

FARMERSVILLE HIGH SCHOOL

COVID 19

SAFETY PLAN

2020-2021





Farmersville High COVID 19 Safety plan

Table of contents

COVID 19

School Guidance Checklist	pg. 2-6
In-person Classroom Exposure Assessments Procedures	pg. 7
Best Protection Against COVID-19	pg. 8
Safety Plan Introduction	pg. 9-12
Lead Positions	pg. 13-24
Activity or Event Planning	pg. 25, 26
Hand Washing/Sanitizing	pg. 27
Glossary of Terms	pg. 28-31
Media/Sign Inventory	pg. 31
Positive Case Response Plan	pg. 32
Positive Case Process Chart	pg. 33
Positive Student or Staff Report	pg. 34-35
Positive Case Intake Form	pg. 36-37
Checklist for Managing Symptoms and Staff	pg. 38-39
Symptomatic Case Response Plan	pg. 40-41
Daily Health Screen Questionnaire	pg. 42
Screening Student/ Return to School	pg. 43-46
Symptomatic Case call back	pg. 47-48
FAQ	pg. 49
Symptomatic Student In-person call back	pg. 50-51
Fact Sheet	pg. 52-55
Return to School information for Families and Staff	pg. 56-57
Letters	pg. 58-64
Verification and Screening Guidance	pg. 65



COVID-19 School Guidance Checklist

January 14, 2021





Farmersville High COVID 19 Safety plan

Date: 02/01/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Farmersville Unified School Dis

Number of schools: 6

Enrollment: 2,478

Superintendent (or equivalent) Name: Dr. Paul Sevillano

Address: 571 E. Citrus

Phone Number: 559 592-2010

Farmersville, CA 93223

Email: psevillano@farmersville.k12.ca.gov

Date of proposed reopening: 01/29/2021

County: Tulare

Grade Level (check all that apply)

Current Tier: Purple
(please indicate Purple, Red, Orange or Yellow)

☒ TK ☒ 2nd ☒ 5th ☐ 8th ☐ 11th

☒ K ☒ 3rd ☒ 6th ☐ 9th ☐ 12th

☒ 1st ☒ 4th ☐ 7th ☐ 10th

Type of LEA: Unified

This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

☒ I, Dr. Paul Sevillano, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents.



Armstrongville High COVID 19 Safety plan

which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

☒ **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

14 students to 1 teacher for K-6 and 14 students to 2 adults 7-12 cohorts

If you have departmentalized classes, how will you organize staff and students in stable groups?

N/A

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

N/A

☒ **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

☒ **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

☒ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

☒ **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.



Farmersville High COVID 19 Safety plan

☒ **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

☒ **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

☒ **Consultation: (For schools not previously open)** Please confirm consultation with the following groups

☒ Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: Farmersville Teachers Association

Date: 01/29/2021

☒ Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: School Reopening Task Force

Date: 01/29/2021

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

☐ **Local Health Officer Approval:** The Local Health Officer, for (state County) _____, County has certified and approved the CRP on this date: _____. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)



