

SCCOE In-Person Guidelines for Classroom Operations
SCCOE Special Education Department

The SCCOE Special Education Department operates 129 special education classrooms across Santa Clara County, serving all of the participating districts and charter schools with their special education needs. As an organization, we are committed to ensuring the quality education, services, support and care of our students. The health and safety of our employees is also a top priority of our organization.

This document is intended to provide staff a guideline for health and safety protocols for the safe operation of in-person schooling for all of our classrooms so that members of our communities can share in the continued success of our students.

These guidelines are in line with the County of Santa Clara Public Health Department, the State of California Public Health Department, and the Federal Centers for Disease Control and Prevention (CDC).

Testing is readily available in Santa Clara County in a variety of locations. All essential workers in the county may get a test free of charge or through their insurance.

<https://www.sccgov.org/sites/covid19/Pages/covid19-testing.aspx>

All classrooms will resume their regular instructional schedule for the 2021-2022 school year. Lunch will vary based upon site schedule. During the time before and after the instructional time, staff will prep and clean/sanitize materials.

The following is a Checklist of the tasks needed to be completed for the preparation of opening sites. Please view this as the PRE-preparation or planning document.

Please below indicate task progress—whether the task has been completed (C), in progress (IP), not completed (I) or is not applicable (N/A) to this location or at this time.


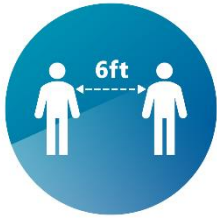
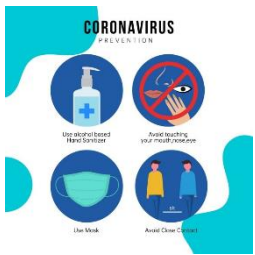
Classroom needs for daily function				
Task		Task progress	Responsible	Deadline
1	Classroom Configuration and Set up			
1.1	Create floor plans for best set ups with distance learning focus			
1.2	Appropriate markings for 6ft physical distancing			
1.3	Identify items/furniture to be relocated			
1.4	Identify where items will be temporarily stored			
1.5	Update inventory to account for where items are			
1.6	Inventory and assess classroom items that will be needed to comply with orders and mandates such as large plastic tubs to rotate materials or clean material and to keep individual supplies for children.			
2	Isolation Area			
2.1	Connect with district partners if there is already an isolation room available			
2.2	If no district isolation room is available, identify a potential Isolation Area			
2.3	Determine and demarcate appropriate space to be designated as Isolation Area			
2.4	Inventory and assess items that will be needed to comply with orders and mandates for maintaining safety in isolation area			
2.5	Install and modify space as needed to create space			
3	Drop off/Pick Up Area			
3.1	Identify outdoor area for drop off/pick up			
3.2	Demarcate area with tape			




Health and Safety

Task		Task progress	Responsible	Deadline
1	Policies and Procedures			
1.1	Modify and draft Policies and Procedures to comply with current orders/mandates/regulations			
2	Health and Safety Equipment			
2.1	Create a list of COVID-19 related PPE/non-PPE that will be needed.			
2.2	Forecast with Purchasing Department on monthly needs/quant			
2.3	Upon Delivery, send to sites/classrooms			
3	Forms and Signs			
3.1	Identify signs that will be posted in the classrooms			
3.2	Provide all sites with Social Distancing Protocol			
3.3	Provide all sites with appropriate signage for outside/inside (based on OSHA, licensing, etc.)			
3.4	Modification of daily health check screening form			
3.5	Parent questionnaire on daily health check screening form			
3.6	Teacher Daily checklist updated to reflect COVID-19 precautions			

Staff and Substitutes --				
Task		Task progress	Responsible	Deadline
1	Training & Professional Development			
1.1	Staff Development			
1.2	Canvas Trainings: Created by the nurse team: quizzes completed			
1.3	Review of Procedures			
1.4	Create checklist per teaching staff to indicate all trainings have been completed			

