

**WOODLAND JOINT  
UNIFIED SCHOOL  
DISTRICT**

## **HEALTH AND SAFETY PLAN**

*(Safe Return to In-Person Instruction  
and Continuity of Services Plan)*

**2021-2022 School Year**



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# INTRODUCTION

This guide was created for use by staff, students, families or community members that visit or work in District facilities. As the District enters different phases of reopening and as new health and safety guidance is released that is relevant to schools, this plan will continue to be updated.

## Guidance and Directives from Public Health Agencies and Board of Trustees

This document is Woodland Joint Unified School District's, "Safe Return to In-Person Instruction and Continuity of Services Plan". This plan is a revision to our Health and Safety plan presented in January 2021 and reflects the most recent guidance from the California Department of Public Health (CDPH), Yolo County Department of Public Health (YCDPH), and directives related to health and safety ordered by the Board of Trustees of the District.

[COVID-19 Public Health Guidance for K-12 Schools in California, 2021-2022 School Year](#), CDPH, October 20, 2021

*"This guidance is designed to enable all schools to offer and provide full in-person instruction to all students safely, consistent with the current scientific evidence about COVID-19, even if pandemic dynamics shift throughout the school year, affected by vaccination rates and the potential emergence of viral variants.*

*This guidance includes mandatory requirements, in addition to recommendations and resources to inform decision-making. Implementation requires training and support for staff and adequate consideration of student and family needs. Stricter guidance may be issued by local public health officials or other authorities."*

WJUSD will remain flexible in responding to changing public health conditions and will continue to revise our return plans and preventative measures in accordance with the most current orders or guidance provided by relevant regulatory agencies. This document will be continue to be revised as necessary and the most recent revision date will be noted on the cover page.

Following is a listing of current guidance that informs the development of our health and safety practices in the 2021-2022 school year related to the COVID-19 pandemic.

[COVID-19 Public Health Guidance for K-12 Schools in California, 2021-22 School Year, CDPH](#), October 20, 2021

[Guidance for Use of Face Coverings](#), CDPH, July 28, 2021

[Requirement for Universal Masking Indoors at K-12 Schools](#), CDPH, August 23, 2021

[K-12 school-based COVID-19 testing strategies for school year 2021-22](#), CDPH, July 12, 2021

[Cal/OSHA Emergency Temporary Standards](#) – June 17, 2021

[Yolo County School Decision Tree: COVID-positive person on K-12 campus](#), YCDPH, Update November 3, 2021

# VACCINE VERIFICATION FOR WORKERS IN SCHOOLS

*Updated as of October 1, 2021*

On August 11, 2021, the California State Public Health Officer issued an Order requiring verification of vaccination status among K-12 school workers, and established diagnostic screening testing of unvaccinated workers to minimize the risk that they will transmit while on K-12 school campuses. All districts must be fully compliant with this order by October 15, 2021.

In accordance with the Order, the following modes may be used as proof of vaccination.

1. COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services Centers for Disease Control and Prevention or WHO yellow card; OR
2. A photo of a Vaccination Record Card as a separate document; OR
3. A photo of the Vaccination Record card stored on a phone or electronic device.

"Fully Vaccinated" means individuals who are considered fully vaccinated for COVID-19: two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna vaccine authorized by the World Health Organization), or two weeks or more after they have received a single-dose vaccine (Johnson & Johnson).

"Workers" refers to all paid and unpaid adults serving in the K-12 school settings and included but are not limited to certificated and classified staff and volunteers who are on-site at a school campus supporting school functions. For our District, "workers" include substitutes, work-study tutors, ASES tutors, student teachers and employees on Variable Service Agreements.

Workers who are not fully vaccinated or for whom vaccine status is unknown or documentation is not provided, must be considered unvaccinated.

Asymptomatic unvaccinated or incompletely vaccinated workers are required to undergo diagnostic screening tested at least once weekly with either PCR testing or antigen testing. Unvaccinated or incompletely vaccinated workers are NOT exempted from testing requirement even if they have a medical contraindication to vaccination.

Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous antibody test for COVID-19, does NOT waive this requirement for testing.

The District will continue to offer COVID-19 testing onsite and will continue to host COVID-19 vaccine clinics to serve the needs of all of our community. A current testing schedule can be found on our website. Yolo County continues to offer testing in the community as well. Testing locations and times are posted on the Yolo County's website.

# CONTINUING EFFORTS TO MINIMIZE THE SPREAD OF COVID-19 IN OUR SCHOOLS

To help prevent the spread of COVID-19, the following safety measures are continuing into the 2021-2022 school year:

- Health Screening and Staying Home When Sick
- Face Masks
- Hand Washing and Respiratory Hygiene
- Other Safety Protocols on Campus
- Cleaning, Disinfecting and Ventilation
- Response to Staff and Student Illness

## Health Screening

**Staff and students must self-screen for symptoms at home daily.** The **COVID-19 Daily Symptom Screening for Students and Staff and Return to Work Requirements (Appendix A and B)** are included in this guide. The following are considerations for self-screening.

### Symptoms of Illness

If a person is sick or exhibits symptoms of COVID-19, they may not come to school or work and will follow **Return to School or Work Requirements (Appendix A and B)**. Per [CDC guidelines](#), signs of illness include:

- Fever or chills (100.4 degrees or higher)
- 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

***Students and staff who are ill, and who have had no known exposure*** to a person with COVID-19, must stay home until they have met the CDPH criteria to return to school for those with symptoms:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
  - The student has a negative test for COVID-19; or
  - A health care provider has confirmed an alternative diagnosis; or
  - A health care provider has provided documentation that the symptoms are typical of their underlying condition.
  - At least 10 days have passed since the day the symptoms first appeared.