Farmersville High COVID 19 Safety plan

☒ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

☒ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 6 feet feet

Minimum: 6 feet feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

☒ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

☒ **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

see attached FUSD COVID-19 Safety Plan

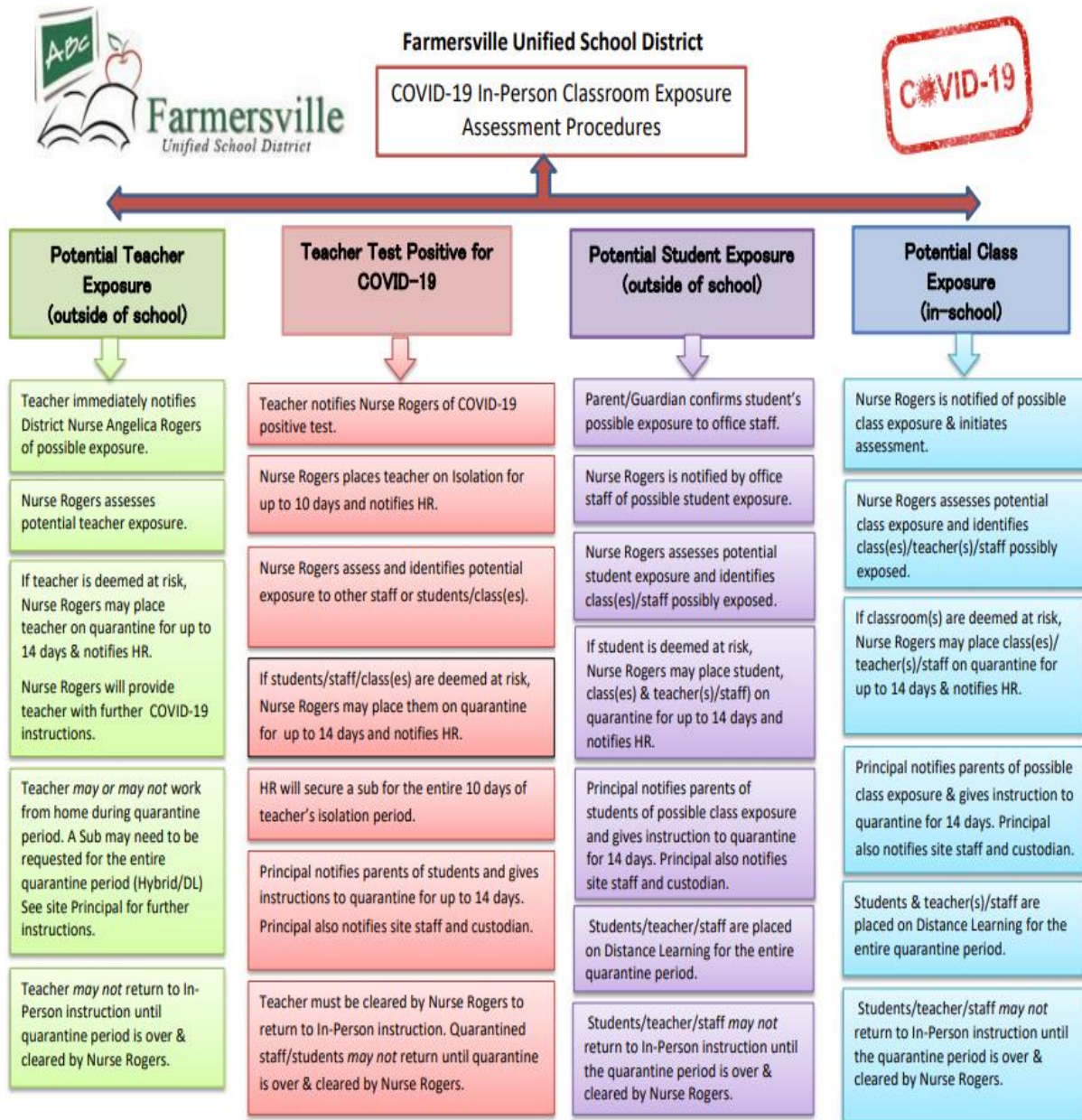
☒ **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

see attached FUSD COVID-19 Safety Plan



Farmersville High COVID 19 Safety plan





Aztec High School COVID 19 Safety plan





COVID19 Safety Plan Introduction

A (COVID-19) School Site-Specific Protection Plan (SSPP) combines state-level guidance published in the California State Resilience Road map and local Tulare County public health policies. The State of California requires all businesses (including schools) to:

- Perform a detailed Risk Assessment (school site walk-through and implement a school SSPP)
- Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them
- Implement individual control measures and screenings
- Implement disinfecting protocols
- Implement physical distancing guidelines.

NOTE: Some components of the CSSPs may include proprietary or confidential information that shall not be released to the general public including personal contact information for students or staff members, tactical response procedures or strategies, building infrastructure or asset information, sensitive emergency contact information, detailed security procedures for campus crisis response and campus vulnerability assessment information.

Copies of the CSSPs are kept on file at the respective school, and on google Docs. School staff and responders have access to the Plan through hard copy and electronic formats.

This Safety Plan relies on a “multiple barrier approach” to reduce exposure and transmission of the COVID19 virus.

Barriers include:

- Personal health and hygiene – stay home if you are sick, avoid touching your face, etc.
- Hand Washing – effective and frequent.
- Cloth Face Covering – follow CA State Dept of Health guidelines.
- Social Distancing – be aware of yourself and others, maintain 6 feet of separation.
- Cleaning workspace – effective and frequent.



Farmersville High COVID 19 Safety plan

- Validate/Screening – a collective commitment to others in the workplace.
- Personal Protective Equipment – as appropriate.
- Workplace procedures – to support and encourage implementation of multiple barriers.

The purpose of this COVID19 Safety Plan is to identify and communicate Farmersville High Schools plan for protecting the health of all employees, students and visitors to our school campuses and support facilities. All administrators, managers and supervisors are required to be familiar with this Safety Plan and support the implementation of the plan in their facilities and departments.