General Guidance

Category	Activities
Setting Up	Prior to the 1st Day of School
	<p>Physical Barriers and Guides</p> <ul style="list-style-type: none"> • Section off areas that should not be accessed by students and/or staff • Mark appropriate areas in and outside the classroom to denote physical distancing <p>Shared Objects/Materials</p> <ul style="list-style-type: none"> • Store personal items in storage bins. • No rugs should be in the classroom when possible • Any cloth materials from the imaginative play (ex. puppets, doll) will be removed from classroom • Divide toys/materials as needed to ensure that toys/materials can be available for rotation since groups of children will not be allowed within the same room. This means all materials need to be bagged separately. For example, a crayon set needs to be bagged individually or placed in the student’s individual storage bin. • Have at least two plastic storage containers available for all used communal materials that need to be washed daily.
Overview	Teaching in the Classroom
	<p>Learning Environment</p> <ul style="list-style-type: none"> • Teaching staff will work with the same group of students each day, the same students will be assigned to each staff including subs when possible • Physical Distancing will be implemented, in accordance with guidance from the CDC, including during meals and outdoor/indoor time. • Refrain from using materials, supplies, and toys that require close physical contact between students and cross contamination. Examples are playdough, sand, water table, finger/easel painting or other messy activities, unless these items can be done in an individual manner.
	<p>Modeling COVID-19 Prevention Practices</p> <ul style="list-style-type: none"> • Staff will regularly demonstrate and role model preventative and hygienic practices such as: <ul style="list-style-type: none"> ○ Coughing/sneezing into tissue ○ Throwing used tissue in the trash ○ Handwashing for 20 seconds (use of a timer or sing a song) ○ Reminding students not to touch their face, nose and eyes or face shield ○ Encouraging students to report signs of illness ○ Based on CDC recommendations students will be encouraged to wear cloth face covering as best tolerated by the student ○ The following individuals are exempt from wearing a face covering: <ul style="list-style-type: none"> • Children aged two and under • Persons with a medical, mental health, or developmental disability that prevents wearing a face covering

	<ul style="list-style-type: none"> ● Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication ○ Discouraging students from sharing items such as food, eating utensils, cups, towels and toys (e.g., manipulatives or any other materials they may have touched)
	<p>Increased Routine Cleaning and Disinfecting</p> <ul style="list-style-type: none"> ● Always have sufficient supplies and time for hand washing, cleaning and disinfecting between activities ● Clean and disinfect surfaces before and after meal preparation, and as students move from one activity to another including outdoor and bathroom time
<p>Daily Set Up</p>	<p>Conduct Prior to Starting the Day</p>
 	<p>Prior to beginning the school day, staff will complete a self-screening questionnaire related to their current health and symptoms. If staff has marked “yes” for any of the items, they will need to contact their administration immediately for further information. The SOC and Principals will oversee monitoring the screening information as employees submit daily forms.</p> <p>Daily Health Screening</p> <ul style="list-style-type: none"> ● Daily, each teaching staff must fill out the updated SCCOE Public Health Protocol form via Qualtrics asking about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test ● Anyone who has an affirmative response on any of these points must be excluded ● Sick staff members will be advised when to return until they met CDC criteria to discontinue home isolation ● Staff will conduct self-temperature screenings ● Staff who are symptom free and answer no to health screening questions will be allowed to work on site <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> ● ALL STAFF ON SITE MUST WEAR PPE AT ALL TIMES. <ul style="list-style-type: none"> ○ REQUIRED ITEMS ARE FACE COVERINGS AND DISPOSABLE GLOVES (see note below for when to wear / change gloves). ● Staff will put on appropriate PPE. <p>Gloves: Use gloves in the following scenarios and <u>change gloves each time</u>:</p> <ul style="list-style-type: none"> ● you work with another student ● you are feeding a student ● you are assisting a student in a toileting routine ● you are cleaning an area <p style="text-align: center;">When in doubt, change your gloves! The same pair should not be worn when doing multiple activities.</p> <p>Daily Set Up</p> <ul style="list-style-type: none"> ● Review daily procedures and schedule ● Emergency contacts will be kept current and updated ● Open windows in room for ventilation before and after students arrive if possible ● Check the inventory of all cleaning supplies and sanitizer. ● Mark (remark) area to create distancing (indoor/outdoor/entrance/hallway)
	<p>Conduct End of Day</p>

**Cleaning and Disinfecting**

- Disinfect all toys / materials and restage for re-use
- Disinfect all tabletops / surfaces
- Stack chairs and clear areas so custodial staff can conduct mopping and deep clean

Ventilation

- Close windows before leaving

Disposal of PPE Products

- PPE products that have any body fluids must be disposed of in a plastic bag, tied, and then thrown away in a larger trash bag.
- Some PPE products can be used more than once. Please consult with your nurse if you need assistance in determining what products these are. Once the PPE product is no longer able to offer the protection it was designed for it must be disposed of in a plastic bag, tied, and then thrown away in a larger bag.

Sign-In**Procedures for Staff & Parents****Messaging to Parents:**

- Staff to notify parents to wear face covering prior to coming to drop off/pick up child
- Be ready to provide update to emergency card
- Provide face coverings for students
- If possible, the same parent/caregiver should drop off and pick up the child every day, avoid designating those at high risk (CDPH Covid-19 updated guidance).