The District will utilize the **Yolo County School Decision Tree (page 11)** to determine the return to school requirements for students who have had close contact with a COVID positive person.

### Chronic Conditions

Individuals with non-infectious chronic conditions should not be excluded from attending school or work. If there are questions about individual needs, students should contact the school office and staff should contact Human Resources.

Essential visitors will be required to self-screen prior to an essential meeting and will be asked screening questions when arriving to campus or to a department building.

## **Face Masks**

CDPH requires staff and students are to wear face masks indoors, regardless of vaccination status. Exemptions to this requirement are outlined by the CDPH and included below.

The WJUSD Board of Trustees has directed that all staff, students and essential visitors wear face masks outdoors while on campus effective with the beginning of the 2021-2022 school year.

The CDPH requires that staff and students wear face masks while riding school buses.

Essential visitors are required to wear a face mask at all times while visiting school campuses or district offices.

Masks will be available for staff, students or essential visitors who arrive to campus or district offices without a face mask.

In limited situations where a face mask cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face mask while in the classroom. Staff must return to wearing a face covering outside of the classroom.

### Extracurricular and Sporting Events

The CDPH guidance requiring all individuals (adults and students) wear a mask indoors, regardless of vaccination status, also applies to extracurricular activities, including sports and sporting events sponsored by K-12 schools. The guidance also applies to student-athletes while competing in an indoor sport.

For sports where wearing a mask during play has been determined to pose a choking hazard by the American Academy of Pediatrics (competitive cheer, gymnastics while on an apparatus, swimming, diving, water polo and wrestling) one of the following options is required:

- Conduct these activities outdoors.
- Perform at least weekly screening testing with either PCR testing (1:1 or pooled PCR) or antigen testing of all individuals, including those who are fully vaccinated.

In accordance with the current directive from the WJUSD Board of Trustees, face masks must be worn by spectators at outdoor sporting events.

### Use of Face Coverings

Students and parents/guardians will be informed on the proper use, removal and washing of face masks. See **Appendix C and D for instructions on how to safely wear and remove a face mask and how to select an appropriate face mask.**

### Guidance for Daily Use of Face Coverings

- Use a freshly washed or clean face covering for each day.
- Clean hands with soap and water or use hand sanitizer before touching the face covering.
- Avoid touching the front of the face covering and use the ties, bands or loops.
- Apply face covering before coming onto campus or into the worksite.
- Avoid eating or drinking while wearing the face covering.

### Face Shields

Face shields with a cloth drape may be used by teachers to enable students to see their faces and to avoid potential barriers to phonological instruction. Face shields with a cloth drape can be used for those who are hearing impaired and for those are unable to wear face coverings for medical reasons. Staff must return to wearing a face covering outside of the classroom.

### Exceptions to Face Mask Requirements

The following individuals are exempt from wearing masks at all times:

- Persons younger than two years old. Very young children must not wear a mask because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a mask. This includes persons with a medical condition for whom wearing a mask could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a mask without assistance.
- 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.
- Persons for whom wearing a mask would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.

Continual efforts will be made using positive reinforcement teaching strategies to ensure face coverings are worn properly. If a concern about wearing masks arises, the administrator, assigned School Nurse, Health Technician or assigned supervisor should be notified immediately for additional support. Each unique situation will be assessed and support strategies will be employed for the well-being and safety of all.

Consistent with guidance from the 2020-21 school year, schools must develop and implement local protocols to enforce the mask requirements. Additionally, schools should offer alternative educational opportunities for students who are excluded from campus because they will not wear a face covering.

Note: Public schools should be aware of the requirements in AB 130 to offer independent study programs for the 2021-22 school year.

## Hand Washing and Respiratory Hygiene

All students and staff must wash hands frequently. If soap and water are not available, use district approved hand sanitizer with at least 60% alcohol. Access to hand washing or hand sanitizer and face coverings will be available at or near entrances of campus. Staff will schedule time for handwashing or the use of hand sanitizer by students throughout the day. Children under age 9 should only use hand sanitizer under adult supervision.

At minimum, students and staff must wash their hands or use hand sanitizer upon their arrival to school. Other times when hand washing should occur include:

- Before and after lunch
- After using the restroom
- After using shared items
- When hands are visibly dirty
- After using a tissue, coughing into hands
- Upon arriving home

The CDC's **Wash Your Hands poster provides instructions on proper handwashing (Appendix E)**. Respiratory hygiene or [cough/sneeze etiquette \(CDC\)](#), including use of tissues and elbows will be reinforced by using signage, training, and lessons. The **Cover Your Cough poster in Appendix F provides instructions for cough etiquette**.

## Other Safety Protocols on Campus

According to CDPH, recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. There will be no minimum physical distancing requirements on campus.

The District continues to implement additional safety protocols throughout our facilities. Following are examples of mitigating measures in place this school year.

### Arriving at School

- Administrators will assess their facilities and may implement measures to minimize crowding at drop-off and pick-up areas that may include designating waiting areas and designated entrance locations for individual classes or groups.

### Essential Visitors

- District locations and school campuses must remain closed to non-essential visitors or classroom volunteers.
- Essential visitors include but are not limited to government agency staff conducting health and safety assessments, a parent/guardian attending an essential meeting, such as an Individualized Education Program (IEP) meeting. Essential visitors may also include contracted services staff performing their work at a district facility.



- Classroom volunteers and classroom visits are not permitted at this time (volunteers may be allowed strictly for outside duties supporting school site needs such as traffic monitoring and entrance/exit monitoring as identified by the site principal).
- Parents and guardians will be encouraged to make appointments for essential visits.
- Prior to the visit to campus, essential visitors will be informed regarding self-screening requirements.
- Essential visitors may be limited to the front office or specific areas on campus and the number of essential visitors will be monitored and controlled to ensure distancing for school office staff.
- All essential visitors must enter through the main office, sign in upon arrival and participate in active health screening.
- All essential visitors must wear a face mask.