Application:

All parts of this COVID19 Safety Plan apply to all operations in Farmersville High School and should be considered prior to planning activities or events. In order to maintain the safety and well-being of all staff, students and visitors, it is important to review these expectations and procedures before moving forward with any event.



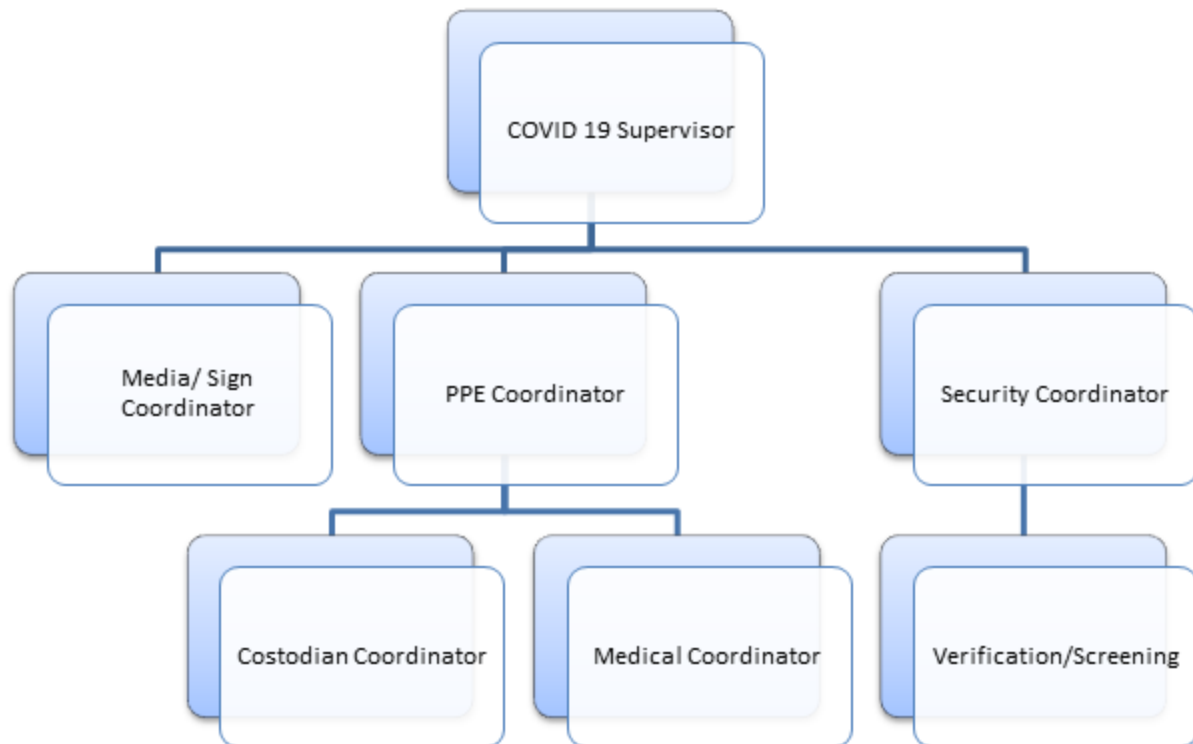
Farmersville High COVID 19 Safety plan

Staff identified in each role will go through training and as a precautionary measure all roles have a secondary staff assigned to ensure that we have a trained substitute in case the primary assigned member is absent.

Role:	Primary Staff Assigned	Secondary Staff Assigned
COVID 19 plan supervisor	Emily Koop	Chris Sanchez
Medical Lead	Mayra Cepeda	Angelica Rogers
Custodian Lead	Juan Tehandon	Greg Diaz
PPE Lead	Chris Sanchez	Teresa Gonzalez
Security Lead	Marco Gutierrez	Olga Morales
Media/sign Lead	Richard Dybas	Ludivina Huerta- Torre
Verifying/Screening Lead	Olga Morales	Marco Gutierrez



Farmersville High COVID 19 Safety plan



References:

- Considerations for wearing cloth face coverings - [CDC](#)
- Guidance on Cloth Face Coverings – [California Department of Public Health](#)
- State of California Department of Industrial Relations– [Cal/OSHA COVID 19 Resources](#)
- [Corona Virus Response and School Re openingGuidance](#)



Farmersville High COVID 19 Safety plan

COVID19 Supervisor

- School Principal

Responsibilities

The COVID19 Supervisor is responsible for all health and safety compliance required for our COVID19 response. The COVID19 Supervisor must lead by example; remain calm and assuring, model all health and safety guidance personally, respect others' perspective and fears, etc. This position should know and understand all areas of the COVID19 Safety Plan and be able to perform all functions in the event of vacancy in a position until personnel is assigned.