Bus Riding / Transportation

- Staff that are assigned as bus riders will receive a backpack that will contain PPE for the bus ride.
- The school nurse assigned to the classroom that supports the student on the bus will prepare the backpack for the bus rider.
- Parents will complete the health screening questionnaire prior to having their student placed on the bus.
- If a parent answers yes to any of the health screening questionnaire questions, the student will not be allowed on the bus.
- The teacher will follow up with the lead school nurse in order to indicate that a student answered yes to one of the health questions.

Drop-Off Procedures:

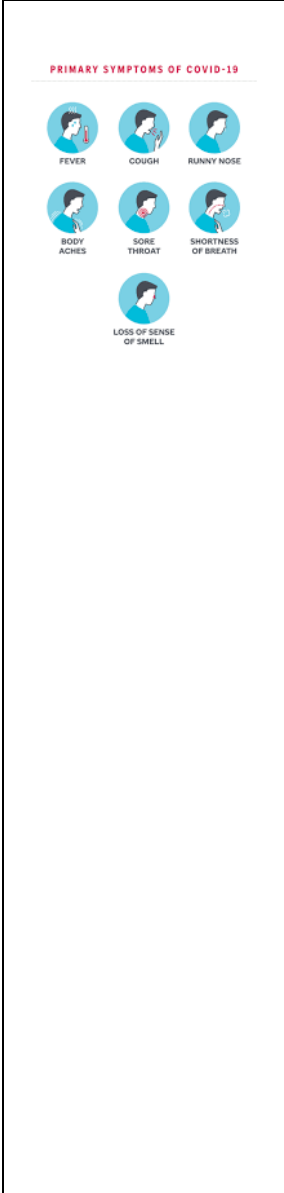
- Parent completes health screening prior to the student entering the bus and/or being dropped off at the school site
- For the parent that drops off the student, the parent waits in the car at designated area with child
- Teacher greets student and family at the car in designated marked area
- Teacher requests student use hand sanitizer
- Similarly, transportation providers will drop off students at the designated location on site.
- Students will remain on the bus, until the appropriate time

Daily Health Check**Health Check Questionnaire**



- Parent will complete the COVID-19 Questionnaire prior to the student leaving the home
- When student arrives, staff will visibly assess the students for signs and symptoms
- Teaching staff reviews the responses from the Health Check Questionnaire prior to the student being dropped off
- If applicable, ask the student about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test via health screening questionnaire
- Exclude anyone who has an affirmative response on any of these points
- Student will not be allowed to return without proof of medical clearance


	<ul style="list-style-type: none"> ● Immediately contact administrator for guidance <p>Temperature Check</p> <ul style="list-style-type: none"> ● Temperature checks will not be taken on a daily basis, as part of the check-in procedure ● However, if a student appears to be ill, a designated staff will take child's temperature using a touchless thermometer on the forehead wearing PPE ● If the child shows a temperature reading of 100.1 degrees or higher for forehead thermometer staff will retake child's temperature, ● Child will be sent home (or to the isolation room until pick up) if there are signs for communicable illness such as a cold or flu ● Clean thermometer with alcohol wipe (the thermometer should be wiped after each use) <p>Sign-Out Procedures</p> <ul style="list-style-type: none"> ● Parent waits at designated area ● Staff member brings child to designated area and greets parent at in designated mark area
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COVID-19 Symptoms	Child Showing Symptoms
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<p>Recognize Symptoms</p> <ul style="list-style-type: none"> ● Student shows signs of persistent (cough, fever, chills, sore throat, shortness of breath, diarrhea, muscle pain, loss of smell/taste, red swollen rash, red swollen eyes, congestion or runny nose, nausea or vomiting, diarrhea) ● Call 911 if symptoms appear life threatening symptoms may include, trouble breathing, persistent pain or pressure in the chest, confusion, Inability to wake or stay awake, bluish lips or face <p>Isolation</p> <ul style="list-style-type: none"> ● Teacher will direct the student to the isolation room to isolate the student from others. ● Isolate children with symptoms such as (persistent cough, fever, chills, sore throat, shortness of breath, diarrhea, muscle pain, loss of smell/taste, red swollen rash, red swollen eyes) area will be identified in each classroom) and monitored while present ● Disposable gloves, face shield and face mask will be worn when physically engaging with children or staff isolated due to illness ● Teaching staff will remain with the child until parent arrives ● For further information, please refer to Appendix A (Isolation Room Procedure) <p>Notify Parents</p> <ul style="list-style-type: none"> ● Teaching staff not with isolated child will notify child's parent and request for pickup ● When child's parent arrives, the parent will stand at the entrance of the door. ● Advise parent of child showing symptoms to contact their child's health care provider child will not be allowed to return without proof of medical clearance and they met CDC's criteria to discontinue home quarantine ● Teaching staff not with the isolated child will: <ul style="list-style-type: none"> ○ Greet parent and provide a daily report ○ Gather child's materials/belongings and bring them to the parent ○ Step away from door ● Teaching staff who are with the isolated child will bring the child to the parent. <p>Notify Lead Nurse, Theresa Bovey</p> <ul style="list-style-type: none"> ● The teacher will notify the principal and lead nurse that a student was brought to the isolation room. The lead nurse will contact the COVID designee, James Howarth ● The COVID designee will notify the County Public Health Dept, for guidance as needed <p>Cleaning and Disinfecting</p> <ul style="list-style-type: none"> ● Upon child's departure, teaching staff will remove and dispose PPE and wash their hands ● Clean, sanitize, disinfect isolation room after child's departure ● To reduce risk of exposure, wait 24 hours before you clean and disinfect. If not possible to wait 24 hours, clean/disinfect at end of day

