



**TULARE COUNTY
HEALTH & HUMAN SERVICES AGENCY**

Karen M. Elliott, MBA • Director • Public Health Branch Director
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Agency Director

Waiver Application Cover Form

(for use by a Local Education Agency or equivalent)

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Name of Applicant (Local Educational Agency or Equivalent): Sundale Union Elementary

School District School Type:

Traditional Public School

Charter School

Private, Independent, or Faith-Based School

Number of schools: 1 Enrollment/ADA: 756 (TK-8)

Superintendent (or equivalent) Name: Terri Rufert

Address: 13990 Avenue 240, Tulare, CA 93274

Grades of Students Proposed to be Reopened:

TK K 1st 2nd 3rd 4th 5th 6th

Date of Proposed Reopening: November 2, 2020

Name of Person Completing Application: Terri Rufert

Phone Number: 559-688-7451

Email: terri.rufert@sundale.org

Signature: _____

Date 10-15-2020

Waiver Criteria

Sundale Union Elementary School District

I. Consultation

Please confirm consultation with the following groups:

A. Labor Organization

1. Name of Organization(s) and Date(s) Consulted: Sundale Teachers Association (STA), August 20, 2020
 - a. CSEA MOU Board approved on August 11, 2020
 - b. Staff Surveys: May 25th, 2020 September 9, 2020.
 - c. Staff Meetings: August 10, 2020, August 13, 2020, August 20, 2020
2. Summary: Staff surveys initially (May 2020) indicated that nearly 60% of teachers would feel comfortable coming back to work teaching a hybrid model and 41% would feel comfortable coming back in a traditional setting with an overwhelming 90% willing to assist with periodically disinfecting their own rooms and conducting health checks throughout the day. It is evident that the staff would prefer a cautious approach to re-opening in-person instruction. A secondary survey in regards to the waiver process (Sept 2020) indicated that staff would prefer for a TK-6th grade waiver application versus just TK-2 which supports the initial survey assessment of having a cautious re-opening.

B. Parent and Community Organizations

1. Name of Organization(s) and Date(s) Consulted:
Parent Surveys via link on website on June 9, 2020, June 30 2020, & September 10, 2020.
 - a. School Site Council/English Language Acquisition Committee meeting: April 15, 2020, August 19, 2020 & October 14, 2020.
 - b. PTO meeting: April 14, 2020, May 5, 2020, August 18, 2020 & October 6, 2020.
 - c. Parent Q & A meetings (Zoom) July 29, 2020, September 30, 2020, October 7, 2020 (Spanish)
Summary: Communication and consultation with our parents and community stakeholders has been and continues to be an ongoing and fluid process throughout this COVID-19 Pandemic, especially in the development of Sundale's plan to reopen. A parent survey (June 9, 2020) indicated that 97% (with 61% responding) would like to come back to school in August in a A/B Hybrid model. A recent survey (October 7, 2020) regarding waivers indicated that parents preferred the district apply for a TK-6th grade waiver or if the county opened up per Governor's color rating, 86% (with 93% responding) would be comfortable with in-person A/B Hybrid model for their child(ren).
SSC/ELAC parents agreed that a waiver should be applied for TK-6th grade in-person instruction with the safety procedure in our reopening plan adhered to. Most parents were eager to see students return to in-person instruction in.

C. Governing School Board

1. Dates Consulted:
Reopening Update has been an agenda item at each board meeting since June 2020, with the exception of September 28, 2020.
On October 13, 2020, the board unanimously approved filing a waiver for TK-6th grade with only starting with the grade levels that can be 6 foot distanced in the

classroom, due to the number of students per class. They wanted to make sure the re-opening adhered to the health and safety guidelines while trying to bring as many students on campus for as many days and hours as feasible.

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing the following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

A. Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized. (See P. 8-Reopening Guidebook)

1. Custodial staff are assigned to designated areas to disinfect, including certain classrooms and are on a schedule and repetitive cycle for those high frequented areas such as bathrooms, buses, etc. New disinfectants and foggers have been reviewed and purchased to ensure that the appropriate materials are used to kill the COVID19 virus. Custodial staff have been trained (3/27/2020, 5/25/2020, 8/7/2020 and 9/30/2020) on how to clean and disinfect all surfaces. The custodial staff will have reminders of the requirements periodically each month through emails, one-on-one conversations and at staff meetings.
2. Teaching staff, certificated and classified, have agreed to clean small group table tops after each group has finished their small group instruction and door handles throughout the day. Teachers and staff have been trained (7/21/2020 & 9/30/2020) on how to sanitize and disinfect their classrooms. The staff will have reminders of the requirements periodically each month through emails, one-on-one conversations and at staff meetings
3. Shared items will no longer be available. Each student will have their own materials kept in their own area of the classroom. If there are to be shared items due to a collaborative project, then hand sanitizer will be used before and after they used the items as well as the items being washed down with a disinfectant.

B. Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort. (See P. 7, 15-Reopening Guidebook)

1. Sundale will be able to minimize cohort mixing by having all grade levels stay together through recesses and cafeteria time so that we can contain all contact with only their grade level. Recess areas will be designated for certain grade levels and classes and will have a designated time to the playground by themselves. We will not be serving lunch in the cafeteria. Lunches will be delivered to TK-K classrooms before dismissal. Students in 1st-6th will have assigned areas manned by a masked and gloved employees to be handed a prepackaged lunch and then be taken, by masked staff, to the bus or pick up area while 6 foot distancing. Breakfast will be eaten in the classroom. Breakfast will be prepackaged. During meal time, masks will either be around each child's neck with a lanyard or in a brown paper bag with his or her name on it while he or she eats.

2. During the instructional time in the classroom, students will be socially distanced at their desks with wearing their masks.

C. Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts. (See P. 5, 7, 15, 16-Reopening Guidebook and Map)

1. Morning Arrival Procedures
 - a. Multiple drop off areas will be available.
 - b. There are three drop off areas designated by grade level (if multiple grades, go by the youngest student's grade)
 - c. Buses will assign bus stops and times to pick up the students.
 - d. Parents (masked) must remain with the students (masked), 6 foot distancing, until the child is on the bus.
 - e. Students with Covid-19 symptoms will be sent home with the parent.
 - f. Buses have a separate designated drop off away from the other drop off areas.
 - g. Buses will load from back to front and unload from front to back.
 - h. Students (masked) will be 6 foot distanced with families sitting together.
 - i. School will begin at 8:10 and students can be dropped off as early as 8:00, but must be masked and go immediately to the classroom.
 - j. Parents cannot come on to the school campus.
2. Afternoon Dismissal Procedures
 - a. Students will be dismissed in a staggered format.
 - b. Dismissal time will depend on the grade level and, or assigned bus time.
 - c. Students will exit the same gate they entered in the morning.
 - d. Buses will load from back to front and unload from front to back.
 - e. Students (masked) will be 6 foot distanced with families sitting together.
 - f. Parents wait outside the campus and students come to them.
 - g. Staff will monitor students and how they exit the campus to their parents.
 - h. While waiting for the bus and or parents, students (masked) will stand on or next to a marker.
3. Cafeteria: Breakfast/Lunch & Recess Time
 - a. Breakfast will be provided in the classroom for students during the first part of the day or in the cafeteria/outside at assigned tables by classroom. Lunch will be a grab and go and not eaten on campus.
 - b. Certain grade levels will enter the cafeteria through certain entry ways and stay in a certain area/tables of the cafeteria. Then the area will be disinfected prior to the next group.
 - c. While waiting in line, students will stand on or by a marker that is 6 foot distancing
 - d. Benches will have stickers indicated where to sit to 6 foot distance. Students will only sit on one side of a table and face the same direction.
 - e. Different entrances will be assigned for specific grade levels so there is not mingling of different grade levels.
 - f. Playground is divided up by grade level so that fewer students interact with each other (by grade and class).

D. Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced. (See P. 5, 7, 15, 16-Reopening Guidebook)

1. The moment any staff member, student, or visitor enters the campus or bus, they will be required to wear a mask. Any adult or child that has medical reasons for not wearing a mask, may wear a shield with a drape.
2. Masks are available for all staff, students and visitors. They are available in the office, in the classroom, cafeteria, at the entrances during morning drop off and on the bus.

DI. Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately. (See P. 5, 7, 16-Reopening Guidebook)

1. Staff are to take the health assessment prior to coming to work and sign off on the monthly form that they are healthy to work that day. The Health Assessment includes a "no" response to the CDC questions:
 - a. Are you experiencing any symptoms such as current or recent fever (100.4 or higher), new or worsening cough, new or worsening shortness of breath or respiratory illness, sudden lack of taste or smell, sudden onset of unexplained gastrointestinal illness, headache, chills, fatigue or body aches?
 - b. Have you been in close contact with anyone who has been diagnosed with COVID19?
 - c. Have you been in close contact with anyone who is experiencing symptoms of COVID19 but is yet to be confirmed?
 - d. Are you living with or in close contact with anyone such as a family member who is experiencing symptoms or has been confirmed as positive for COVID19?
2. Students will have their temperature taken prior to entering the campus and visual wellness check will be done. An employee will be at each entrance with a touch-less thermometer. Students will have their temperature taken prior to boarding the bus. Students who have a temperature of 100.4 or higher will not be permitted on campus or the bus. Parents will be expected to conduct their child's health assessment (including the aforementioned questions in 1 above) prior to coming to school as well.

3. Persons with any COVID symptoms will be treated presumptively as if positive for COVID19. They will be asked to do the following:
 - a. Isolate until they meet the CDC criteria of >10 days of symptom start, symptoms have improved, and no fever in the last 24 hours.
 - b. Person may return sooner than 10 days 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.
4. ILL Students:
 - a. Students tell their teacher or staff member that they are not feeling well or after a teacher conducts a visual wellness check and child appears to not be feeling well, the student will be sent to the health for further evaluation.
 - b. Staff member has the student report to the nurse's office to be examined by the Health Aide.
 - c. Health Aide, wearing the appropriate CDC recommended PPE, will determine if the symptoms are conducive to COVID19. If yes, then the student will be isolated in a separate room with a door to the outside. The room is behind the nurses room but attached by a door.
 - d. Parents are called to come pick up their child and a COVID19 letter with all the information in #3 above, as well as a list of testing sites will be shared with the parent.
 - e. If the doctor determines that the child has COVID19, the school district will follow the protocols from the Health Department.
 - f. Investigate who has had direct contact with the child and proceed with contact tracing.
 - g. Follow contact tracing guidelines for quarantining appropriate students and staff.
 - h. If quarantine is necessary, it can be isolated to the entire classroom or the entire grade level depending on the recommendation of the Tulare County Health Department. The district is implementing grade level lunch and recess schedules so that there is limited contact with other grade levels in order to contain any need for quarantine to the fewest people possible.
5. ILL Staff Members:
 - a. Employee notifies the Principal or Superintendent immediately of health concerns.
 - b. If conducive to COVID19 symptoms, the employee will be asked to go home

