

**City Tree Christian School**

**Measures that will be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19**

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

# Decision Guide for COVID-19 Symptoms and Exposures

Revised 9-9-2020

Scenario	Action	Communication	Return to School/Work
<p><b>Symptomatic Student, Staff Member, or Visitor</b> A student, staff member, or visitor either exhibits COVID-19 (C-19) symptoms, answers yes to a symptom screening question, or has a temp greater than 100.0.</p> <p><b>1</b> NOTE: Disregard a symptom if school personnel are already aware of a chronic, pre-existing condition that causes that symptom, and the nature of the symptom [e.g., duration, intensity] is consistent with what school personnel and parent are familiar.</p>	<ul style="list-style-type: none"> <li>Have the symptomatic individual wear a face cover if tolerated.</li> <li>Isolate the individual until sent home.</li> <li>Attending health staff should wear appropriate personal protective equipment (PPE).</li> <li>Instruct person to isolate at home and to contact their healthcare provider for further instructions.</li> <li>Do not exclude others based on close contact with this individual unless the individual is identified as C-19+ (see Scenario 3).</li> </ul>	<ul style="list-style-type: none"> <li>Provide <u>self-isolation instructions</u> to symptomatic student/staff member.</li> <li>Notification of the cohort/school is not necessary.</li> </ul>	<p>The individual may return based on <b>one</b> of the following:</p> <ol style="list-style-type: none"> <li>10 days from the day symptom(s) first appeared, AND improved symptoms and no fever (or fever reducing meds) for the last 24 hours.</li> <li>With proof of negative <b>PCR COVID viral test</b>, may return after 3 days if all symptoms are fully resolved; or after 10 days from the day symptom(s) first appeared, AND improved symptoms and no fever (or fever reducing meds) for the last 2 hours.</li> <li>A signed note from a licensed MD, DO, NP, or PA (who manages that condition) must: confirm the chronic diagnosis (i.e., cites labs, date-of record when diagnosed); include provider's contact information; explain how symptoms are unrelated to COVID-19; and be accompanied by signed consent for school to interact with MD, DO, NP, or PA.</li> </ol>
<p><b>Close Contact with a COVID-19 Positive (C-19+)</b> A student, staff member, or visitor lives with or has had <u>close contact</u> with a person who has:</p> <ul style="list-style-type: none"> <li>Tested positive for COVID-19, OR</li> <li>Been advised by their doctor (<b>licensed MD, DO, NP, or PA</b>) or a <b>public health official</b> that they are presumed to have COVID-19 and will not be tested or tested negative.</li> </ul> <p><b>2</b></p>	<ul style="list-style-type: none"> <li>Keep the close contacts at home to quarantine.</li> <li>Instruct to contact their healthcare provider for further instructions.</li> <li>Do not exclude others based on close contact with this individual unless the individual is identified as C-19+ (see Scenario 3).</li> </ul>	<ul style="list-style-type: none"> <li>Provide <u>quarantine instructions</u> to student/staff member who had close contact with C-19+ / presumed C-19+.</li> <li>Consider <u>notification of school of a potential C-19+</u>.</li> </ul>	<p>May return after 14 days from the last date of close contact if symptoms do not develop during this timeframe.</p> <p>if symptoms develop, delay return until the person is 10 days past the onset of symptom(s) and has not had a fever (without fever-reducing meds) during the 24 hours prior to return.</p> <p><b>IMPORTANT:</b> A student or staff member must continue quarantine if in contact with C-19+ household member, until 14 days after last close contact with the individual while they were in an infectious state.</p>
<p><b>C-19+ Student, Staff Member, or Visitor</b> A student, staff member or visitor has:</p> <ul style="list-style-type: none"> <li>Tested positive for COVID-19, OR</li> <li>been advised by their doctor (<b>licensed MD, DO, NP, or PA</b>) or <b>public health official</b> that they are presumed to have COVID-19 (regardless of test results).</li> </ul> <p><b>3</b></p>	<ul style="list-style-type: none"> <li>Ask parent or staff member to provide information on C-19 status to the school.</li> <li>If the individual is presumed C-19+, ask the medical provider to provide a note indicating C-19 is probable.</li> <li>Identify and notify students and staff who had close contact.</li> <li>Keep close contacts home to quarantine and instruct to contact healthcare provider for further instructions.</li> </ul>	<ul style="list-style-type: none"> <li>Notify students and staff who had close contact by phone and with close contact with C-19+ letter and provide <u>quarantine instructions</u>.</li> <li>Notify same group (class, bus, sports team) or entire school community with letter about <u>positive case of C-19</u>.</li> </ul>	<p>if the person has tested C-19+ and has not developed symptoms they may return 10 days after the date on which they first tested positive.</p> <p>if symptoms develop, delay return until the person is 10 days past the onset of symptom(s) and has not had a fever (without fever-reducing meds) during the 24 hours prior to return.</p>

