San Bernardino County
COVID-19

Response Guidance for K-12 Schools

Table of Contents

Purpose

It takes everyone to fight COVID-19. A strong partnership is necessary between schools, government, businesses, and support from the general public to fight the COVID-19 pandemic.

As school boards and administrators in San Bernardino County plan for the return of students utilizing various instructional models (distance learning, in-person classes and hybrid), a number of revised processes and preventive measures will need to be considered in order to prevent and reduce the spread of COVID-19. Thorough and strict policies are necessary for adhering to federal, state and local guidance regarding physical distancing, wearing face coverings, personal hygiene, and routine temperature and health screenings. These practices are the best defense against the spread of the virus.

The purpose of this document is to provide guidance to K–12 school districts, and private and charter schools, on conducting basic contact tracing and how to coordinate with the San Bernardino County Department of Public Health (SBCDPH) when responding to COVID-19 exposures and outbreaks.

This document is intended to serve as a companion guide to the California Department of Public Health (CDPH) COVID-19 Industry Guidance for schools. On July 17, 2020, CDPH released a framework for reopening in-person learning. School districts and school officials should closely review and follow state guidance. SBCDPH is available to provide additional support and guidance. As information changes frequently, school districts and school officials are encouraged to remain up-to-date on guidance from the Centers for Disease Control and Prevention (CDC), CDPH, California Department of Education (CDE), California Division of Occupational Safety and Health Administration (Cal-OSHA), and SBCDPH.

Prevention Best Practices

The best strategies against the spread of COVID-19 include:

FACE COVERINGS
- Teaching and reinforcing the proper use of face coverings and face shields for students and staff. Visit CDPH's guidance on the proper use, removal and washing of face coverings.

PHYSICAL DISTANCING
- Maintaining physical distancing of at least six feet between individuals.

HEALTHY HYGIENE PRACTICES
- Frequent hand washing for at least 20 seconds with soap and warm water.
- Using hand-sanitizer with at least 60% ethanol or 70% isopropanol alcohol when washing hands isn't feasible. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed. If you suspect poisoning, contact Poison Control right away at 1-800-222-1222.
- Teaching students and reminding staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Reminding families and staff to stay home when experiencing symptoms of COVID-19 or when a member of the household or close contact is experiencing symptoms.
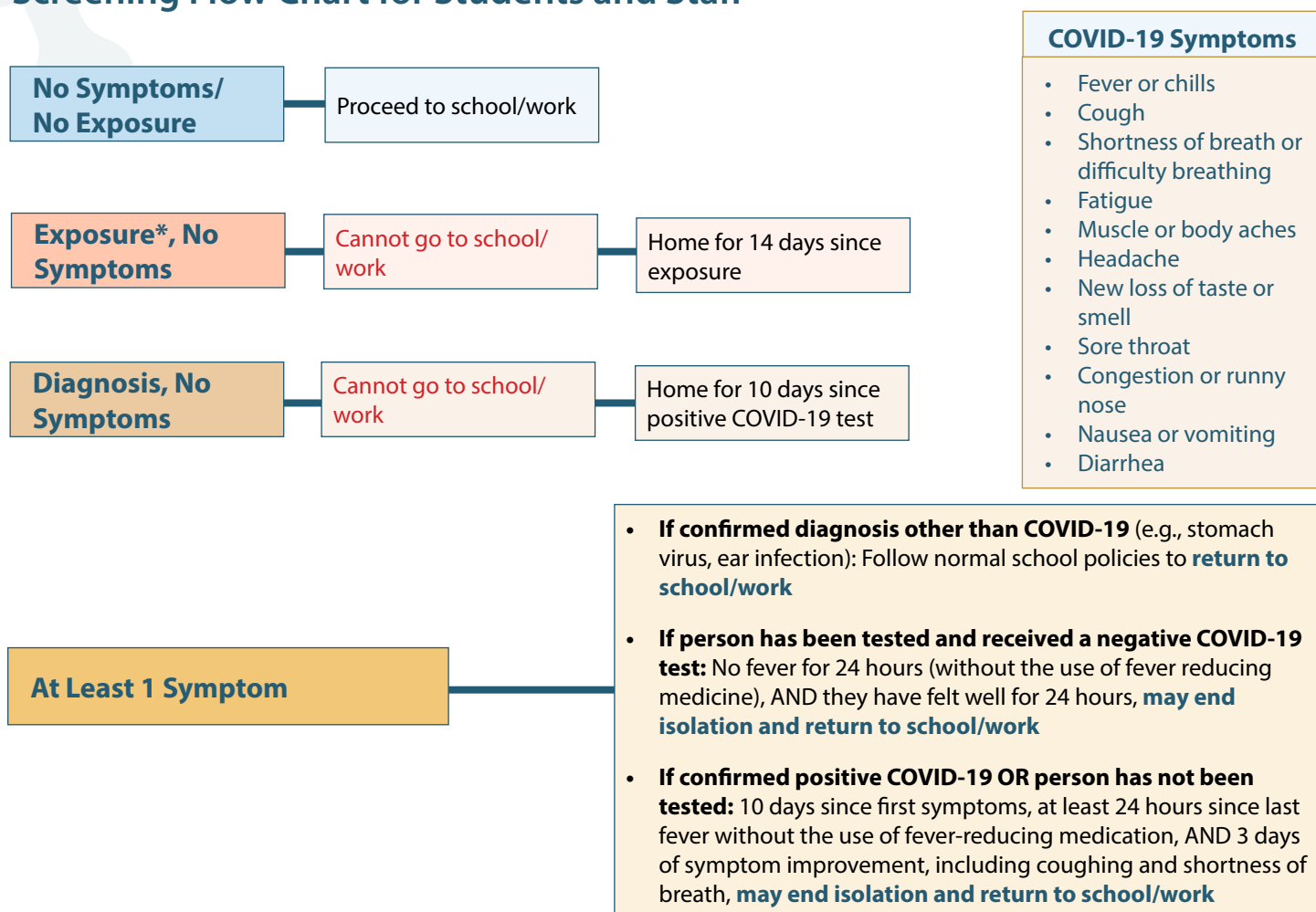
ENHANCED SAFETY & SANITATION
- Proper sanitation of facilities using EPA approved products.
- Signage should be displayed throughout the school on prevention measures such as: hand washing in all restrooms; social distancing and germ prevention in halls and cafeterias; etc. The CDC provides a number of printable resources.