F. Healthy Hygiene Practices: The availability of hand sanitizer stations, and how their use will be promoted and incorporated into routines. (See P 7, 15, 16-Reopening Guidebook)

1. Hand sanitizer stations are placed around the campus grounds, in the cafeteria, in every classroom and every bus.

2. Teachers conduct hand-washing exercises and dedicate time for all students to wash their hands after recess, before lunch, and after the bathroom breaks.
3. Educational flyers on how to hand-wash in all bathrooms.
4. Bottle water filling stations will be used to encourage students to drink from their individual water bottles that have been provided by the district. Sundale will provide a refillable water bottle to each child. All water fountains have been wrapped so they cannot be used.
5. The district will provide a Healthy Hygiene resources for teachers to use to educate and remind their student.

G. Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19. (See P. 6-Reopening Guidebook)

1. The Superintendent, Terri Rufert, is the contact tracer and will conduct all the contact tracing in consultation with the TCHHSA nurse, the school RN, if she is on campus and the health aide. All officials will work together to determine a course of action for the school.
2. The Superintendent will work with TCHHSA to determine appropriate next steps, including whether an extended closure for a classroom, grade level, grade span, or entire school is needed to stop or slow further spread of Covid-19.
3. The Superintendent will notify all families and employees of those who may be affected by the exposure after all contract tracing is completed.
 - a. Contact Tracing Procedures:
 - i. Assess the risk - identify close contacts, create a list, take action
 - ii. Identify close contact -was the person within 6 ft for a prolonged period of time (more than 15 minutes cumulatively over a 24 hour period) with the confirmed person?
 - iii. Identify exposure locations - classroom? Bus? Entrance? Exit? Common area?
 - iv. Start the Facility Contact List Risk Assessment Spreadsheet - risk level - high? Low?; Specific time/distance? PPE? Description
 1. If high - 14 day quarantine
 2. If low - remain in school and monitor symptoms
 - v. Be prepared to take action
 1. Confirmed positive- Isolate
 2. High Risk - Quarantine
 3. Low Risk - Monitor symptoms
 - vi. All high risk contacts will need to be COVID19 tested by the end of the 14 day quarantine period.

H. Physical Distancing: How space and routines will be arranged to allow for adequate physical distancing of students and staff. (See P. 5, 7, 15, 16-Reopening Guidebook)

1. Signs have been posted throughout the campus to remind everyone to socially distance.
2. Floor markers are placed where students congregate in lines, such as the cafeteria or buses, to remind students to stand 6 ft. apart.
3. Student desks are positioned 6 ft. apart.

I. Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

1. Various communications through social media, Remind App, E-mails, Zoom Town Halls, Zoom parent meetings (PTO, SSC, Dad's Club) and the website have been used explaining the waiver process, what is a waiver, re-opening health and safety guidelines, etc.

J. Testing of Students and Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

1. When any staff member or student falls ill and has symptoms of COVID19, E4- Ill Students, and E5- Ill Staff, in this application will be followed. This includes students and staff returning only with a doctor's note stating that they are negative for COVID19 or have met CDC criteria to discontinue isolation (See attached parent letter).
2. A list of testing sites will be provided to families and staff to ensure immediate access to a test is available so that returning to school is not delayed. Testing site in Tulare County link:
<https://covid19.tularecounty.ca.gov/covid-19-testing-sites/> or call 211
3. Staff will be strongly recommended to test periodically by their primary care physician or by visiting the aforementioned testing sites. The current recommendation is 25% of staff every 2 weeks or 50% every month rotating staff.

K. Triggers for Switching to Distance Learning: The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

1. A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department “Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school
2. During any closure, disinfection of the entire school will take place.

L. Communication Plans: How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

1. The Superintendent will send a letter to all parents explaining the cases and exposure without releasing student or staff names. The district will continue to use Blackboard Connect, our mass telecommunications systems, social media and the Remind App to communicate with parents. Confidentiality is our number one priority.

Appendixes:

- Sundale UESD Guide to Re-Opening In-Person Instruction
- Site maps with designated play and restroom areas and drop off/pick up areas
- Recess Schedule with assigned areas
- Staff Health Screen
- Note Home for Student with Symptoms (Also Available in Spanish)
- Quarantine Information Sheet for Parents (Also Available in Spanish)



Reopening Guidebook for 2020-2021



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

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District Commitments

The reopening of learning at Sundale for the 2020-21 academic year is a commitment 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.