	Staff Showing Symptoms
	<p>Recognize Symptoms:</p> <ul style="list-style-type: none"> • Staff who present symptoms such as persistent (cough, fever, chills, sore throat, shortness of breath, diarrhea, muscle pain, loss of smell/taste, red swollen rash, red swollen eyes, congestion or runny nose, nausea or vomiting, diarrhea) will leave once alternate coverage arrives • Use emergency contact to arrange for pick up or staff will drive themselves home if able to leave on their own accord <p>Cleaning and Disinfecting</p> <ul style="list-style-type: none"> • All staff will follow procedures for cleaning and disinfecting during the day and at the end of the day • Rooms and outdoor areas will be thoroughly cleaned and disinfected at the end of each day by custodial staff
Bathroom	Bathroom - Only 1 Child to 1 Toilet
	<ul style="list-style-type: none"> • Use bathroom time as an opportunity to reinforce healthy habits and monitor proper handwashing • Only 1 student at a time can enter the bathroom to use the toilet • Teaching staff will stand by the doorway to monitor social distancing • Teaching staff calls students to the bathroom • Student uses the bathroom • Teaching staff in the bathroom will remind/teach the student to use tissue when using the handle to flush the toilet • Student will leave and will be directed to the sink • Teaching staff in the bathroom will clean and disinfect the toilets, sink, dispenser, toilet paper dispenser, paper towel dispenser before and after each use • Throughout the day sanitize the light switches and door handles • Bathroom procedures and practices above represent global guidelines. However, the school nurse for each classroom will discuss with the teacher the appropriate procedures for the specific student population represented.
Meals	Changes to Family-Style Meals
	<p>Guidelines (FOR PARENTS): As part of our efforts to keep your child safe and healthy in school during the COVID-19 pandemic, we are asking you do the following to your child’s lunch and snack:</p> <p>For students that bring food from home and/or require staff to handle food, parents will be sent the following information:</p> <ul style="list-style-type: none"> • Please send your child’s food in the proper consistency or in the manner it needs to be served. For example, if your child needs his/her food pureed, minced or cut into small pieces, please do so at home. Staff will not be able to blend or cut food at school due to COVID-19 precautions. • If your child needs his/her liquids thickened, you can: <ul style="list-style-type: none"> - Thicken the liquid at home with rice cereal, yogurt or pureed fruit - Or send the appropriate amount of thickener in your child’s lunch box. - If you child needs a special utensil, plate, cup or bowl, please send them in your child’s lunch box. We will return them at the end of the day.