COVID-19 Exposure Protocols

School districts and school sites should encourage staff and parents of students to report exposures or confirmed positive COVID-19 test results to SBCDPH by completing this survey. Alternatively, designated school or district staff can complete the survey when contacting staff or parents of students that have been exposed to COVID-19. SBCDPH will follow-up with contacts that are identified in the survey. See the Outbreaks section if three or more individuals in a school or district facility have tested positive for COVID-19.

Advise sick staff members, and students and families to follow CDC guidance to help prevent the spread of COVID-19. Refer to San Bernardino County's Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure, which helps determine the steps to take when an employee (or a student) has been diagnosed with COVID-19 or has been exposed to a person diagnosed with COVID-19.

Screening Flow Chart for Students and Staff

COVID-19 Symptoms

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

| No Symptoms/No Exposure | → | Proceed to school/work |

| Exposure*, No Symptoms | → | Cannot go to school/work | → | Home for 14 days since exposure |

| Diagnosis, No Symptoms | → | Cannot go to school/work | → | Home for 10 days since positive COVID-19 test |

At Least 1 Symptom

- **If confirmed diagnosis other than COVID-19** (e.g., stomach virus, ear infection): Follow normal school policies to **return to school/work**

- **If person has been tested and received a negative COVID-19 test:** No fever for 24 hours (without the use of fever reducing medicine), AND they have felt well for 24 hours, **may end isolation and return to school/work**

- **If confirmed positive COVID-19 OR person has not been tested:** 10 days since first symptoms, at least 24 hours since last fever without the use of fever-reducing medication, AND 3 days of symptom improvement, including coughing and shortness of breath, **may end isolation and return to school/work**

Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

Contact Tracing

Organizations that conduct early contact tracing have a better chance at successfully containing the spread of COVID-19. When students and staff become infected, communication and participation from school administration helps decrease feelings of anxiety about the unknown. Schools should initiate contact tracing to help contain the disease and prevent additional infections. Districts and school sites are encouraged to designate and train staff in basic contact tracing procedures.

The following training is free and provides a basic introduction to contact tracing: Making Contact: A Training for COVID-19 Contact Tracers (course registration and content may work best using the Google Chrome browser). Learners will encounter the basic definitions of contact tracing, gain an understanding of the steps involved, and become aware of the importance of confidentiality. SBCDPH is available for additional guidance, education, and training at the request of the district.

Schools can conduct basic contact tracing by following these four steps:

The 4 Steps of Contact Tracing
For Coronavirus Disease 2019 (COVID-19)

1
Initial notification of the person with potential exposure/positive case
Contact tracing should be initiated as soon as possible after a person with potential exposure/positive case is identified.