### Recess and Break

- Staff and students are required to wear face masks while indoors and outdoors but may move them to eat and drink.
- Eating areas may be designated throughout campus.
- Water fountains will not be used at this time. Students should bring a refillable water bottle with them each day.
- Visual cues, barriers and/or signage may be used to direct traffic flow, minimize crowding and provide opportunities for distancing.

### Office Spaces

- Plexiglass barriers will continue to be in place at public counters.

### Restrooms

- Staff and student restrooms will be open and available for use.
- Floor signage may be used to encourage distancing while waiting to use restrooms.
- Site staff may develop staggered schedules for student restroom use throughout the day to minimize congregation.

### Food Service

- Students will be able to eat breakfast and lunch on campus.
- Staff will develop plans and schedules to maximize distancing to the extent possible.

### Transportation

- Students and staff will wear face masks while riding the bus unless they meet allowed exemption requirements.
- Hand sanitizer will continue to be available for use by students and staff.
- Staff will continue to plan to release students off the bus in an orderly way to minimize passing by others to the extent possible.
- Windows will be kept open while transporting students to improve airflow.

## Cleaning, Disinfecting, and Ventilation for Prevention

WJUSD will follow cleaning and disinfecting recommendations from [CDPH](#) and [CDC](#). Cleaning and disinfecting frequency has been increased across the district to prevent the spread of illness. Custodial staff will use products approved for use against COVID-19 on the Environmental Protection Agency (EPA) approved list “N” and will follow product instructions. Staff will be trained on the proper use of approved products and will be equipped with the proper personal protective equipment (PPE) as required by product instructions.

“Cleaning” involves water and soap or a detergent, does not use disinfecting agents, and significantly decreases germs on surfaces and decreases infection risks. “Disinfection” kills germs on surfaces using specific approved products.

Maintenance and Operations has established routine cleaning schedules to clean and disinfect daily. These schedules include the following:

- Regularly cleaning and disinfecting high-touch areas on campus, in restrooms and offices throughout the day including but not limited to:
  - Exterior door handles and push plates
  - Light switches
  - Sink handles
  - Bathroom surfaces
  - Public counters and chairs and tables in reception areas
  - Access gates for the public
- Cleaning and disinfecting of offices and classrooms daily including but not limited to:
  - Surfaces of tables, desks, phones, counters, dispensers
  - Waste receptacles
  - Mopping or vacuuming floors (hard floors, carpets, rugs, mats)

In addition to increased cleaning and disinfecting schedules, custodial staff will ensure soap and hand sanitizer dispensers, toilet paper and towels are replenished throughout the day.

Classrooms will be provided with cleaning/disinfecting supplies so that staff may clean and disinfect equipment or other supplies according to protocol that are frequently shared between students during the instructional period. Non-custodial staff members will be provided training on the safe use of products as required by the Healthy Schools Act.

In the event of a positive case on campus or in a district building, enhanced cleaning and disinfection of the room will occur.

### Air Flow and Ventilation

The Maintenance and Operations department has completed HVAC system checks and cleanings. Where applicable, staff has adjusted the economizer dampers on the HVAC equipment to allow more outside air to circulate into the classroom and offices to meet COVID-19 ventilation protocol. Sites will run continuous HVAC fans while on an occupied schedule. Staff may keep window and doors open, as weather conditions allow, to increase airflow.

## Inventory Controls

The district is making every effort to ensure that supplies are replenished and available at our school sites in a timely manner.

Staff has ordered supplies for the return of staff and students and plans for inventory management for preventative supplies such as:

- Cloth reusable and disposable face coverings for students and staff (individuals can be encouraged to use their own cloth face covering)
- Face shields
- Hand sanitizer
- Spray bottles, disinfectant wipes and paper towels
- Gloves

## **Response to Staff and Student Illness**

In the event a student becomes ill at school, the student will be separated and cared for in an isolation room designated on campus. **Well-student and Isolation Room Procedures (Appendix G)** are included with this guide. School Nurses or other Health Support staff will document and monitor cases of student illness or student positive COVID-19 cases and will be responsible for contact tracing and reporting requirements per YCDPH guidelines. School Nurses will work with school site administrators to determine the appropriate communication to staff and the school community. Decisions regarding quarantine and testing will be made using the **Yolo County School Decision Tree (page 11)**.

If a staff member becomes ill while at work, the staff member should notify their supervisor and leave immediately. The supervisor will notify Human Resources department so that the employee can be contacted and provided instructions on quarantine, return to work processes as well as information on applicable leave and benefit options. Decisions regarding quarantine and testing will be made using the **Yolo County School Decision Tree (page 11)**. Human Resources will document and monitor cases of staff illness or staff positive COVID-19 cases and will be responsible for contact tracing and reporting requirements per YCDPH guidelines.

## **Close Contacts with a COVID-Positive Person and Communications**

When a staff member or student has had close contact with someone, at school or outside of school, who tests positive for COVID-19, the District will determine quarantine and testing requirements based on the **Yolo County Decision Tree**. The decision to quarantine at home or remain on campus or at work and test during the period after exposure is based on symptoms status, vaccination status and, for students, mask wearing during the exposure period. Both Decision Trees are on the next page.