Operational Duties

- Read and understand COVID19 Safety Plan.
- Monitor and assess COVID Safety Plan.
- Ensures that there is staff designated and available daily to fulfill COVID19 Safety Team roles within campus.
- Reassign personnel as needed.
- Ensure all required training is delivered to accomplish this plan.
- Serves as liaison to District COVID 19 Medical Coordinator.
- Notifies District COVID 19 Medical Coordinator of positive case incident.
- Completes Positive Case Intake Report during Positive Case Incident Response.
- Meets with District COVID 19 Medical Coordinator, during Positive Case Incident Response.
- Maintains & disseminates COVID19 procedures, protocols, and information.
- Identify and mitigate safety hazards and situations that may compromise the COVID Safety Plan.
- Review all activity or event plans to ensure all health and safety guidance is followed.
- Ensure that all social distancing mitigation efforts are always followed.



armersville High COVID 19 Safety plan

- Enforces face covering and PPE guidance.
- Work with COVID19 Custodial Coordinator for cleaning protocols.
- Ensure hand hygiene protocols are followed.

Daily Checklist

- ☐ Check that all positions needed for the Safety Plan are filled.
- ☐ If any team member cannot perform their duties, a trained substitute will be put into place to complete duties.
- ☐ Communicate with the District office COVID 19 Medical Supervisor for any scheduled events on FHS campus weekly.
- ☐ Brief your team on the day's activities and inform them of anything out of the ordinary, such as vendors, contractors or others coming on campus with permission
- ☐ Ensure contractors and other visitors follow all requirements for entry and go through the verification process if applicable. (if they come on campus)
- ☐ Check with Safety Team to ensure their responsibilities are fulfilled and to see if there are questions.
- ☐ Frequently monitor to ensure all social distancing, face coverings and PPE guidance is being followed by all persons inside the school.



COVID19 Media/Sign Coordinator

- Athletic Director

Responsibilities

The COVID19 Media/Sign Coordinator is responsible for ordering signs/making and placement of COVID19 signs throughout the school and grounds on the campus.

Operational Duties

- Review Sign Inventory to ensure approved signs throughout campus.
- Place signs/ notices at designated locations. Work with COVID19 Supervisor if placement is discretionary.
- Contain areas of campus with signs and block off areas that need cleaned after a positive case is reported.
- Make periodic checks of the entire campus to ensure signs are visible or replaced as needed.
- Order/ Make replacement posters as needed.

Daily Checklist

- ☐ Check in with COVID19 Supervisor for any updates.
- ☐ Check Posting for questions.

Supplemental Documents

- COVID19 Sign Inventory
- COVID19 Checklist for Report of Positive Case – Students and Staff.
- COVID19 Checklist for Managing Symptoms – Students & Staff.



Armstrongville High COVID 19 Safety plan

COVID19 Security Coordinator

- Campus Supervisor

Responsibilities

The COVID19 Security Coordinator is responsible to ensure campus security measures are in place and operational. For example, this position will assist at entry point(s) on campus by reminding people to ensure social distancing when crowds are present, assist with crowd control for long lines, and act as a runner when necessary to relay information as needed.

Operational Duties

- Familiarity with the campus security systems, such as access and entry control systems.
- Check for campus door locking schedule.
- Support efforts that all staff and visitors enter buildings through designated entry points.
- Monitor campus for security gaps or challenges..
- Assist Medical Coordinator to contain off limit any areas after a positive test.
- Works with Supervisor for any training or questions that come up.

Daily Checklist

- ☐ Check in with COVID19 Supervisor for daily brief.
- ☐ Assist Verification/Screening Coordinator, if needed.
- ☐ Check all exterior doors to ensure they are locked and not propped open.
- ☐ Make sure all exterior doors have signage directing people to enter through main entry for attestation.

Supplemental Documents

- Facility map with exterior entrances notated.
- List of Students/Staff that should not be on campus.
- List of Rooms Custodians have cleaned.