2
Interview with person with potential exposure/positive case
Interviews should include a discussion about confidentiality and verification of demographics (e.g., age, sex, race). Walk through the entire infectious period hour-by-hour and ask the person to share who they were in contact with during that time. Provide the person with guidelines on isolation to prevent spreading COVID-19 to others. All information collected is confidential and protected by privacy laws. The name of the person with potential exposure/positive case will not be revealed to those the person may have exposed, even if they ask.

3
Locate and notify contacts who may have been exposed to COVID-19
Inform them of their contact status and what that means. Assess for the presence of symptoms and provide contacts with guidelines on quarantine to prevent potential spread of infection.

4
Monitor contacts
Follow up with contacts to make sure they are following the quarantine instructions, and to track the development of any potential COVID-19 symptoms. Please refer to the Screening Flow Chart on Page 3 for the criteria that must be met before discontinuing isolation and returning to school/work.

Outbreaks

A COVID-19 outbreak is determined by three or more confirmed positive cases at the same facility. School districts are encouraged to designate a **COVID-19 Response Coordinator** for the district and at each school site. This person will be responsible for COVID-19 communicating and coordinating with SBCDPH. This individual should have decision-making authority to implement actions quickly (e.g. closing a classroom or parts of a school campus, isolating individuals, communicating with appropriate school officials and parents).

If an outbreak is suspected or confirmed, contact the Public Health School Liaison at (909) 387-4578. A Public Health School Response Team will be assigned to the site that consists of:

- Communicable Disease Investigator
- Health Educator
- Medical Emergency Planner
- Environmental Health Specialist
- Program Coordinator for oversight

The response team will work with the COVID-19 Response Coordinator to support the site's outbreak response, including: providing guidance on identifying potential exposures and notifying those who may have been exposed; educating on prevention, transmission and disinfection; assisting with outbreak mitigation strategies; and assist with coordinating COVID-19 testing, if appropriate. The team can also facilitate additional contact tracing and provide guidance on next steps.

The primary contact at SBCDPH for assistance and to answer questions related to the Reopening of Schools is Heather Cockerill, Public Health Liaison at (909) 387-4578, hcockerill@dph.sbcounty.gov. If the Liaison is unavailable and urgent assistance is needed, contact (800) 722-4794 or (909) 677-7168 after hours. These numbers do not provide medical advice or assistance. Call 911 for emergency medical services.

School Closures

District superintendents and school administration should follow CDPH guidance and work with SBCDPH when determining if and when a partial or full school closure may be necessary. Recommendations for the scope (e.g., a classroom or building, a single school, multiple schools, full district) and duration of closures will be made on a case-by-case basis using the most up-to-date information about COVID-19, any relevant state or local health officer orders, and the specific cases in the community.

Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% 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. 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.