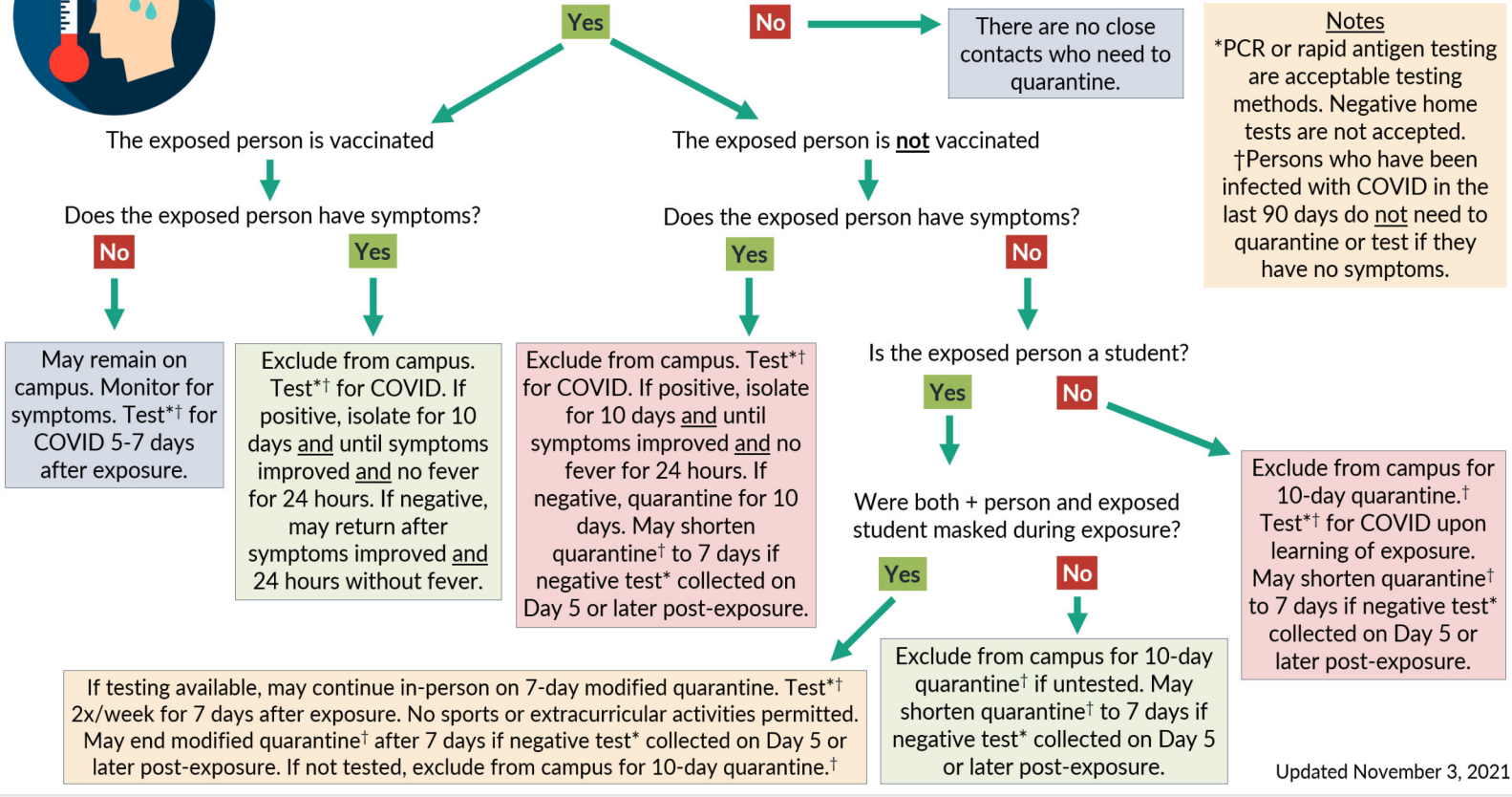
The District will notify families when it has been confirmed when a staff or student who was on campus has tested positive for COVID. The sample letters can be found on pages 12 and 13.

Confirm COVID cases in our schools and offices are reported to YCDPH and recorded and displayed on the district's COVID-19 Dashboard. See Appendix H for an example from the website.

## Yolo County School Decision Tree: COVID-positive person on K-12 campus



Was the COVID-positive person within 6 feet of anyone for more than 15 minutes over a 24-hour period?