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.

Message from the Superintendent



Welcome back everyone.

I know we are starting school under very unique circumstances. I appreciate all of the work that the Sundale staff, parents and students put in to the distance learning last year. Because of the success, I have no doubt that the students will benefit even more this year. As we open for the 2020/2021 school year, there will be many new procedures, processes, and systems in place to ensure the safety of our students, staff, and parents while also ensuring that learning continues for every Sundale student.

On July 17, 2020, the Governor of California issued new mandates and processes for physically reopening school facilities throughout the state. These mandates essentially require Sundale to open the school year with 100% of our students in a quality distance learning program. As COVID-19 conditions improve in Tulare County, then Sundale will be able to consider offering in-person learning for all students and families who desire the in-person learning option. However, please recognize that any in-person learning option may or may not be allowable for several weeks, months or possibly throughout the entire school year if the conditions of COVID-19 in Tulare County do not improve according to various measures determined by California government officials.

As you know, the facts, public guidance, and general information related to COVID-19 has changed on a regular basis since March of 2020. With that in mind, please understand that the information in this guidebook may be modified or adjusted as the conditions change and/or new mandates are given by the government. We will continue to keep our staff, parents and community updated through our Social Media, Remind 101 App, Website and All Call System.

It is during tough times that we find out what we are made of. The Sundale community is made up of teamwork, resilience, generosity, creativity, determination, caring, focus, supportiveness, risk-takers, commitment, diversity and fun. Thank you all for being a part of what makes Sundale stand up above the rest! Now let's all come together to do it, again. Let's show everyone how to come together to educate children, develop moral integrity and self-worth in each student, celebrate our diversity and give each child every opportunity possible no matter what we face.

Sincerely,

Terri Rufert

State of California Update

On July 17, 2020, Governor Gavin Newsom issued the following guidance about reopening California schools this fall. Sundale is required to follow any executive orders from the governor as it relates to opening schools during COVID-19.

Schools can reopen when:

- ✓ Tulare County has been removed from the state's county monitoring list after 14 consecutive days of being off the county monitoring list
- ✓ The reopening plan will be based on the directives and guidance from the Governor and the Tulare County Health Official

When schools reopen:

- ✓ It is highly recommended that staff get tested for COVID-19 every two months and nurses every month and may mandate testing if the health department/Governor executive order requires it with cost of the test being covered by health insurance or Sundale.
- ✓ Staff required to wear face coverings (i.e. masks, shields). It is recommended that drapes are used with shields.
- ✓ Masks for Students according to CDPH guidance: However, all students will be required to wear masks on campus unless medically exempt due to CDHP guidance. We still encourage some type of face covering like a shield, if possible. Students not willing to wear masks will receive instruction through distance learning.
- ✓ Staff and adults will social distance 6 ft. (or the recommended distance) from each other. Students will social distance the maximum distance possible.

The focus of instruction is:

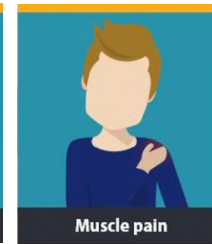
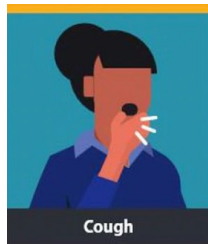
- ✓ Guaranteed access to computers, devices, and internet connectivity.
- ✓ Daily, live instruction and interaction, both with a certificated teacher and peer.
- ✓ Challenging, rigorous instruction, including: relevant learning tasks, grade level content and learning.
- ✓ Support of students with academic, social, emotional and health needs.

If providing on campus Instruction, schools must:

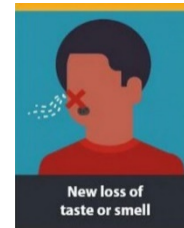
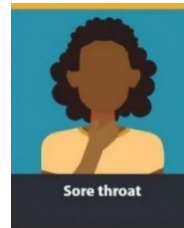
A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department "Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

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. Your child will also be checked at school, including temperature with a touchless thermometer.
2. If your child has symptoms or a temperature of 100.4 F or higher, keep them and any siblings home and contact the school,
3. Contact your health provider or medical clinic, to get a Covid-19 test.
-If positive, the child will need to isolate for 10 days and siblings home 14 days from last exposure and return when CDC requirements are met (symptoms improve and no fever without fever-reducing medicine)
-If negative, they can return 24 hours with symptoms.
4. If no test is taken, your child will need to isolate for 10 days and return when CDC requirements are met or a doctor's note permitting the child to return sooner than 10 days.
1. If child has been exposed to someone who has tested positive for COVID-19, please contact the school. Your child may need to be quarantined.

