



COVID-19 Safety Procedures Handbook

**Mt. McKinley Court School
Golden Gate Community School
Contra Costa Adult School
Contra Costa Special Education Schools**

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INTRODUCTION

On Friday, July 9th, the Centers for Disease Control and Prevention (CDC), issued this [guidance](#) for K-12 schools recommending various layered mitigation strategies to prevent the spread of COVID-19. Shortly thereafter, the California Department of Public Health (CDPH) responded with this [press release](#) reinforcing the shared priority of full in-person instruction for students and also recommending mitigation strategies for schools to achieve this goal. Furthermore, the CDPH stated that “California will continue to require that masks be worn indoors in school settings, which also will ensure that all kids are treated the same.” As an agency, we will continue to follow the guidance set forth by the California Department of Public Health.

The following procedures and practices are intended to guide students and staff in the CCCOE Court, Community, Adult School, and Special Education Programs. All CCCOE staff and programs that work or reside in district schools will be required to follow the district and school procedures and protocols when on those campuses.

COVID SAFETY GUIDELINES SUMMARY

- **Staff and students must wear masks at school**
- **QR Code must be completed daily by all staff and students for Contact Tracing and Symptom Screening**
- **Staff and students will wash hands regularly**
- **New cleaning guidelines will be followed**
- **Staff and students will stay home when experiencing symptoms**

MASK WEARING/FACE COVERINGS

CDPH stated that “California will continue to require that masks be worn indoors in school settings, which also will ensure that all kids are treated the same.” Face masks or other face coverings will be provided by the school upon request.

- When INDOORS, all school staff and students are required to mask, with exemptions per [CDPH face mask guidance](#).
- When OUTDOORS, masks mandatory for students and staff unless able to maintain at least 6 ft distance from others at all times.
- Adults in PreK-12 school settings are required to mask while inside at any time students are on campus.

- In limited situations where a face covering 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 covering while in the classroom as long as the wearer maintains physical distance from others. Staff must return to wearing a face covering outside of the classroom.
- Face coverings must be made of breathable cloth materials, cover the person's entire nose and mouth area, and be secured to the person's head.
- Face coverings that do not cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded

PHYSICAL DISTANCING

Although the CCCOE is committed to keeping class size low and staff/student ratio high, CDC guidance no longer requires six-foot distancing on school campuses. CCCOE Student Programs will practice maintain three-foot distancing when feasible. Students who are unmasked during lunch and snack times are recommended to maintain six-foot distance to reduce risk of exposure.

CLEANING AND DISINFECTION PROCEDURES WHEN COVID-19 EXPOSURE OCCURS/AIR FILTRATION SYSTEMS

CCCOE has established regular and frequent cleaning and disinfection protocols to mitigate the spread of COVID-19. Classes and common areas will be cleaned daily, and cleaning logs will be maintained at the school site and available for review.

For any classroom that a student or staff who tests positive has been in for more than 15 minutes, CCCOE facilities team will conduct a full cleaning.

All air filtration systems in the CCCOE Classrooms meet or exceed current standards and the CCCOE is committed to following any change in guidance.

PROCEDURES WHEN COVID-19 EXPOSURE OCCURS

CDC guidelines and recommendations for steps to take when students or staff are exposed to COVID-19 positive cases has changed to address the new guidelines associated with vaccinated individuals. CCCOE will work closely with the Contra Costa County Public Health Department to determine contacts and protocols.

- Quarantine timelines are determined by the CARES Team based on individual situations including vaccination status, presence of symptoms and health history. [CC Health COVID-19 Schools Grid](#)
- Isolation will be required for all students and staff who test positive for COVID-19.

ENTRANCE, EGRESS, AND MOVEMENT WITHIN SCHOOL

Prior to Coming to Campus

- Prior to coming to campus, a parent must prescreen students for signs or symptoms of COVID-19 and will enter the prescreening information via QR codes. If parents or students do not provide responses daily, they will be contacted to verbally answer questions and/or students will be screened at school.

Entering Campus

- All people on campus must follow mask guidelines.
- Parents should accompany their children to the designated screening area.
- Parents will not be allowed to enter the campus past the screening area without specific authorization from a CCCOE official (see late arrival below).
- Students will be visually checked for symptoms associated with COVID-19 including cough, shortness of breath, or difficulty breathing without recent physical activity.
- School employees may be assigned to walk young children from the screening to their classrooms.
- Any parents or other people pre-authorized to enter the campus will be subject to symptom screening in the same manner as students.
- Faculty and staff will self-screen each morning.

Late Arrivals

- Parents are encouraged to arrive in time for their designated screening to help assure students get the most out of the time they will be on campus.
- Late arrivals will go to the office to check in or call office to make arrangements. Students must be accompanied by a parent, and parents and students must be wearing masks while inside the office.

Egress / Leaving Campus

- Parents or caregivers should be on time and wait in the parking lot

outside the assigned student exit area.

- Students will walk to the exit area and will be released by the teachers/staff.
- Students must wait for the teacher's permission to exit campus.
- Parents must have a plan for picking up students from school if they are contacted and should be able to pick up their child within 30 minutes.

HEALTH SCREENING FOR STUDENTS AND STAFF

CCCOE Practices and Protocols for Student COVID-19 Symptom Screening

CCCOE has adopted this Student COVID-19 Symptom Screening Policy pursuant to guidance and reopening plans from the Centers for Disease Control ("CDC"), California Department of Public Health, California Department of Education, and local public health officials. This policy will remain in place until further notice.