	<p>Lastly, for the safety of your child and the classroom staff, we will not be performing oral motor exercises prior to meals at this time.</p> <p>Guidelines (FOR STAFF):</p> <p>Meal Preparation:</p> <ul style="list-style-type: none"> • Tables and chairs will be disinfected prior to each meal • Staff will wash hands and wear clean pair of gloves before distributing food/meals <p>During Mealtime:</p> <ul style="list-style-type: none"> • Place food into designated area • Students will wash hands and remove face coverings prior to eating and place their face covering in their cubie via a plastic bag or alternative individual storage space • Students will be reminded not to share food or eating utensils • Staff adhere to physical distancing and will sit 6 feet apart from one another, when possible • For students: when possible, provide sufficient spacing between students during meal times. If there is insufficient space at the provided tables in the classroom for all students, it is recommended that meal times are staggered • Dispose of all uneaten meals/drinks • Designated staff clean and disinfect tables, chairs, and trays after each meal • Dispose of all uneaten meals/drinks • 1 staff will clean and disinfect tables and chairs after each meal • 1 staff with the 3-4 children will wash hands with children before rotating out • All students and staff should remain in their classrooms or at their designated cohort space outside during mealtime • For students that are G-Tube fed, students will be fed in a safe and secure area. Staff will need to ensure that they are wearing the appropriate PPE's when feeding the student(s)
	<p>Procedures</p>
<p>Handwashing</p> 	<p>While hand sanitizers help prevent the spread of germs, handwashing is one of the greatest preventative measures for stopping the spread of germs.</p> <p>Steps for handwashing as follows:</p> <ul style="list-style-type: none"> • Wet hands and apply soap. Use running water which drains out. • Rub hands together vigorously for at least 20 seconds. Scrub all surfaces including back of hands, wrists, between and under fingernails. *There are some great songs that can be sung to indicate time!!* • Rinse hands well under running water until all the soil and soap are gone. • Turn off water with a paper towelDry hands with a different paper towel • Dispose of paper towel in trash can • Teaching staff will disinfect sink after use <p>Staff & Children must wash hands at the following:</p> <ul style="list-style-type: none"> • Upon arrival for the day and when re-entering classroom and when leaving at end of the day • Before and after eating, handling food or giving a child medication • When moving from one activity to another • After handling uncooked food • After using the toilet or helping a child use the toilet • After changing diapers • After handling bodily fluid (mucus, blood, vomit) coughing, sneezing, wiping or blowing nose • After cleaning or handling the garbage

	<p>CDC offers several free handwashing resources that include <u>health promotion materials</u>, information on <u>proper handwashing technique</u>, and <u>tips for families to help children develop good handwashing habits</u>.</p>
	<p align="center">Sanitizing and Disinfecting</p>
<p align="center">Cleaning</p> 	<p>To maintain a safe and healthy environment and in effort to minimize the spread of germs and illness follow steps below for cleaning, sanitizing and disinfecting the classroom environment.</p> <p>Children will not be involved in this process. Sanitizing and or disinfecting processes must never be done near children. If possible, schedule when children are not present.</p> <p>Set aside small toys that go into the mouth or are contaminated until they are cleaned and sanitized, and disinfected.</p> <p>All surfaces, furnishings, and equipment that have been contaminated by body fluids shall be cleaned and disinfected effectively as needed.</p> <p>Steps to Clean:</p> <ol style="list-style-type: none"> 1. Wash/clean toys, materials and surfaces with soapy water air-dry or dry with paper towel (SOAP / WATER SOLUTION) 2. Sanitize, and disinfect surfaces and materials 3. Bleach/water solution must be made fresh daily 4. Add measured amount of bleach to container then add water until solution reaches desired level of quart or gallon 5. Cleaning solutions will always be kept out of reach of children, stored in a safe place and locked when not in use <p>Soap /Water Solution: USE SOAP / WATER SPRAY BOTTLE</p> <ul style="list-style-type: none"> • Washing toys / materials / tables during the school day Add ¼ teaspoon soap to a quart of water (spray bottle = 1 quart) • Soap and water solution will not be sprayed near children and must be kept out of reach of children when not being used. <p>Disinfecting Solution (approved by General Services):</p> <ul style="list-style-type: none"> • Use disinfecting solution approved by General Services to disinfect surfaces / high touch areas / toys / materials. Spray the disinfecting solution on the surface, allow it to sit for 2 minutes, wipe with a paper towel. The surface / material has been disinfected. <p>Bleach/Water Backup Solutions: USE BLEACH SOLUTION SPRAY BOTTLE (5.25%-6%) =</p> <ul style="list-style-type: none"> • Sanitizing toys: Add 1 ½ teaspoon bleach to gallon of cool water (use the plastic wash tub) • Disinfecting surfaces / high touch areas / etc: 1 tablespoon bleach per quart of cool water (spray bottle) Wait 10 minutes then wipe and dry with a clean paper towel • Disinfecting materials / toys: Add 5 Tablespoons (1/3 cup) bleach to 1 gallon of cool water Place washed toys/dishes in a basin of bleach/water solution Let set for 10 minutes Rinse and air dry