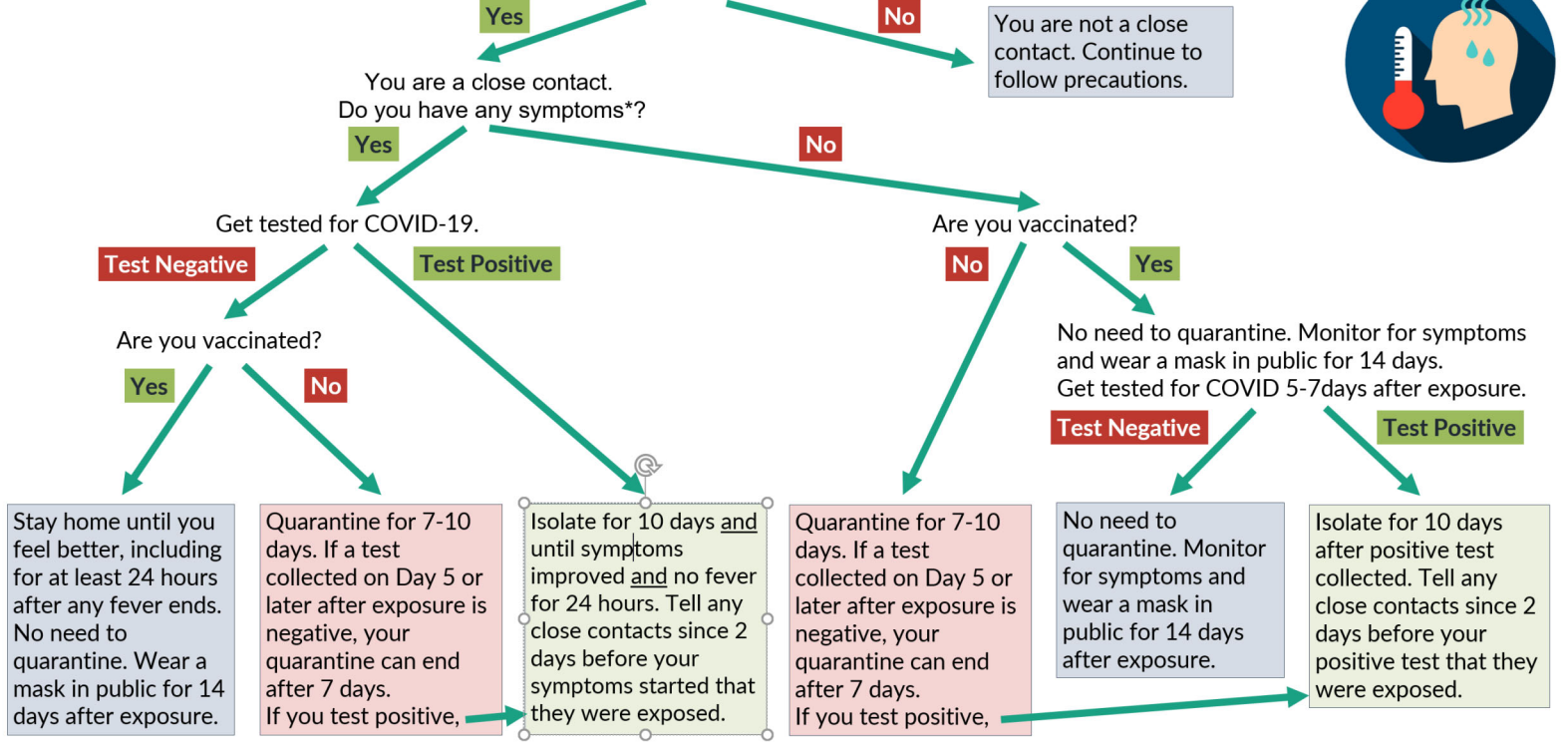
**Notes**  
 \*PCR or rapid antigen testing are acceptable testing methods. Negative home tests are not accepted.  
 †Persons who have been infected with COVID in the last 90 days do not need to quarantine or test if they have no symptoms.

If testing available, may continue in-person on 7-day modified quarantine. Test\*† 2x/week for 7 days after exposure. No sports or extracurricular activities permitted. May end modified quarantine† after 7 days if negative test\* collected on Day 5 or later post-exposure. If not tested, exclude from campus for 10-day quarantine.†

Updated November 3, 2021

## Yolo County COVID Decision Tree for Contact with COVID-Positive Person Outside of School

Have you been within 6 feet of COVID-positive person for at least 15 minutes over a 24-hour period?



\*Symptoms of COVID-19 include fever, chills, cough, shortness of breath, headache, sore throat, body/muscle aches, runny or stuffy nose, loss of taste or smell, nausea, vomiting, or diarrhea.

Updated November 3, 2021

## Sample Letter – Close Contact

***Student or staff member is identified as having close contact with an individual who tested positive for COVID-19***

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DATE

Dear Parents/Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that we were notified today that a student in your child’s class has tested positive for COVID-19. The student tested positive on (DATE) and was last on campus on (DATE). **Your student was in close contact and unmasked with this student.** Close contact is defined as contact less than 6 feet for 15 minutes or more with an individual positive for COVID-19. The District is using the [Decision Tree](#) that is aligned with CDPH guidelines for TK-12 Schools reopening. We are also currently working with the Yolo County Department of Public Health on reporting and contact tracing requirements.

Directives from the Yolo County Department of Public Health advise that individuals who have been in unmasked close contact with a positive Covid-19 case and are unvaccinated, are to be quarantined for 10 days from the last date of exposure. This quarantine may be shortened to 7 days if a negative Covid-19 test is collected after day 5 of exposure.

**If your student is unvaccinated, your student will need to be quarantined for the next 10 days, and may return to campus on a RETURN DATE. This quarantine may be shortened to 7 days if a negative Covid-19 test is collected after day 5 of exposure. If your student is vaccinated, they may remain on campus as long as they are not symptomatic. However, your student must test for Covid-19, 3-5 days after exposure. If your child becomes ill, please work with your healthcare provider to monitor them.** Please see resources below for more information.

[WJUSD COVID Testing Schedule](#)

[CDC - Symptoms of Coronavirus](#)

[Testing Options in Yolo County](#)

[Yolo County Coronavirus Webpage](#)

[Instructions for Home Isolation and Health Monitoring](#)

As always, we ask our community to please remember to follow all safety protocols for your child’s safety and the safety of others. Please continue to monitor your child and yourself for illness daily. If you have any questions or concerns regarding your child’s health, we encourage you to contact your personal physician.

## Sample Letter - Confirmed COVID-19 Case on Campus – Not a Close Contact

*Student or staff member is NOT a close contact with an individual who tested positive for COVID-19*

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DATE

Dear School Parents/Guardians,

The health and safety of our students and staff are our top priority. This letter is to inform you that we were notified today that a student in your child’s class has tested positive for COVID-19. The student tested positive on (DATE) and was last on campus on (DATE). **Your student was not in close contact with this student.** The District is using the [Decision Tree](#) that is aligned with CDPH guidelines for TK-12 schools reopening. We are also currently working with the Yolo County Department of Public Health on reporting and contact tracing requirements.