COVID 19 Medical Coordinator

- Campus Health Aid

Responsibilities

The COVID19 Medical Coordinator is responsible for the operation of the health room, the quarantine room, and supporting the Positive COVID19 case response. This Coordinator may delegate duties to other trained staff members. Additionally, this position will work with the COVID19 Verification & Screening Coordinator to respond to possible symptoms presented during entry. This position works closely with the District COVID 19 Medical Coordinator to ensure consistent, accurate information is shared with building staff. During a Positive Case Incident Response, the Medical Coordinator is responsible for following up with the positive case to send notification letters and inform and track their return to School/Work.

Operational Duties

- After receiving COVID19 Positive Case Intake Form, provides follow-up with positive case individual(s) and families, as needed.
- Communicate positive case with COVID 19 Supervisor
- Ensures the Health Room is properly supplied with face coverings and PPE.
- Works with campus staff to ensure the Quarantine Room is disinfected and ready for use.
- Provides support with any delegated duties.
- Trains and maintains frequent communication and problem solving with staff working in verification and symptomatic areas.
- Ensures the Health Room follows COVID-19 health guidelines.
- Approve student return to school after positive COVID-19 test
- Work with the COVID19 Security Coordinator to cordon off any area in which an employee or student with probable or confirmed COVID19 worked or visited, until the area and any equipment is cleaned, sanitized and disinfected.
- Reviews COVID-19 health related questions not covered in policies using District Medical lead to coordinate questions and answers for the department of health



Farmersville High COVID 19 Safety plan

Daily Checklist

- ☐ Brief COVID19 Supervisor
- ☐ Ensures that Health Room and quarantine room have masks and PPE stocked and cleaning guidelines have been followed.
- ☐ Check in with any support staff with duties delegated.
- ☐ Telephone contact to confirm staff and student qualifies to return to school.
- ☐ Respond to any positive cases reported.

Supplemental Documents

- COVID19 Hand Washing/Hand Sanitizer
- COVID19 Positive Case Response Plan
- COVID19 Positive Case Process Chart
- COVID19 Checklist for Report of Positive Case – Students and Staff
- COVID19 Positive Case Intake Form
- COVID19 Positive Case Consultation Form
- COVID19 Checklist for Managing Symptoms – Students & Staff
- COVID19 Symptomatic Case Response Plan
- COVID19 Symptomatic Case Process Chart
- COVID19 Symptomatic Case Callback – Staff
- COVID19 Symptomatic Case Callback – Students In-Person
- COVID19 Fact Sheet
- COVID19 Return to School Information for Families & Staff
- COVID19 Close Contact Letter – Parent or Guardian
- COVID19 Close Contact Letter – Teacher, Staff or Visitor



Farmersville High COVID 19 Safety plan

COVID19 Verification & Screening Coordinator

Responsibilities

In collaboration with the COVID19 Supervisor, the COVID19 Verification Screening Coordinator is responsible for the setup, maintenance, monitoring of, and compliance with the Campus Verification & Screening Policy.

Operational Duties

- Read and Understand the COVID- 19 Safety Plan
- Coordinate with Medical Coordinators regularly to ensure staff/ students and contact Quarantine list and should not be entering Campus.
- Coordinate with Verification Screeners to ensure they are aware of all the updates in the Medical section of the COVID- 19 Safety Plan for any updates to quarantine day. symptoms, ect.
- Read and understand the campus COVID Verification & Screening Policy
- Ensure messaging regarding Verification & Screening procedures are communicated to all Campus staff and that updates are made and shared when necessary.
- Determine points of entry and number of screening stations to be established.
- Set up, maintenance, and breakdown of Verification & Screening Station(s).
- Determine the security needs of your building's station(s) and convey any such needs to the COVID19 Security Coordinator.
- Determine how many people are needed to staff Verification & Screening Station during the first two weeks of operation. Coordinate the appointment of these staff with the COVID19 Supervisor.
- Works with COVID Supervisor during a Positive Case Incident Response.
- Coordinates supply needs and procedure questions to the PPE coordinator.

- Verification/Screening protocols – *If activity/event can be done outside, no verification or screening needs to take place.* Please refer to COVID19 verification/Screening Guidance for definitions of verification and screening.

o verification:

- Student confirms he/she is symptom free, has not been around anyone

with symptoms/COVID, and their temperature (taken within the last two hours) is

under 100.4 degrees. This can be done verbally, with a written form, or by signing

a register.

o Screening:



Farmersville High COVID 19 Safety plan

▪ A screener asks the student if he/she has symptoms and if they've been around anyone with symptoms/COVID. If they answer no, their temperature is taken. If their temperature is under 100.4, they can proceed into the facility. The screener notes on a register that they passed the screening process.