	<p>Never mix products used for cleaning and disinfecting. Allow product used for cleaning to dry completely before disinfecting with another product.</p> <p>Additional information on cleaning and disinfection of community facilities such as schools can be found on CDC's and CCL websites</p>
<p>Non-Contact Thermometer</p> 	<p>Review thermometer user manual included in packaging.</p> <ol style="list-style-type: none"> 1. Scan and hold thermometer two to five inches away from middle of forehead if unable to read try scanning on side of forehead. Ensure no hair is in the way 2. Continue holding measuring key until temperature value shows on screen and beeping sound 3. A safe temperature reading is 100.0 F or below. 4. A temperature reading 100.1 F or higher retake temperature if no change child or staff will not be allowed to stay or need to be sent home 5. Record temperature 6. Clean thermometer after each use with alcohol prep wipe
	<p>CDC Guidance</p>
<p>Face Coverings</p>	<p><u>The right way to wear a face covering</u> Before you pick up your face covering, make sure you have washed your hands with soap and water or used an alcohol-based hand sanitizer. If your mask has straps, tie the top straps first, then the bottom ones. Once it is tied, do not touch the mask again. If your mask has elastic straps, loop those over your ears. If you feel it slipping, make sure you wash your hands again before you adjust it.</p> <p>It is crucial that the face covering is over your nose and your mouth. Do not wear it below your nose. Do not touch the outside of the mask while wearing it and try to avoid touching the outside when you remove it, when you take the face covering off, you should carefully fold it to protect the side facing your mouth and nose. Then you can put it in a paper bag for storage until you need it again. Wash your hands one more time after you put the face covering away.</p> <p><u>According to the CDC, the mask should:</u></p> <ul style="list-style-type: none"> • Fit snugly, but comfortably against the side of the face • Be secured with ties or ear loops • Have multiple layers of fabric • Allow for breathing without restriction • Be able to be laundered and machine-dried without damage or change to the shape <p><u>How to clean a cloth face covering and how often</u> The best way to clean a cloth face mask is to wash it in a washing machine. You should wash and dry it at least once a day if possible. If you do not have access to a washing machine, you can hand-wash it by using soap and water. Once it is clean and dry, store the mask in a new paper bag or in a place where it will not be touched or coughed on by other people in your home</p> <p>Cloth face masks should not be placed on young children under the age of 2; on anyone who has trouble breathing; or on anyone who is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance, according to the CDC</p>

Appendix A

I. Isolation Area and Isolation Room

A. Isolation Area. Weather permitting, an isolation area may be designated outdoors near the front of the school grounds.

1. At least one office staff person must be delegated the task of watching students that are in the isolation area at all times until that student(s) is picked up.

2. Supervising staff must wear a face covering. Gloves and a face shield are optional PPE that staff may choose to wear, especially if they must come in close contact with the student/staff.
- B. Isolation Room. Each school site shall have a designated isolation room. This room should not include the health office since this room needs to be maintained as a clean space for students to access their medication or specialized health procedures. Ideally, the isolation room should include the following:
1. Located near the front of the school (or by the front office) so parents can easily access their child
 2. Needs to be in an area where the student can be seen at all times. Constant supervision must be provided. Where practicable, a plastic barrier should be made available for the supervisor to stand or sit behind while monitoring the student.
 3. Adequate air circulation: preferably air that is circulated to the outdoors. Rooms with doors and/or windows that have access to the outside should be opened.
 4. A dedicated restroom for symptomatic students/staff.
 5. Access to a sink with running water and soap, or access to hand sanitizer if water and soap are not available.
- C. Bathrooms: ideally, an isolation area/room should have a designated bathroom exclusively for the use of staff or students displaying symptoms of COVID-19. If such a bathroom is not available, allow staff/students to use a restroom closest to the isolation area. After use, this bathroom must be closed down until maintenance can sanitize/disinfect the room.
- D. Confidentiality: the utmost care and confidentiality must be followed for students and/or staff that are symptomatic. Staff must not draw attention to or make it obvious that students are in the isolation area/room for a specific reason. Sharing of this information is on a need-to-know basis only.
- E. Supplies. The isolation area and or room needs the following supplies.
1. A chair and/or bed
 2. Advanced droplet personal protective equipment for the person supervising the isolation area including:
 - One time use surgical masks
 - A face shield
 - Disposable latex-free gloves
 3. A working telephone
 4. An Isolation Bin that will contain the following supplies:
 - 1 bottle of hand sanitizer
 - 1 non-touch thermometer
 - 50 disposable surgical masks
 - 1 box of gloves
 - 15 disposable blue gowns
 - 10 chux pads (optional)
 - 5 face shields
 - 1 canister of disinfectant wipes to clean thermometer and shield
 - 1 box of tissues
 - 1 unit of paper towels
 - 10 black garbage bags

Staff will notify the school nurse if they need their supplies replenished

F. Isolation Area Procedure:

Identifying symptoms:

1. Classroom staff will notify a front office staff member, cluster office, administrator, and nurse if a student develops one or more of the following symptoms:
 - Fever or chills
 - Cough
 - Loss of taste or smell
 - Shortness of breath or difficulty breathing
2. Classroom staff will notify a front office staff member, cluster office, administrator, and nurse if a student develops one or more of the following symptoms that are *new or not explained by another reason* (e.g., student is fatigued due to recent exercise or has a headache due to dehydration).
 - Fatigue