**Out of an abundance of caution, we recommend all students in this classroom be tested for COVID after 5 days from the date of this letter.**

**If your child becomes ill, please work with your healthcare provider to monitor them and notify your school site.**

**If your child tests positive for COVID, please keep them home and notify your school site.**

Please see resources below for more information.

[WJUSD COVID Testing Schedule](#)

[CDC - Symptoms of Coronavirus](#)

[Testing Options in Yolo County](#)

[Yolo County Coronavirus Webpage](#)

[Instructions for Home Isolation and Health Monitoring](#)

As always, we ask our community to please remember to follow all safety protocols for your child’s safety and the safety of others. Please continue to monitor your child and yourself for illness daily. If you have any questions or concerns regarding your child’s health, we encourage you to contact your personal physician.

## Covid-19 Testing and Vaccination Options

### Yolo County Testing

There are a number of ways for residents to be tested in Yolo County. Individuals do not need to have health insurance to be tested; many sites are free to Yolo County residents. Staff and families can learn more by visiting the YCDPH's [Coronavirus Testing](#) webpage of their COVID-19 website.

### FREE On Site COVID Testing for WJUSD Staff and Students

This school year, the District will continue to offer free COVID testing on school campuses throughout the District. For more information on registration and testing schedules, please visit our website using this [link](#).

### Vaccine Clinics

Vaccinations clinics are hosted throughout Yolo County. Schedules and locations can be found by visiting the YCDPH's [Vaccine](#) webpage of their COVID-19 website.

WJUSD continues to partner with Yolo County to offer COVID-19 Vaccine and Flu Shot clinics on our campuses. These dates will be announced in advance and communicated on our webpage.

# Appendices



## Appendix A – Daily Symptom Screening for Students and Return to School Requirements

### COVID-19 DAILY SYMPTOM SCREENING FOR STUDENTS

Prior to sending your child to school, parents must perform a daily symptom check on their child. If the answer is **YES** to any of the following questions, your child **must stay home** from school and you should report your child's illness and symptoms to the school attendance office. You should also follow-up with your child's physician.

- Does the child have a fever (100.4° F or greater) without having taken any fever- reducing medications?
- Does the child have a sore throat, congestion or a runny nose?
- Does the child have a new uncontrolled cough that causes shortness of breath or difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?
- Does the child have a new uncontrolled cough that causes shortness of breath or difficulty breathing (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)?
- Does the child have diarrhea, nausea or vomiting?
- Does the child have new onset of headache, body aches or fatigue?
- Does the child have a new loss of taste or smell?
- Is the child living with someone in the household that has tested positive for COVID-19 OR living with someone in the household who is ill and awaiting their test results for COVID-19?
- Has the child had close contact (less than 6 feet for at least 15 minutes) with a person confirmed with COVID-19?

## COVID-19 RETURN TO SCHOOL REQUIREMENTS FOR STUDENTS

***Students who are ill, and who have had no known exposure*** to a person with COVID-19, must stay home until they have met the CDPH criteria to return to school for those with symptoms:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
  - The student has a negative test for COVID-19; or
  - A health care provider has confirmed an alternative diagnosis; or
  - A health care provider has provided documentation that the symptoms are typical of their underlying condition.
  - At least 10 days have passed since the day the symptoms first appeared.

The District will utilize the **Yolo County School Decision Tree** to determine the return to school requirements for students who have had close contact with a COVID positive person.

## Appendix B – Daily Symptom Screening for Staff and Return to Work Requirements

### COVID-19 DAILY SYMPTOM SCREENING FOR STAFF

Staff must self-screen for symptoms of illness at home daily before reporting to work. If the staff member answers **YES** to any of the following questions, they **must stay home** from work, report the absence in Frontline and contact their supervisor directly. Human Resources will follow up with the staff member for information on leave options and return to work instructions. Staff will be advised to follow-up with their health care provider.

- Are you currently experiencing any of the following NEW OR UNEXPECTED COVID-19 symptoms that cannot be explained by another condition?
  - Fever of 100.4° F or higher
  - Chills, fatigue, muscle or body aches
  - Sore throat, congestion or a runny nose
  - New uncontrolled cough that causes shortness of breath or difficulty breathing
  - Diarrhea, nausea or vomiting
  - Headache
  - NEW loss of taste or smell
  
- In the last 10 days, has anyone in your household tested positive for COVID-19?
  
- Is anyone living in your household ill **and** awaiting their test results for COVID-19?
  
- In the last 10 days, have you had close contact (less than 6 feet for at least 15 minutes) with a person confirmed with COVID-19?

## COVID-19 RETURN TO SCHOOL REQUIREMENTS FOR STAFF

***Staff members who are ill, and who have had no known exposure*** to a person with COVID-19, must stay home until they have met the CDPH criteria to discontinue home isolation:

- At least 24 hours have passed since resolution of fever without the use of fever reducing medications; and
- Other symptoms have improved; and meets one of the following criteria:
  - The student has a negative test for COVID-19; or
  - A health care provider has confirmed an alternative diagnosis; or
  - A health care provider has provided documentation that the symptoms are typical of their underlying condition.
  - At least 10 days have passed since the day the symptoms first appeared.

The District will utilize the **Yolo County School Decision Tree** to determine the return to school requirements for students who have had close contact with a COVID positive person.