- Social Distancing
- No contact material delivery
- o Ensure the exchange of materials is done with little to no contact with others.

- Set up drop-off and pick-up points with proper Sign are visible and outside when/if possible.
- o Wear disposable gloves when handling materials or objects.
- o Use disinfecting wipes on objects, if appropriate for the type of object/material.

- o Always wash hands with soap and water or use hand sanitizer before and after using disposable gloves.
- Proper safety signs
- Response to anyone presenting symptoms
- If indoors, room capacity meet guidelines



Farmersville High COVID 19 Safety plan

Daily Checklist

- ☐ Setup up Verification & Screening Station(s) including signs directing staff to sign-in at the station.
- ☐ Signs & Symptoms Questionnaire sign posted.
- ☐ Digital thermometer.
- ☐ Verification Sign-in Confirmation Roster.
- ☐ Pens – include a container for clean pens and one for used pens.
- ☐ Hand sanitizer station.
- ☐ Any additional signs at/near the station(s).
- ☐ Monitor the station(s) throughout the day to ensure it is intact, well-stocked, organized, and sanitary.
- ☐ At the end of the day, secure the station according to the plan developed with the COVID Supervisor & Security Coordinator
- ☐ Collect sign-in roster daily and review it to ensure compliance of campus staff, secure roster until setup the next day.
- ☐ Notify your COVID19 Supervisor if you see that staff are not complying with with Campus COVID 19 Policy.
- ☐ (Weekly) Print a fresh roster for use the following week.



COVID19 Custodial Coordinator

- Head Custodian

Responsibilities

The COVID 19 Custodial Coordinator is responsible for the coordination of campus cleaning needs in response to the COVID19 emergency. The COVID19 Custodial Coordinator will work with the district Custodial Services Supervisor and the COVID PPE Coordinator to ensure all *COVID19 Custodial Cleaning & Disinfecting Protocols* are followed when responding to a Positive Case Incident Response as well as daily cleaning. This response includes daily cleaning, sanitizing, and disinfecting as well as coordinating the cleaning response during a Positive Case Incident Response is required in their building.

Operational Duties

- Read and understand COVID19 Safety Plan.
- Coordinate all aspects of the COVID-19 custodial responsibilities with the Custodial Services Supervisor.
- Keep accurate inventory of needed disinfecting supplies and PPE. If running low, request additional supplies from PPE Coordinator following protocol.
- Coordinate on-site cleaning response when a positive case of COVID-19 is confirmed in building
- Notify COVID Supervisor when cleaning/disinfecting after a positive case is complete.



Farmersville High COVID 19 Safety plan

Daily Checklist

- ☐ Update the COVID19 Supervisor of status.
- ☐ Ensure all PPE is ready for custodial team and inventory is stocked.
 - ☐ Check all hand sanitizer stations and refill, as needed.
- ☐ Ensure nurses office and quarantine room are disinfected after use.

Supplemental Documents

- COVID19 Positive Case Response Plan
- COVID19 Positive Case Process Chart
- COVID19 Checklist for Report of Positive Case – Students and Staff
- COVID19 Checklist for Managing Symptoms - Students and Staff
- COVID19 Symptomatic Case Response Plan
- COVID19 Symptomatic Case Process Chart
- COVID19 Custodial Cleaning & Disinfecting Protocols



Farmersville High COVID 19 Safety plan

COVID19 PPE Coordinator

Responsibilities

The COVID19 PPE Coordinator is responsible for management and distribution of face coverings and PPE necessary to protect staff members and students. The PPE Coordinator must know and understand the use of the various types of face coverings and PPE. The PPE Coordinator works with their building's COVID Supervisor to determine PPE needs.

Operational Duties

- Receive and inventory face coverings and PPE shipment.
- Store and organize face coverings and PPE for easy distribution
- Deliver quarantined/ nurses office Supplies to Medical Coordinator
- Complete and maintain inventory control sheet. (google sheet shared by PPE Coordinator, Medical Coordinator and Custodian Coordinator.

Daily Checklist

- ☐ Ensure there is disposable face coverings to staff members, students, volunteers, and visitors who do not bring their own.
- ☐ Communicate with PPE Coordinator regarding potential PPE needs.
- ☐ Communicate with COVID19 Medical Coordinator regarding potential PPE needs.
- ☐ Provide PPE to staff members according to campus and Districts Face Coverings and PPE Guidelines.
- ☐ Monitor face coverings and PPE inventory.