- Muscle or body aches
 - Headache
 - Sore throat
 - Nausea, vomiting, or diarrhea
- G. The student will be given a face covering to wear if they do not already have one. Students must be escorted to the isolation area either by a classroom staff member or office staff member. The face covering can be removed if he/she is exempt from wearing a covering or has difficulty breathing with the mask on.
- H. The student will sanitize/wash hands properly.
- I. The student should have their temperature taken with a non-contact thermometer.
- J. The guardian or emergency contacts will immediately be contacted to pick up their child. The student must be picked up within 30 minutes of entering the isolation area.
- K. Parents/guardians must be instructed to contact their primary care physician as soon as possible for COVID-19 testing.
- L. Paramedics must be called anytime the student experiences the following:
1. Difficulty breathing
 2. Persistent pain or pressure in the chest
 3. New confusion
 4. Inability to wake or stay awake
 5. Bluish lips or face
- M. As soon as possible, an office staff member or supervisor will complete the “Students Sent Home or Out Sick for COVID-19 Symptoms” Google Form. This information will go to the County Office Contact Tracing team.

Increased Routine Cleaning and Disinfecting

- Always have sufficient supplies and time for hand washing, cleaning and disinfecting between activities
- Clean and disinfect surfaces before and after meal preparation, and as students move from one activity to another including outdoor and bathroom time.
- Notify your school nurse and administrator if you are running low of PPE and/or cleaning supplies.
- Never mix products used for cleaning and disinfecting. Allow product used for cleaning to dry completely before disinfecting with another product.
- Bleach/water solution must be made fresh daily
- Add measured amount of bleach to container then add water until solution reaches desired level of quart or gallon
- Cleaning solutions will always be kept out of reach of children, stored in a safe place and locked when not in use

Before School

- Open windows in room for ventilation before and after students arrive if possible
- Check the inventory of all cleaning supplies and sanitizer. Notify your school nurse and administrator if you are running low of PPE and/or cleaning supplies.
- Mark (remark) area to create distancing (indoor/outdoor/entrance/hallway)

End of Day

- Disinfect all toys / materials and restage for re-use
- Disinfect all tabletops / surfaces
- All surfaces, furnishings, and equipment that have been contaminated by body fluids shall be cleaned and disinfected effectively as needed.
- Stack chairs and clear areas so custodial staff can conduct mopping and deep clean.

Children will not be involved in this process. Sanitizing and or disinfecting process must never be done near children.

BLEACH/WATER Solutions: USE BLEACH SOLUTION SPRAY BOTTLE (5.25%-6%)

Bleach / Water Solution for Sanitizing Toys: Washing toys / materials that may be shared with another student the following day. Done after students leave for the day. Also used to sanitize individual student's materials that require this level of cleaning (for instance, the student had an item in their mouth during the day).

- Add 1 ½ teaspoon bleach to gallon of cool water to the plastic wash tub
- Dip toys / materials in the solution, covering all sides of the toy and then place in the drying rack to dry overnight
- This needs to be done for toys / materials that will be shared with another student the next day. It is preferred to have materials that are separated for each student and kept in their own bins each day. This would avoid the need for daily sanitizing.
- Also used to sanitize individual student's materials that require this level of cleaning (for instance, the student had an item in their mouth during the day).

Bleach / Water Solution for Disinfecting Surfaces: Used for wiping down tables / high touch areas / other surfaces.

- 1 tablespoon bleach per quart of cool water (spray bottle)
- Wait **10** minutes then wipe and dry with a clean paper towel
- This should be done at the end of the day, when students have gone home and are NOT present. Materials/Toys

Bleach / Water Solution for Disinfecting Materials/Toys:

- Place washed toys/dishes in a basin of bleach/water solution
- Let set for 10 minutes
- Rinse and air dry

Never mix products used for cleaning and disinfecting. Allow product used for cleaning to dry completely before disinfecting with another product. Children will not be involved in this process. Sanitizing and or disinfecting processes must never be done near children.

SOAP/WATER Solutions: USE SOAP/WATER SPRAY BOTTLE (5.25%-6%)

Soap /Water Solution: Washing toys / surfaces / materials during the school day

- Add ¼ teaspoon soap to a quart of water (spray bottle = 1 quart)
- Use spray bottle with the SOAP / WATER label
- Wash/clean toys, materials and surfaces with soapy water air-dry or dry with paper towel.
- Soap and water solution will not be sprayed near children and must be kept out of reach of children when not being used.

GLOVES / DISPOSAL OF PPE PRODUCTS

Gloves: Use gloves in the following scenarios and change gloves each time:

- you work with another student
- you are feeding a student
- you assist a student in a toileting routine
- you are cleaning an area

When in doubt, change your gloves! The same pair should not be worn when doing multiple activities.