Procedures for Staff

2. Perform daily health and CDC COVID-19 symptoms check at home, before leaving for work. Sign return to work health check and agree to daily self-checks.
3. 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.
4. If you have symptoms or a temperature of 100.4 F or higher, stay home from work and Contact Mrs. Rufert or Mrs. Gist.
-Contact your health provider or medical clinic, to get a Covid-19 test.
-If positive, you will need to isolate for 10 days and return when CDC requirements are met (symptoms improve and no fever without fever-reducing medicine)
-If negative, you can return 24 hours after being symptom free without medication.
5. Immediately contact Mrs. Rufert or Mrs. Gist 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)

Guidelines for Health, Hygiene, and Safety

The following district guidelines are aligned to 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 and www.cdc.gov)

Social Distancing

- Maximize space between students and staff according to regulations. (www.cdph.ca.gov)
- Maximize space between seating and desks, between teacher and students and amongst students according to regulations.
- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.
- Minimize movement through hallways and common spaces.
- Stagger arrival and drop off-times and locations as consistently with designated routes for entry and exit.
- Stagger recesses, breaks, and food services for social distancing.

Health & Hygiene Habits

- Wash and sanitize hands frequently throughout the day, including after sneezing and the restroom.
- Implement visual health screening and thermal check for students upon entering school sites.
- Staff and visitors, wear a face covering, according to the CDPH guidelines. Sundale will provide for staff and students.
- Designated staff, including food services, use gloves in addition to face coverings.
- Students wear face covering as directed by the governor's and, or CDPH's directives and guidance.

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.
- Keep each student's personal belongings separated and ensure belongings are taken home each day.
- Students will be kept in groups/cohorts to the greatest extent possible.
- Design activities for smaller groups/cohorts.
- Doors and windows will be left open when possible to increase the air flow

Other Safety Precautions

- Ensure staff maintain physical distancing from each other.
- Daily cleaning, disinfecting, and sanitizing of busses and frequently touched surfaces with appropriate products.
- Limit non-essential visitors; any visitors to school sites will have to check in at the office for a visual wellness and thermal check.
- Limit group activities, including field trips, assemblies, and large gathering events when events are permissible.

Cleaning and Disinfecting Procedures

In accordance with the Center of Disease Control and Prevention (CDC) guidelines 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.
- Fog with an approved disinfectant to ensure all surfaces would be disinfected (nightly)
- Removal of trash (afterschool)

All restrooms

- Cleaning/Disinfecting all sinks, toilets, light switches, door handles and handrails with an approved disinfectant cleaner (after break, lunch recess, and nightly)
- Fog with an approved disinfectant (nightly)
- 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 drinking fountains, except the bottle fillers will be turned off and covered.
- All outside drinking fountains and bottle fillers will be disinfected after break, lunch recess and afterschool with an approved disinfectant cleaner.
- All outdoor tables, benches, play equipment and play structures that are used during recesses will be disinfected after each recess and afterschool.

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



Distance Learning

- Instruction will require the staff, students & parents to work as a team & communicate.
- Teachers will connect with their students on a regular basis prioritizing their time together on the most important, relevant instructions.
- This approach 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.
- Participation in the live Zoom sessions and completing work through packets, google classroom and Flip grid is crucial for each student to learn
- 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.
- Once In-Person learning is launched, parents may continue to opt for the distance learning model for the student based on medical issues/concerns with the student or within the family.

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 guidance from the Tulare County Health Official.
- In-Person could also be approved through a waiver when permitted by the Tulare County Health Official
- According to the Governor's directive, small groups of students may be allowed in-person learning with priority given to students with unique needs, special education, English learners, foster and homeless youth.
- Moving from distance learning to In-person learning and back to distance Learning may be fluid throughout the year. The Sundale Board will base their decision on regulations, safety and the overall academic and social-emotional well-being of the students.
- Decisions about moving to different plans will be viewed through the lens of safety and equity. Information/data will be reviewed regularly, as well as seeking stakeholder input.

Reopening Transition Plans

Sundale will offer two educational options: Distance Learning or In-Person Learning. In-Person Learning may be phased in, starting when local/county conditions meet the reopening criteria established by the directive of the Governor and guidance of the Tulare County Health Official.

Distance Learning

ALL students participate in Distance Learning (See Distance Learning Description on page 9 for more information).

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

A/B Blended Learning

Students will return to campus for 2 days per week with the other days in distance learning

Student needing extra support based on specialized needs and data will be offered intervention sessions on a 3rd day

Support staff are utilized to maintain social distancing and reduced group size requirements

All students who chose full distance learning will continue with the same expectation as when school started with distance learning.

Limited Students on Campus

All students full distance learning continue Distance learning unless they are notified to begin in-person learning for check-ins, assessments and, or small group instruction.

- Students with an IEP and, or 504
- Some small programs may begin modified in-person instruction
- All qualifying students report for Initial ELPAC 1 on 1 assessment

All Limitations Lifted

Sundale will return to regular 5 days per week in-person instructional programming when all social distancing and group size restrictions have been lifted by state and health officials.

All students who chose full distance learning will continue with the same expectation as when school started with distance learning, if permitted by law or a governor directive.

Distance Learning 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 their teacher 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 livesessions.

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 and related 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 or 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 Distance Learning 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 only during distance learning. Breakfast will only be served when Sundale transitions to In-Person learning (on campus).