SAN BERNARDINO COUNTY | COVID–19 Response
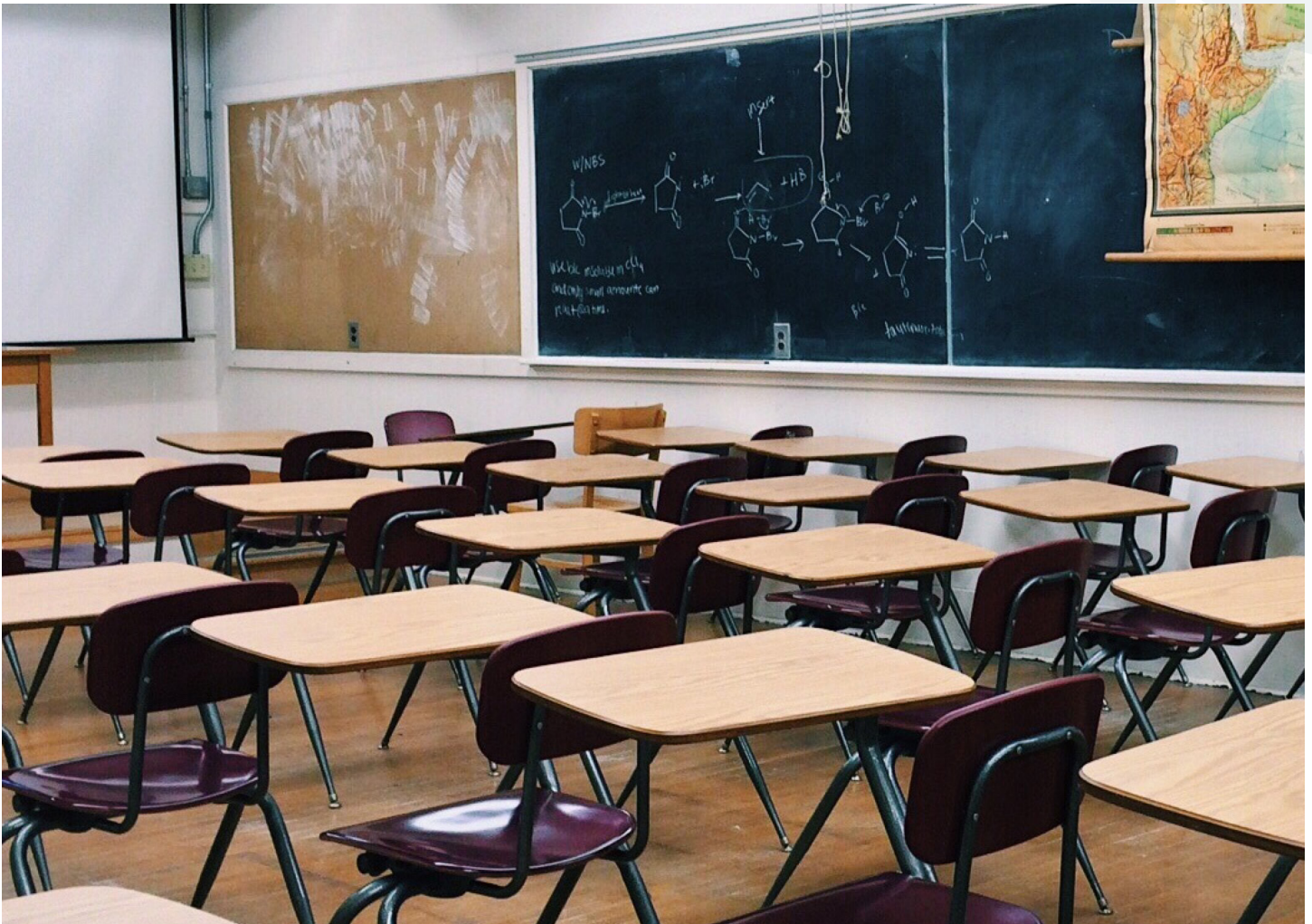
Communication Plan

School districts, private and charter schools should develop a communication plan that contains instructions and templates for communicating essential COVID-19 information and response activities to key stakeholders, including students and parents. It should also include instructions for communicating with the SBCDPH in the event of a COVID-19 outbreak.

The following should be considered when developing a plan:

- **Define the roles of the COVID-19 Response Coordinator and any other school officials/staff as they pertain to COVID-19.**
- **Identify the audience. Who will receive the communication and in what order?**
    - District leadership
    - School board members
    - School administration and staff at impacted site
    - Students and parents
    - SBCDPH
    - City or county administrators and law enforcement (especially regarding school closures)
    - Other key stakeholders
- **Timing and frequency**
- **Format and methodology**
    - Direct phone calls
    - Automated phone calls
    - Email
    - Letters and memos
    - Websites and social media
    - Public address system announcements on campus
- **Maintain confidentiality. How will privacy be maintained for exposed and infected?**

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	• Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open	**No action needed**
2	Close contact (†) with a confirmed COVID-19 case	• Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open	**Consider school community notification of a known contact**
3	Confirmed COVID-19 case infection	• Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open	**School community notification of a known case**
4	Tests negative after symptoms	• May return to school 3 days after symptoms resolve • School/classroom remain open	**Consider school community notification if prior awareness of testing**

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts.

SAN BERNARDINO COUNTY | COVID-19 Response
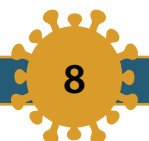
Appendices

Appendix A: Resources

San Bernardino County Department of Public Health on Social Media

- Facebook
- Instagram
- Twitter

San Bernardino County Updates

- sbcovid19.com (information on COVID-19 and testing opportunities)
- San Bernardino County Incidence Rates by School Districts and Cities

Mental Health Resources

- SBCDBH: 24 Hour & Emergency Services Division
- CDC: Coping with Stress
- CDC: Helping Children Cope During COVID-19 Outbreak
- CDC: Helping Children Cope with Emergencies
- CDC: Coping After a Disaster (Ages 3-10)
- CDE: Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools Mental Health and Well-Being of All (Pages 34-36)
- NIH: Teen Depression

Parent/Guardian Resources

- CDC: Checklist for Parents

School Resources

- CDC: Checklist for Teachers
- CDC: Reopening Guidance
- CDPH: Guidance for Schools
- CDPH: Schools and School Based Programs Guidance
- CDE: Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
- DHS: Guidance on the Essential Critical Infrastructure Workforce
- FDA: Food Safety and the Coronavirus Disease
- OSHA: Guidance on Preparing Workplaces for COVID-19