Supplemental Documents

- COVID19 Face Coverings and PPE Guidance – Staff and Visitors.



Farmersville High COVID 19 Safety plan

COVID19 Activity or Event Planning

Supplemental document for: COVID19 Supervisor

Responsibilities:

The COVID19 Supervisor is responsible to ensure that all health and safety guidance is followed when a school is planning an activity or event. These activities or events could include:

- Material distribution
- Awards/ Recognitions
- Pictures
- Back-to-School events

Expectation:

All activities or events follow the COVID19 Safety Plan.

Application:

Utilize your entire COVID19 Safety Team to review activities or events that are being planned in your school. It is very important that all activities and events consider:

- Cloth Face Coverings/PPE requirements
- Verification/Screening protocols – *If activity/event can be done outside, no verification or screening needs to take place.* Please refer to COVID19 verification/Screening Guidance for definitions of verification and screening.
 - verification:
 - Student confirms he/she is symptom free, has not been around anyone with symptoms/COVID, and their temperature (taken within the last two hours) is under 100.4 degrees. This can be done verbally, with a written form, or by signing a register.
 - Screening:
 - A screener asks the student if he/she has symptoms and if they've been around anyone with symptoms/COVID. If they answer no, their temperature is taken. If their temperature is



Farmersville High COVID 19 Safety plan

under 100.4, they can proceed into the facility. The screener notes on a register that they passed the screening process.

- Social Distancing
- No contact material delivery
- Ensure the exchange of materials is done with little to no contact with others.
 - Set up drop-off and pick-up points with proper signage and outside when/if possible.
 - Wear disposable gloves when handling materials or objects
 - Use disinfecting wipes on objects, if appropriate for the type of object/material
 - Always wash hands with soap and water or use hand sanitizer before and after using disposable gloves.
- Proper safety signage
- Response to anyone presenting symptoms
- If indoors, room capacity meets safety guidelines.

Suggestions:

- Guide Campus visitors to destined location
- Clear communications prior to event of safety expectations
- Security/crowd management in place



Farmersville High COVID 19 Safety plan

COVID19 Hand Washing/Hand Sanitizer

- Supplemental document for COVID19 Supervisor, Medical Coordinator

Purpose: Public Health recommends hand washing with soap and water for at least 20 seconds as the most effective hand hygiene practice. However, under certain situations, hand sanitizer can be used. Hand sanitizer must be at least 60% alcohol for it to be effective. Hand sanitizer does not replace good hand washing practices.

The table below provides guidance on when hand washing is required and when hand sanitizer can be utilized.

Hand Washing	Hand Sanitizer
Before and After Eating	Entering Campus/ Building
After break	Transitioning from room to room
Visibly dirty hands	Before going home
Before and after treating wounds	Between touching different student items. Encourage students to move and touch their own items as much as possible.
After Using the toilet	Before and after wearing gloves (may use hand sanitizer if hands are not visibly dirty.)
After blowing you nose, coughing, sneezing	
Before and after wearing gloves (must wash hands if hands are visibly dirty.)	



Farmersville High COVID 19 Safety plan

COVID19 Glossary of Terms

- Supplemental document for: COVID19 Supervisor, PPE Coordinator
 - Asymptomatic: person showing no symptoms of COVID-19 infection.

Case Investigation: Part of the contact tracing process to support pupils with suspected or confirmed COVID-19. Public Health staff work with District COVID Coordinator to collect information about when symptoms appeared and the severity of illness, source of illness, history of testing, sociodemographic characteristics, employment information, activity during exposure and infectious periods, and details about exposure locations to make a list of close contacts. Ideally this is to be done as soon as possible after a positive test (usually within 24 hours).

Close Contact:

- Been within 6 feet (2 meters) of a person with COVID-19 for a combined total of 15 minutes or more within a 24-hour period; OR
- Live in the same household as a person with COVID-19; OR
- Cared for a person with COVID-19; OR
 - Been in direct contact with saliva or other body secretions from a person with COVID-19 (for example: been coughed on, kissed, or shared utensils, etc.)