## City Tree Procedure if Student or Staff Member Contracts Coronavirus

### 1. Notify Local Health Officials

Once learning of a COVID-19 case in someone (student or staff member or other person) who has been in the school, immediately notify local health officials.

County of San Diego HHS and Public Services

(619) 542-4181 [Wilma.wooten@sdcounty.gov](mailto:Wilma.wooten@sdcounty.gov)

These officials will help administrators determine a course of action for City Tree's child care program.

2. **Dismiss students and most staff for 2-5 days.** Preschool Director/Principal will contact parents by phone and email to notify them of the situation. This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19.

3. Local health officials' recommendations for the scope (e.g., a single class, multiple classes, entire school program, entire facility) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.

4. **Communicate with staff, parents, and church.** Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure. Preschool Director/Principal and school Principal will communicate with parents and staff when additional information becomes available.

Communication should be ongoing and include:

- a. Closure information
- b. Basic health and safety recommendations
- c. Discourage staff, students, and their families from gathering anywhere. This includes group child care arrangements
- d. Maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act
- e. Include messages to counter potential stigma and discrimination if needed
- f. Notify Gail Barrett/Personnel Committee for direction regarding sick benefits for staff members. Make sure staff members are provided with this information.

5. **Notify Child Care Licensing within 24 hours. File written report with licensing within 48 hours.**

### 6. Clean and disinfect thoroughly

- a. Close off areas used by the individuals with COVID-19 and wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- b. Cleaning staff should clean and disinfect all areas (e.g., classrooms, bathrooms, playground, entrances, office space, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- c. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- d. For disinfection most common EPA-registered household disinfectants should be effective. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- e. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).

## City Tree Procedure if Student or Staff Member is Exposed to Coronavirus

1. Notification of School
  - a. Parents should notify the school if their child has had close contact with someone diagnosed with COVID-19.
  - b. Staff members should notify the school if they have had close contact with someone diagnosed with COVID-19.
2. Preschool Director/Principal will contact parent or staff member to gather information, including the date of their last contact with diagnosed COVID-19 contact as well as any symptoms they may be experiencing. Preschool Director/Principal will notify parent or staff member of our policy that is in place to protect the health of City Tree students and staff members:  
Exclude from City Tree Christian School students or staff members who have been in close contact with someone diagnosed with COVID-19 from the school for 14 days from the day of their last exposure.
3. Preschool Director/Principal notifies teachers of class so they are aware of the situation.
4. Preschool Director/Principal ensures all areas (classroom, restrooms, playground, hallways) that exposed student/staff member was in has been thoroughly disinfected. Preschool Director/Principal directs custodians to do additional cleaning protocols. Children and staff, if present on site when school is informed, are relocated to unused classroom or already disinfected play space as needed. *Note- Preschool Director/Principal can consider sending home this class or entire school until 8:00am the next day if necessary to ensure health and safety of children and staff.*
5. According to child care licensing we are not required to notify the County of San Diego HHS and Public Services, but Preschool Director/Principal will contact them in this circumstance as an added precaution.  
County of San Diego HHS and Public Services  
(619) 542-4181 [Wilma.wooten@sdcounty.gov](mailto:Wilma.wooten@sdcounty.gov)
6. Notify parents of classmates with email. At no time should student or staff member's name be shared.
7. Notify parents of students who did NOT have contact with the now quarantined student or staff member with email.
8. If staff member is affected, notify Gail Barrett/Personnel for direction regarding sick benefits.
9. Preschool Director/Principal stays in contact with affected family/staff member to monitor situation. Preschool Director/Principal makes written documentation of all email/phone interaction with parent or staff member. If student or staff members is diagnosed with COVID-19 move to that protocol.
10. If child or staff member remains symptom-free, after 14 days, they may return to school.

## **Guidance on School Closure from the California Department of Public Health**

### **What are the criteria for closing a school?**

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.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

### **If a school is closed for in-person learning, when may it reopen?**

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

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department