# How to Wear and Take Off Your Mask

Accessible link: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

## How to Put On and Wear Your Mask Correctly

- Wash your hands or use hand sanitizer before putting on your mask
- Put it over your face and mouth
- Be sure your mask fits snugly against the sides of your face and under your chin
- Make sure you can breathe easily



## Wear a Mask to Protect Yourself and Others

- Wear a mask over your nose and mouth to help prevent getting and spreading COVID-19
- Wear a mask in public settings, especially when you cannot stay six feet apart from people who don't live with you

## How to Take Off Your Mask



Untie the strings behind your head or stretch the ear loops



Handle only by the ear loops or ties



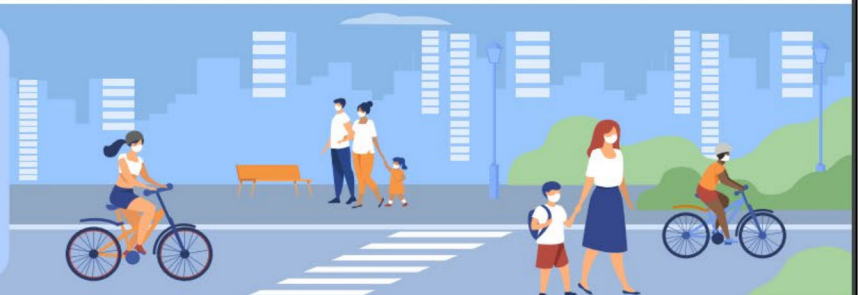
Fold outside corners together



Wash hands immediately after removing

## Other Ways to Protect Yourself

- Stay at least 6 feet away from others
- Avoid crowds and places with poor ventilation
- Wash your hands often
- Get a vaccine when it is offered



CS 323437-A 04/01/2021

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

# Appendix D



## Woodland Joint Unified School District Face Mask Guide

### DO choose masks that



Have two or more layers of washable, breathable fabric



Completely cover your nose and mouth



Fit snugly against the sides of your face and don't have gaps

### Gaiters and Face Shields



**Gaiters are not permitted.**

Caution: Face shields must be worn with a face mask unless an individual has an exemption.



Wear a mask **correctly** and **consistently** for the best protection.

- Be sure to wash your hands before putting on a mask
- Do **NOT** touch the mask when wearing it

### DO NOT choose masks that



Are made of fabric that makes it hard to breathe, for example, vinyl



Have exhalation valves or vents, which allow virus particles to escape

### Special Situations: Children



If you are able, find a mask that is made for children



If you can't find a mask made for children, check to be sure the mask fits snugly over the nose and mouth and under the chin



Do **NOT** put on children younger than 2 years old

### Special Situations: Glasses



If you wear glasses, find a mask that fits closely over your nose or one that has a nose wire to limit fogging



# Woodland Joint Unified School District

## Face Mask Guide pg. 2

### Do NOT wear a mask (When around other people)



Around your neck



On your forehead



Under your nose



Only on your nose



On your chin



Dangling from one ear



On your arm

### How to take off a mask



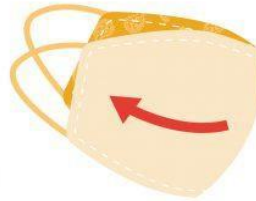
1

Carefully, untie the strings behind your head or stretch the ear loops



2

Handle only by the ear loops or ties



3

Fold outside corners together



4

Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

#### Overview

- Wear masks with two or more layers to stop the spread of COVID-19
- Wear the mask over your nose and mouth and secure it under your chin
- Masks should be worn by people two years and older
- Masks should NOT be worn by children younger than two, people who have trouble breathing, or people who cannot remove the mask without assistance
- Do **NOT** wear masks intended for healthcare workers, for example, N95 respirators

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

# Stop Germs! Wash Your Hands.

## When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



## How?



**Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



**Lather** your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



**Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



**Rinse** hands well under clean, running water.



**Dry** hands using a clean towel or air dry them.

**Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.**

LIFE IS BETTER WITH

**CLEAN HANDS**



[www.cdc.gov/handwashing](http://www.cdc.gov/handwashing)



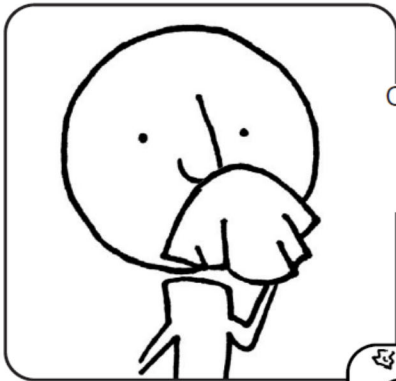
This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.

CS310027-A



Stop the spread of germs that make you and others sick!

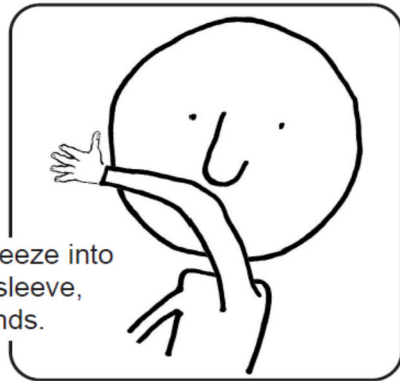
# Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze

or

cough or sneeze into your upper sleeve, not your hands.



Put your used tissue in the waste basket.



# Clean your Hands

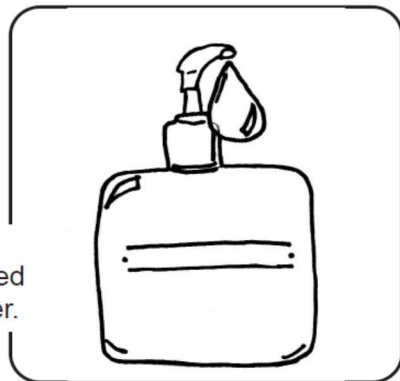
after coughing or sneezing.



Wash hands with soap and warm water

or

clean with alcohol-based hand cleaner.