Lunch will be ready for drive-up grab and go pick up at the Multipurpose Room Door between

11-1pm

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.
- Students/staff will wear face coverings while serving/picking-up food
- 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)
- *Lunch will be served to take home to eat, but will not be eaten on campus under the current infectious rates under the purple tier. The following procedure will be in place when we are able to return to a full schedule: Lunch will be by grade level. Each classroom will be dismissed at different times in order to avoid crowding. The students will walk following the markers to 6 foot distance and enter the cafeteria with the same distancing in through the assigned entrance to pick up a prepackaged meal then be guides by staff to sit at the appropriate table. The benches will have stickers to 6 foot distance with all students facing one direction. each class will then be dismissed at different time and led by the trash can to dump garbage and then out the assigned exit.

Cleaning

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

Food Service

- In-Person Meal service: Students will social- distance, sit by class and not share food.
- Distance Learning meal service: Drive up to multipurpose room between 11-1.
- Meals may be eaten in class, if necessary for distancing purposes.

Transportation



Safety/Sanitizing

- Bus schedules will be modified to meet social distancing guidelines.
- Hand sanitizer will be provided to all students as they enter the bus.
- Masks/face coverings, shields with drapes are required while waiting, before entering, and while riding the bus for parents, students and drivers.
- Students will sit socially distanced or with family members in seats designated by the driver.
- 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 home if have symptoms. Students who arrive with symptoms will be sent directly to the nurse's office. Students line up at the bus stop socially distanced. Parent stay with child(ren).

Students will wear masks while waiting for and riding on the bus.

Students temperatures will be taken (touch-less thermometer) before and receive hand sanitizer as they board.

While on the Bus

- Students sit in designated seats distanced from other riders
- Students wear a face covering

Exiting the Bus

- Students follow driver instructions to exit the bus
- Students go directly to the classroom or cafeteria

*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 guidelines provided by CDE Extended Day Program, the Governor's directives and the Tulare County Health Officials Guidance, 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 with no mixing of cohorts unless allowed by a Governor's directive or Tulare Health Officials.

VISITORS/VOLUNTEERS: No visitors will be allowed, including family members. Learners are expected to leave the school site at the end of the program or activity

SOCIAL DISTANCING: Appropriate social distancing will be implemented for the program or activity.

FACE COVERINGS: Staff will wear masks at all times. Participants will 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 before and after use.


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
Spanish- 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
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

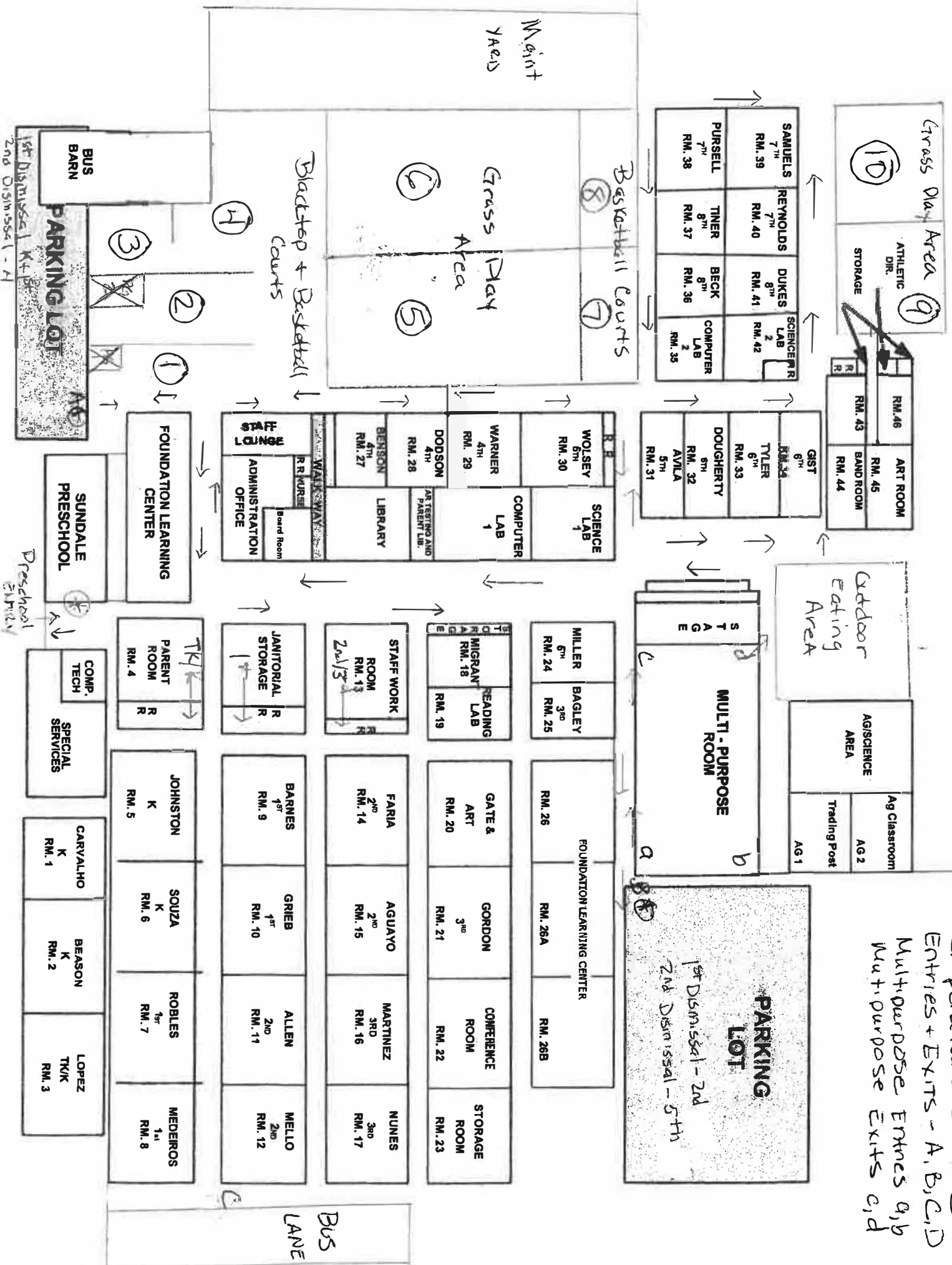
 <https://www.youtube.com/watch?v=WfjSVbQtHsk>