Centers for Disease Control and Prevention

- CDC: Considerations for Schools

Cleaning and Disinfecting Resources

- CDC: Cleaning and Disinfecting Your Facility
- EPA: Disinfectant for Use Against SARS-CoV-2

U.S. Department of Health & Human Services

- HSS: HIPAA and COVID-19

Health Promotion Materials

- CDC: Keeping Hands Clean
- CDC: Handwashing: A Family Activity

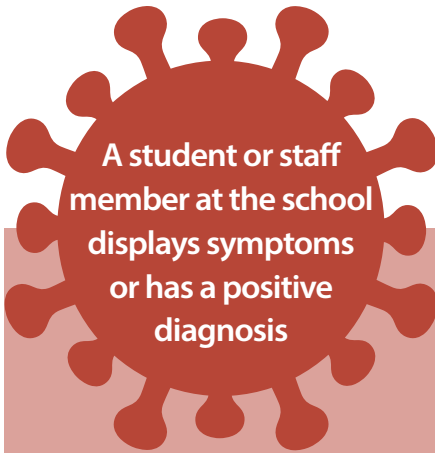# Appendix B: Contact Information

San Bernardino County Contacts

San Bernardino County Response Contacts	Phone Number
Public Health School Liaison (primary contact)	(909) 387-4578
Communicable Disease Section (CDS)	(800) 722-4794
Communicable Disease Section (CDS) After Hours	(909) 677-7168
General COVID-19 Hotline (Monday-Friday 9 a.m. – 5 p.m.)	(909) 387-3911

Appendix C: Acronym List

Acronym	Organization Name
CDC	Centers for Disease Control and Prevention
CDE	California Department of Education
CDPH	California Department of Public Health
DHS	Department of Homeland Security
EPA	Environmental Protection Agency
FDA	U.S. Food & Drug Administration
HSS	U.S. Department of Health & Human Services
NIH	National Institutes of Health
OSHA	Occupational Safety and Health Administration
SBCDBH	San Bernardino County Department of Behavioral Health
SBCDPH	San Bernardino County Department of Public Health
SBCSS	San Bernardino County Superintendent of Schools

SAN BERNARDINO
COUNTY

COVID–19 Response

COVID-19 Contact Tracing Process Map for Schools

A student or staff member at the school displays symptoms or has a positive diagnosis

Outbreak (multiple positive cases) at school site

Individual student gets tested for COVID-19

Relocate potentially exposed students and staff to a predetermined isolated area on campus

Contact the parents of those potentially exposed

Send potentially exposed students/staff home. Conduct contract tracing to identify and inform potential exposures

Communicate the potential exposure and precautions being taken to stakeholders, while preserving confidentiality

Inform those with a confirmed exposure to isolate at home for 14 days and advise to be tested. Distance learning may be arranged for students
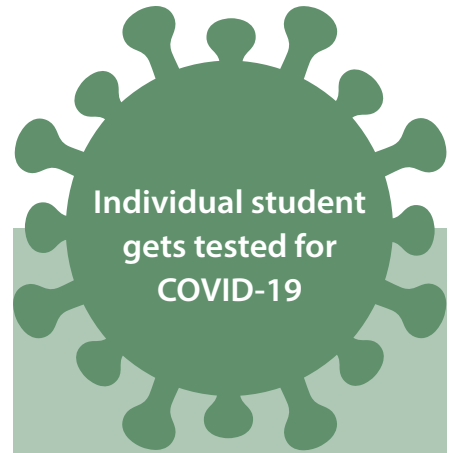
An HR representative should reach out to any impacted employees regarding leave considerations

Disinfect areas of confirmed exposure
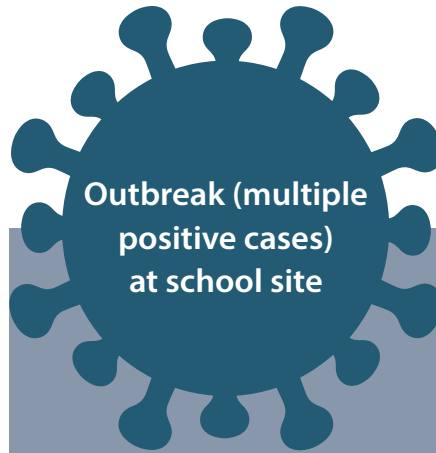
School site notifies SBCDPH

SBCDPH works with school's COVID-19 Response Coordinator to facilitate an outbreak response

Medical provider or Lab forwards positive test results to CDS

CDS conducts contact tracing

If potential exposure at school sites is identified through contact tracing, CDS will contact the school's COVID-19 Response Coordinator to provide guidance and support