# Appendix G – Well Student and Isolation Room Procedures

(Page 1)

Well Student Area-Nurses Office	Sick Student Area-Isolation Room
<p><b>Reasons for Visit:</b></p> <ul style="list-style-type: none"> <li>• First Aid</li> <li>• Seizures</li> <li>• Medications</li> <li>• Hungry Diabetes</li> <li>• Behavior Asthma Care</li> <li>• Tired</li> <li>• Allergies</li> <li>• Anxiety</li> </ul>	<p><b>Reasons for Visit:</b></p> <ul style="list-style-type: none"> <li>• Fever (100.4 degrees or higher)</li> <li>• New loss of taste or smell</li> <li>• Cough</li> <li>• Sore throat</li> <li>• Shortness of breath or Difficulty breathing</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting, diarrhea</li> <li>• Muscle or body aches</li> <li>• Headache</li> </ul>
<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• A trained staff member, school nurse, or medical staff provides care.</li> </ul>	<p><b>Staffing:</b></p> <ul style="list-style-type: none"> <li>• A trained staff member, school nurse, or medical staff assesses and provides care.</li> <li>• IF this is a separate room, additional staff may be necessary to monitor students if not visible by the staff member providing well-student care.</li> </ul>
<p><b>PPE:</b></p> <ul style="list-style-type: none"> <li>• Staff delivering care will wear cloth face covering and use standard precautions if at risk of exposure to blood or body fluids.</li> </ul>	<p><b>PPE:</b></p> <ul style="list-style-type: none"> <li>• Staff must wear gloves, disposable mask, and eye protection/ face shield.</li> </ul>
<p><b>Room requirements:</b></p> <ul style="list-style-type: none"> <li>• Consider using the current nurse office already set up for first aid.</li> <li>• Soap/Hand Sanitizer and paper towels available</li> <li>• Have access to the bathroom</li> <li>• Chairs for resting students</li> <li>• Table, counter, or desk</li> <li>• First aid supplies</li> <li>• Medication and procedure</li> </ul>	<p><b>Room requirements:</b></p> <ul style="list-style-type: none"> <li>• Consider using a separate room or move sick care to a large room that can separate well and sick students by more than 6 feet and barrier.</li> <li>• The room must be well-ventilated (open windows and door)</li> <li>• Have hand sanitizer and paper towels</li> <li>• Have access to restroom nearby</li> <li>• Chairs for waiting students</li> <li>• Phone</li> <li>• Table, counter, or desk</li> </ul>

## Well Student and Isolation Room Procedures

(Page 2)

Well Student Area-Nurses Office	Sick Student Area-Isolation Room
<p><b>Supplies:</b></p> <ul style="list-style-type: none"> <li>• First aid supplies</li> <li>• PPE - gloves and masks</li> <li>• Soap/Hand Sanitizer and paper towels</li> <li>• Water for drinking</li> <li>• Disinfecting supplies - solution and paper towels</li> </ul>	<p><b>Supplies:</b></p> <ul style="list-style-type: none"> <li>• PPE - gloves, masks, face shield</li> <li>• Vomit bags</li> <li>• Thermometer</li> <li>• Water for drinking</li> <li>• Soap/Hand Sanitizer and paper towels</li> <li>• Disinfecting supplies - solutions and paper towels</li> </ul>
<p><b>Well student procedure:</b></p> <ul style="list-style-type: none"> <li>• Student must wash hands upon arrival</li> <li>• Place face covering on student if not already wearing one</li> <li>• Use standard precautions when assisting students in first aid or procedures</li> <li>• Disinfect surfaces after student leaves and before use by others</li> </ul>	<p><b>Sick student procedure:</b></p> <ul style="list-style-type: none"> <li>• Student must wash hands upon arrival</li> <li>• Place a surgical mask on the sick student</li> <li>• Use standard precautions when assisting sick students</li> <li>• Provide care keeping as much distance and little contact as possible</li> <li>• Ask if they have been around someone with COVID-19 or have signs and symptoms of COVID-19</li> <li>• Take temperature. Ask about and document any symptoms</li> <li>• Call parent/guardian for immediate pick up</li> <li>• If a parent/guardian cannot pick up students, consider procedures for arranging transportation to their home</li> <li>• Provide parent/guardian with Stay at Home/When to Return to School guidelines (Appendix B)</li> <li>• Disinfect all surfaces after the student leaves and before use by others</li> <li>• If symptoms indicate that COVID-19 is suspected contact your school nurse.</li> <li>• Follow Communicable Disease Guidelines for notifying Health Services for possible outbreaks of infectious disease</li> </ul>

# Appendix H – WJSUD COVID Dashboard



## - COVID-19

COVID-19 Dashboard

Yolo County Decision Tree for COVID Exposure

## COVID-19 Dashboard

### WJUSD COVID-19 Dashboard

The WJUSD COVID-19 Dashboard lists all positive COVID-19 cases for students and staff members who are reporting in-person to WJUSD schools and/or offices. Students and staff who test positive for COVID-19 but have not been reporting in-person to WJUSD schools and/or offices are not included in this data. The Dashboard is updated after we have been notified of confirmed positive cases of COVID-19.

Once the District is notified of a confirmed positive case of COVID-19 at a school or office, the following steps are followed:

- Individual who is positive for COVID-19 is contacted and advised of quarantine periods.
- District staff perform contact tracing activities to determine close contacts.\*
- Close contacts who are not fully vaccinated are contacted and informed of their need to quarantine and the return to work or school date.
- Communications are prepared and sent to the following groups:
  - Staff and/or parents/guardians of students who have had close contact with the positive case
  - All parents/guardians with students attending the school site
  - All staff working at the school site or office
  - Labor partner leaders
- Case and contact tracing information are reported to the Yolo County Health Department.
- Affected areas are cleaned and treated.

*\*Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes up to 48 hours from the start of COVID-19 symptoms or up to 48 hours from the testing date if the infected person was without symptoms prior to testing.*

**End of Document**