Screening Your Child

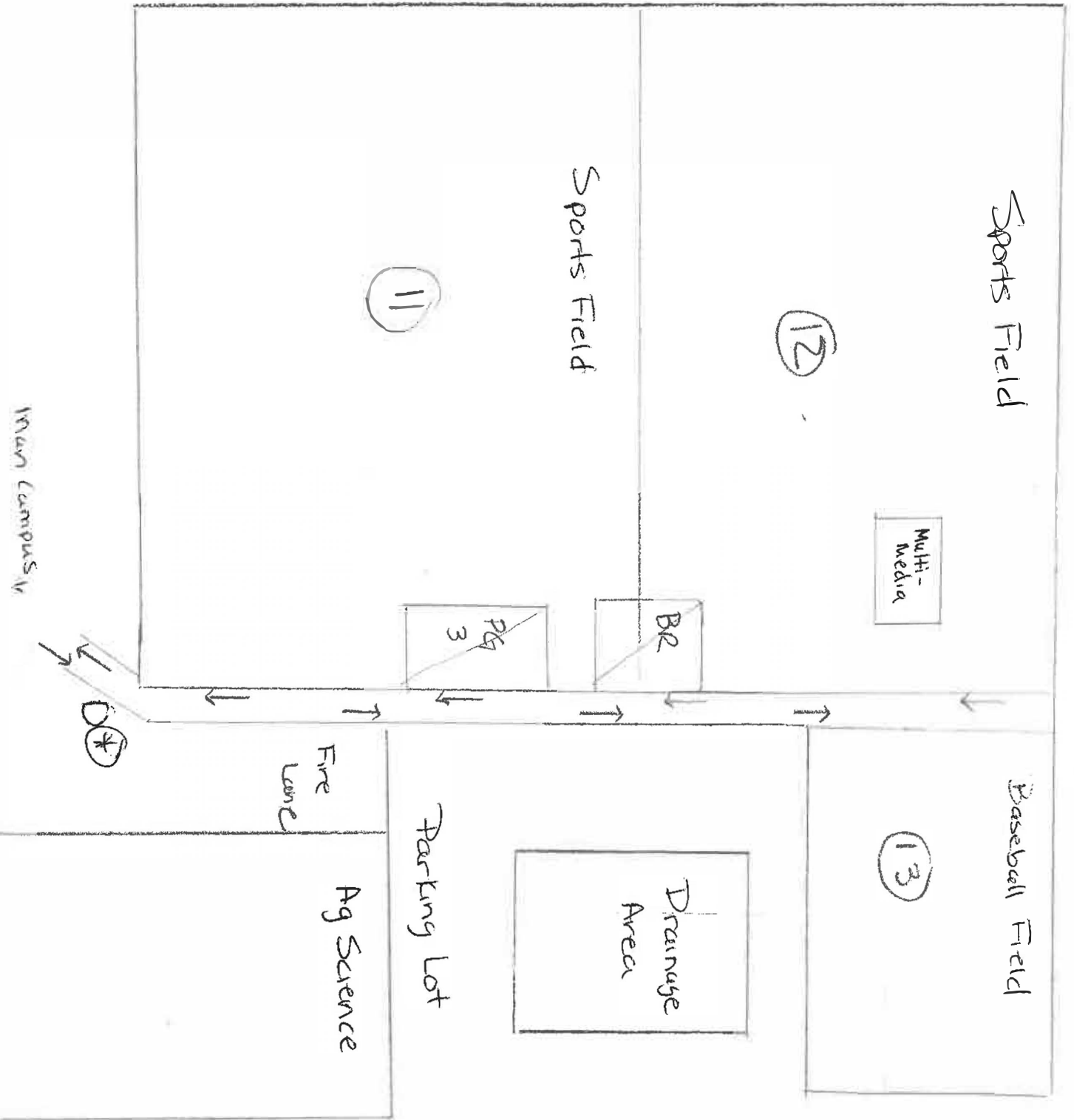
 <https://childrensnational.org/visit/resources-for-families/wellness-resources/coronavirus/exposed>

Sports complex → 1st Dismissal - 3rd 2nd Dismissal 4th...