Disposal of PPE Products

- PPE products that have any body fluids must be disposed of in a plastic bag, tied, and then thrown away in a larger trash bag.
- Some PPE products can be used more than once. Please consult with your nurse if you need assistance in determining what products these are. Once the PPE product is no longer able to offer the protection it was designed for it must be disposed of in a plastic bag, tied, and then thrown away in a larger bag.



Cleaning and Disinfecting



Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Sanitizing lowers the number of germs on objects to a safe level, as judged by public health standards or requirements.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Guidelines:

- Surfaces, materials, toys, etc. must first be cleaned and disinfected.
- Cleaning/disinfecting solutions must be kept out of reach of children at all times
- Cleaning/disinfecting solutions must be kept in a locked cabinet when not in use.
- Room should be well ventilated (open windows/doors if possible); children are not to be seated at the table or near sinks when cleaning and disinfecting
- All surfaces, furnishings, and equipment that have been contaminated by body fluids shall be cleaned and disinfected immediately.
- Toys in contact with bodily fluids will be set aside until they are cleaned and disinfected.
- Clean and disinfect tables before and after all meals.
- Children will not be involved in the process of disinfecting with bleach/water solution

Cleaning Solution: Soap / Water

- Soap and water is the only approved cleaning solution.

- Wear gloves while cleaning.
- Add ¼ teaspoon dish soap in 1 quart of water (spray bottle = 1 quart)
- Spray bottle must be labeled: **SOAP and WATER SOLUTION**

Disinfecting Solution:

- The Disinfecting solution is effective in killing bacteria and viruses. The active ingredient is 1% hypochlorous acid and 99% water. It is odorless, nontoxic and environmentally safe. It is not a bleach product and does not damage clothing. Store at room temperature out of direct sunlight in the classroom or in the car.
- It needs to be changed by the custodian every 14 days. The bottles should be dated at each refill. A designated area will be determined by the custodian for refilling bottles. Place spray bottles at the refill area at the end of day. They will be ready for pickup the next day.

REMINDER: Wear disposable gloves while cleaning. Follow standard precautions at all times.

- When cleaning an area, remove any obvious debris with soap and water followed by the disinfecting solution.
- When disinfecting materials / toys with the disinfecting solution (approved by General Services):
 - Place items in the basin and spray/mist toys evenly on one side. Let air dry for 2 minutes, then turn toys over and repeat.
 - After 2 minutes, you can wipe excess liquid with paper towels if needed.



Cleaning and Disinfecting



Backup Sanitizing and Disinfecting Solution: Bleach and Water

If at any time the disinfecting solution is unavailable, bleach and water will be used as a backup disinfecting solution.

- Bleach (5%-6%) and water is an approved disinfecting solution.
- Bleach and water solution must be made daily if used.
- Wear gloves while disinfecting.
- Sanitizing materials/toys:
 - Add 1 ½ tsp bleach to 1 gallon of cool water
- Disinfecting surfaces:
 - Add 1 Tablespoon bleach to 1 quart of cool water (32 oz. spray bottle)
- Disinfecting materials/toys:
 - Add 5 Tablespoons (1/3 cup) bleach to 1 gallon of cool water
- Spray bottle must be labeled as **BLEACH/WATER SOLUTION**
- If using bleach/water in place of disinfecting solution, the amount of time for disinfecting is 10 minutes.

CLEANING INSTRUCTIONS (Soap / Water)

Surfaces

1. Remove debris from surface
2. Put on gloves
3. Spray surface with soap and water solution
4. Dry surface with a clean paper towel

Materials/Toys

DISINFECTING INSTRUCTIONS

Surfaces

1. Spray surface with disinfecting solution
2. Wait 10 minutes before wiping and drying with a clean paper towel

Materials/Toys

1. Wash toys in a basin of warm soapy water
2. Rinse with water

1. Place items in the basin and spray/mist materials evenly on one side.
2. Let air dry for 2 minutes, then turn materials over and repeat.
3. After 2 minutes, you can wipe excess liquid with paper towels if needed.

BLEACH / WATER SOLUTION BACK UP

SANITIZING INSTRUCTIONS

Materials/Toys

- Place washed toys/dishes in a basin of bleach/water solution
- Dip toys / materials in the solution, covering all sides of the toy
- Place in the drying rack to dry overnight

DISINFECTING INSTRUCTIONS

Surfaces

- Spray surface with bleach / water solution
- Wait 10 minutes before wiping and drying with a clean paper towel

Materials/Toys

- Place washed toys/dishes in a basin of bleach/water solution
- Let set for 10 minutes
- Rinse and air dry