In order to protect the safety of our students, employees, and the CCCOE community at large, CCCOE employees will screen students for symptoms of COVID-19 at designated screening points.

Overview of Symptoms Associated with COVID-19

The Contra Costa Department of Public Health currently identifies the following symptoms as being high-risk for COVID-19:

- Fever of 100.4 or more in addition to any other symptom
- New and different cough in addition to any other symptom
- New and different shortness of breath in addition to any other symptom
- Additional symptoms may include chills, fatigue, body aches, headache, sore throat, loss of taste or smell, runny nose, nausea, vomiting, diarrhea.

Parent Health Screenings and Reporting

Parents must screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to sending their students to school.

- Parents must enter the information into the QR code.
- Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19 or have tested positive for COVID-19.

- Parents must notify the school of the reason for the student's absence and should consult with their physician regarding symptoms.
- In cases of suspected COVID-19, the school will also consult with the Contra Costa Department of Public Health.

Symptom Screening

Persons presenting with COVID-19 symptoms, including a fever of 100.4° F (38.0° C) or above will not be allowed to enter CCCOE facility/campus. The school will send home any individual who presents symptoms associated with COVID-19. Exceptions may occur in determining whether to exclude a student based on symptoms of COVID-19 based on an evaluation of the student's medical history by the school nurse.

Developing Illness at School - Isolation Rooms

All schools have designated and prepared isolation areas for the purposes of isolating sick or symptomatic individuals until arrangements can be made for them to go home.

- Students who develop a fever or cough during the school day or other symptoms will be moved to an isolation room (an adult will either be with them or nearby).
- CARES team will provide step by step directions for reporting and communicating with appropriate parties.
- Supervising staff should follow recommended PPE and will maintain six feet distance whenever possible.
- Rooms will be properly cleaned and sanitized after student usage within 24 hours
- Staff or faculty who develop symptoms while at school will be sent home immediately unless transportation needs to be arranged, in which case they will remain in one of the isolation rooms.

HEALTHY HYGIENE PRACTICES

Regular hand washing is still considered an important practice in limiting the spread of COVID-19. In addition to hand washing stations with soap and water, hand sanitizing stations have been installed in classrooms, hallways and common areas. CCCOE is well-stocked with handwashing soap and hand sanitizer to ensure that these supplies are always readily available.

IDENTIFICATION AND TRACING OF CONTACTS

COVID Response Teams

CCCOE has created COVID Response Teams to be the designated contacts with the Contra Costa County Public Health Department and the contact for any exposure situations involving students and staff. These teams are made up of school nurses, administrators, and school staff and will serve as the leads during potential exposure situations.

Contact Tracing Processes

Any positive COVID-19 tests within the CCCOE community must be reported to the school principal or nurse immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

CCCOE will immediately contact the CCCPH in the case of any known COVID case in the community. CCCOE will work closely with the Contra Costa County Public Health Department to determine through contact tracing if the affected child's classroom or school and/or additional individuals will need to be quarantined.

For students who need to quarantine, CCCOE will provide educational opportunities for the duration of the quarantine through short term independent study when feasible. CCCOE will follow Contra Costa County Health Department protocols for a student or staff member diagnosed with COVID-19 to return to campus.

COVID-19 TESTING: STUDENTS AND STAFF

Testing Students

We offer two types of COVID-19 tests at school sites. (1) The Antigen Rapid Test (BinaxNOW). The school sites' team of nurses and office staff have been trained to administer the Antigen Rapid Test with consent. (2) The PCR test: lab confirmed. The school site nurses are trained to administer PCR testing in addition to weekly testing by the Contra Costa County Public Health Department.

Testing Staff

CCCOE will work with community agencies to ensure that all CCCOE employees have access to COVID-19 testing when recommended by health officials. CCCOE will provide opportunities for PCR testing at designated school sites as scheduled by the HR department. Pre-registration is recommended.

DISTANCE LEARNING/ INDEPENDENT STUDY

School districts and county offices were recently told that Distance Learning will no longer be an option for students in public schools for the 2021-2022 school year. This guidance came with AB 130, a new state law expanding Independent Study options for all students. In order to comply with the new mandate, CCCOE plans to provide Independent Study when requested by parents whenever possible and in agreement with the student's residence school district. A Pupil-Parent-Educator Conference will be held for all Independent Study Requests. The Independent Study programs will differ based on grade level and may offer live and synchronous instruction. Written learning agreements must be signed before students can begin independent study courses. Students must remain engaged in the Independent Study program. Students who miss the equivalent of 3 days in a week will be required to participate in a meeting to address engagement and Independent Study may be discontinued.

INDEPENDENT STUDY REQUEST FORM

Short Term Independent Study will be an option for students who are not able to attend school for up to 15 school days. This Short-Term Independent Study will be an option for students who are quarantined due to COVID-19 exposure.

SCHOOL CLOSURE INFORMATION

California is unequivocally committed to preserving the safety and success of in-person instruction at K-12 schools. A temporary school closure due to COVID-19 should be a last resort and considered only after all available resources have been exhausted in an attempt to preserve in-person education. In such a circumstance, continuity of instruction for students will be critical. For information regarding provision of independent study, visit the [CDE website](#).

Temporary school closures should be considered only after conferring with local health officials. There is no specific case threshold at which the State recommends an immediate temporary closure of a classroom or school. Instead, the process should be guided by local epidemiology, with particular attention paid to concern for in-school transmission. Operational factors may also be considered, including the ability to maintain sufficient teaching staff to provide in-person instruction.