Temperature Check - (X)
 Entries + Exits - A, B, C, D
 Multi-purpose Entries a, b
 Multi-purpose Exits c, d



SPORTS COMPLEX



Play Locations:	
#1	Front walk/grass (east side)
#2	Front walk/grass (west side)
#3	South Primary Basketball Court
#4	North Primary Basketball Court
#5	East Grass
#6	West Grass
#7	Middle School East Basketball Court
#8	Middle School West Basketball Court
#9	Middle School East Grass
#10	Middle School West Grass
#11	Sports Complex
#12	Sports Complex
#13	Sports Complex

*Classes will rotate play areas weekly

*Play areas will be the same for both morning break and lunch break

Play Locations:

TK/Kinder	Lopez 1	Beason 2	Carvalho 4	Johnson 5	Souza 6
1st	Barnes 6	Robles 5	Grieb 3	Medeiros 4	
2nd	Faria 1	Allen 4	Aguayo 3	Mello 2	
3rd	Martinez 7	Gordon 5	Nunes 8	Bagley 6	
4th	Benson 6	Dodson 4	Warner 8		
5th	Miller 5	Wolsey 3	Avila 7		

6th	Gist Sports Complex A	Tyler Sports Complex B	Dougherty Sports Complex C
7th	Reynolds	Samuels	Pursell
8th	Beck	Dukes	Tiner

	Tues.-Fri.		Temperature checks and Breakfast		Tues.-Fri.
TK/K	9:15-9:25		Food Cart		8:15-8:45 Amanda
	Donna F		Front Entrance		7:55-8:20 Susan
	Stephanie		Sports Complex		7:55-8:20 Leann
	Sheila	quad/hall	Fire Lane/café		7:55-8:20 Jeanette

1st	9:40-9:50		Bus Students and Drop off students		
	Rachel		Cafeteria/assist students	7:45-8:05	Michelle D.
	Penny		Bus-Walk to Café	7:45-8:25	Michael
	Karina	quad/hall	Bus-walk to classes	7:45-8:25	Donna L.
			Assist students to classes	7:55-8:20	Lupe

2nd-3rd	10:05-10:15				
	Gail	quad/hall			
	Terri N		Dismissal Duty		TK-2nd
	Jodi		TK-1 (Front)	11:20-11:40	Michelle D.
	LeeAnn		2nd (Sports Complex)	11:25-11:40	Jodi
			TK-2nd (Bus)	11:20-11:45	Donna F

4th-5th	10:30-10:40				
	Jeanette		Dismissal Duty		3-5th
	Lupe	B/R	3rd (Front)	12:05-12:30	Donna L.
	Connie		4-5th (Sports Complex)	12:10-12:30	Michael
			3-5th (Bus)	12:00-12:25	Lupe

Grade Level drop off/ pick up locations:

Tk-1st	Front/ Front
2nd	MP / Sports Complex
3rd	MP / Front
4-5th	Sports/Sports

Employee Symptom Checklist

Instructions: Prior to coming to work, please check your symptoms at home. Please respond by selecting Yes or No. If you answer yes to any of the below questions (not due to a known prior condition), please stay home and notify Terri or Katie immediately. Initial this form daily as you record your symptoms. For dates not worked, select N/A. If you have questions about possible symptoms, please contact Terri Ruffert at 559-972-7320 or Katie Biangone at 559-772-9496. This form is due every Monday for the prior week.

	Monday	Tuesday	Wednesday	Thursday	Friday
Date					
Employee Initials					
Are you working from campus today? If no, you do not need to complete the remainder of the form.					
Have you been exposed to someone with COVID-19? If yes, stay home.					
Record your temp. If over 100.4, stay home.					
Shortness of breath/cough/difficulty breathing					
Nausea/vomiting					
Chills					
Diarrhea					
Loss of taste or smell					
Muscle or body aches/fatigue					
Headache					
Sore Throat					
Congestion/runny nose					

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

Dear Parents/Guardians,

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 (D) 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](#)

(DI) Keep your child at home except to seek medical care and it is recommended to get a Covid-19 test.

(DII) Notify your medical provider of your child's symptoms

(DIII) If your child exhibits the following symptoms **SEEK EMERGENCY MEDICAL CARE IMMEDIATELY:**

- | | |
|---|--|
| <input type="radio"/> Trouble breathing | <input type="radio"/> Inability to wake up or stay awake |
| <input type="radio"/> Pain or pressure in the chest that does not go away | <input type="radio"/> Blue lips or face |
| <input type="radio"/> New confusion | <input type="radio"/> Severe abdominal pain |

In order for your child to return to school ONE of the following must take place (**we recommended to get a Covid-19 test**):

- 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
- Your child receives a negative COVID-19 test (at a physician's office or approved testing location)
- 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
- ❖ Siblings will also be asked to stay home from school for 14 days from their last close exposure with the sick child. (High-risk contacts quarantine at home for 14 days after the last exposure. It is recommended that all high-risk contacts are tested. If anyone has symptoms, they should test ASAP; otherwise, testing at the end of quarantine is recommended to rule out asymptomatic or pre-symptomatic infections.)

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 nurse at your child's school if you have any questions regarding these guidelines.

Thank you,

Sandra Dutch RN, BSN, PHN

559-651-0130, ext. 3715

Credentialed School Nurse, Sundale Elementary

Designated Staff

Title

Date