not required that the student be tested for COVID with this option in order to return to school

**If your child has been vaccinated or has tested positive for COVID 19 within the past 3 months, please notify the school office to review additional options that may be available for your student.**

It is recommended that your child be tested for COVID 9 during their quarantine after 5 days from the exposure (get a test sooner if they feel sick) Testing is recommended regardless of whether they feel sick with symptoms or not Call your child's doctor if they have any symptoms of COVID 9 or if you have questions about their health

The health and safety of our students and staff is our top priority We will contact you to obtain or provide you with any additional information as needed The public health department may reach out to you as well via letter or phone to discuss these recommendations

Please contact the school office if you have any questions regarding these guidelines

\_\_\_\_\_  
Designated Staff

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# Sundale Union Elementary School District

TERRI RUFERT  
SUPERINTENDENT

CINDY GIST  
PRINCIPAL

KATIE BIANGONE  
EXECUTIVE ASSISTANT

ANN MARIE AZEVEDO  
SECRETARY

SHIRLEY WASNICK  
SECRETARY

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**"Committed to Academic Excellence"**

SCHOOL BOARD

FRED BROWN

GREG FERNANDES

JUDY JAMESON

RALPH WALTON

JOHANNA WEERHEIM

Date:

To the Parents/Guardians of \_\_\_\_\_ :

Symptoms Began On: \_\_\_\_\_

Date of Positive Test: \_\_\_\_\_

Last Day of 10-day Isolation: \_\_\_\_\_

May Return On\*: \_\_\_\_\_

*\*Symptoms must be improving and no fever within the last 24 hour period without fever reducing medication. If the doctor or public health department recommend a longer timeframe, please contact the school office.*

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*The dates mentioned above are subject to change due to changes in policy/procedures or any additional information we receive.*

You have reported to us that your child has tested **POSITIVE** for COVID-19.

We are following public health guidance where positive cases must isolate for 10 days after they began to show symptoms. According to our records, your child's symptoms began on the date listed above and they received positive test results on the date listed above. Your child may return to school after a 10-day isolation, unless their symptoms have not improved, they have had a fever within the last 24-hour period, or if their doctor or the public health department recommend differently.

If your child has been in contact with any other Sundale students while symptomatic, please inform the school immediately so that appropriate action may be taken.

Please do not send anyone that lives within your household to pick up or drop off any student work until the end of the isolation period. You can make arrangements with your child's teacher to send pictures or scan completed work to them. Additionally, your child's teacher may scan and email new work to your child. If you have someone from outside of your household that is able to pick up work for your student(s), please communicate with your child's teacher. This applies to the ill child as well as any other students that live within the household.

The health and safety of our students and staff is our top priority. We may contact you to obtain or provide you with any additional information as needed. The public health department may reach out to you as well via letter or phone to discuss these recommendations.

Please contact the school office if you have any questions regarding these guidelines.

\_\_\_\_\_  
Designated Staff

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date