Confirmed COVID-19 Case:

symptomatic or asymptomatic person who tests positive for COVID-19. A viral test is required to detect the SARS-CoV-2 virus to confirm COVID-19 infection. ([Link](#))

Contact Tracing: A disease control measure to identify anyone who had close contact with an infected person while they were contagious. The close contacts are informed of the potential exposure and advised to stay home (quarantine) for 14 days. ([Link](#))

Coronavirus/COVID-19: A type of virus that looks like a corona (crown) when viewed under a microscope. There are many strains of coronaviruses that cause mild respiratory infections like the common cold. The strain of coronavirus that causes COVID-19 infections is called SARS-CoV-2. ([Link](#))

COVID-19 Tests: A diagnostic test that determines if a person has COVID-19 at the time of testing by detecting the genetic material of the virus. It detects SARS-CoV-2 RNA and is currently the gold standard for COVID testing as the results are usually very accurate. ([Link](#))



Farmersville High COVID 19 Safety plan

COVID-like symptoms: A person with COVID-like symptoms has [symptoms of COVID-19 infection](#), but has not been confirmed to have COVID-19 with a test. This person may be waiting to receive COVID-19 test results. ([Link](#))

Exposure: Person-to-person transmission of COVID-19 that happens primarily through close contact (within 6 feet of someone for about 15 minutes) and respiratory droplets from an infected person coughing, sneezing, or talking. May occur by close personal contact. ([Link](#))

(example: shaking hands or touching a contaminated object or surface and then touching mouth, nose, or eyes).

Face Coverings: Face coverings are used to protect others by keeping saliva particles from the air. For information on Storing and washing face coverings [click on the Link](#)

Hand hygiene: frequent washing with soap and water for at least 20 seconds or using alcohol-based hand sanitizer.

Incubation period: The number of days between when a person is infected with something and when they see symptoms or test positive for the infection. Estimated incubation period for COVID-19 is about 5 days (can range from 2 days - 14 days), from the time of exposure.

Infectious period: The time period when a person can spread the virus to other people. Also referred to as when someone is contagious. For COVID-19, a person is likely contagious starting from about 2 days before symptoms appear through 10 days after symptoms begin. Some people infected with COVID-19 do not have any symptoms; the infection period is then calculated from 2 days prior to COVID-19 testing.

Isolation: keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.

Outbreak: Two or more laboratories confirmed COVID-19 cases within 14 days and evidence of transmission in shared location.

Physical distancing: Minimizing close contact with other people. For COVID-19, at least 6 feet (2 meters) of space is suggested for appropriate physical distancing.

PPE: Personal protective equipment (PPE) is used to protect staff from being infected by others. All staff members, students, and visitors must wear their own face covering, or we will provide a disposable one if they don't bring their own. PPE is provided to staff members whose job duties put them at greater risk of contracting COVID-19. The type of PPE provided depends on the job duties and the risk of contracting the virus.



Farmersville High COVID 19 Safety plan

Quarantine: keeps someone who was exposed/in close contact with a person who has COVID19 away from others.

Surveillance period: A period of time measured by two incubation periods (28 days) after the latest date of symptoms appearing in a sick person or the latest date of specimen collection for COVID-19 testing in an asymptomatic person, whichever is later.

Symptomatic: person has symptoms common to COVID-19 infection.

Symptoms and Signs of COVID-19

- Initial common symptoms include: loss of taste or smell, fever (higher than 100.4 F or 38 C), cough, and shortness of breath, as well as chills, headache, fatigue, muscle aches, sore throat, congestion or runny nose, nausea, and diarrhea.
- Severe complications can include pneumonia, respiratory distress, arrhythmias.

Worked while contagious or Attended school while contagious

- For symptomatic people with COVID-19, the contagious period includes the 2 days before the start of symptoms until 10 days after symptoms began.
- For asymptomatic people with COVID-19, the contagious period includes the 2 days before COVID-19 testing specimen collection date through 10 days after the test was taken.



Farmersville High COVID 19 Safety plan

COVID19 Media/Sign Inventory

- Supplemental document for COVID19 Supervisor, Signage Coordinator

A list of posters and signs that are needed in each building. Please be sure that you have all applicable Signs in place. Only these COVID related signs are approved for posting at all locations.

COVID19 Positive Case Response Plan

COVID19 Positive Case Process Chart

COVID19 Positive Case Intake Form

COVID19 Positive Case Consultation Form



Farmersville High COVID 19 Safety plan

COVID19 Positive Case Response Plan

Supplemental document for: COVID19 Supervisor, Medical Coordinator, Custodial Coordinator

Date:

To:

From:

COVID 19 Positive Case Response Plan

COVID19 Positive Case Report Response

If students or staff are diagnosed with COVID-19, the COVID19 Medical Coordinator must be notified. Once notified, the COVID19 Medical Coordinator will:

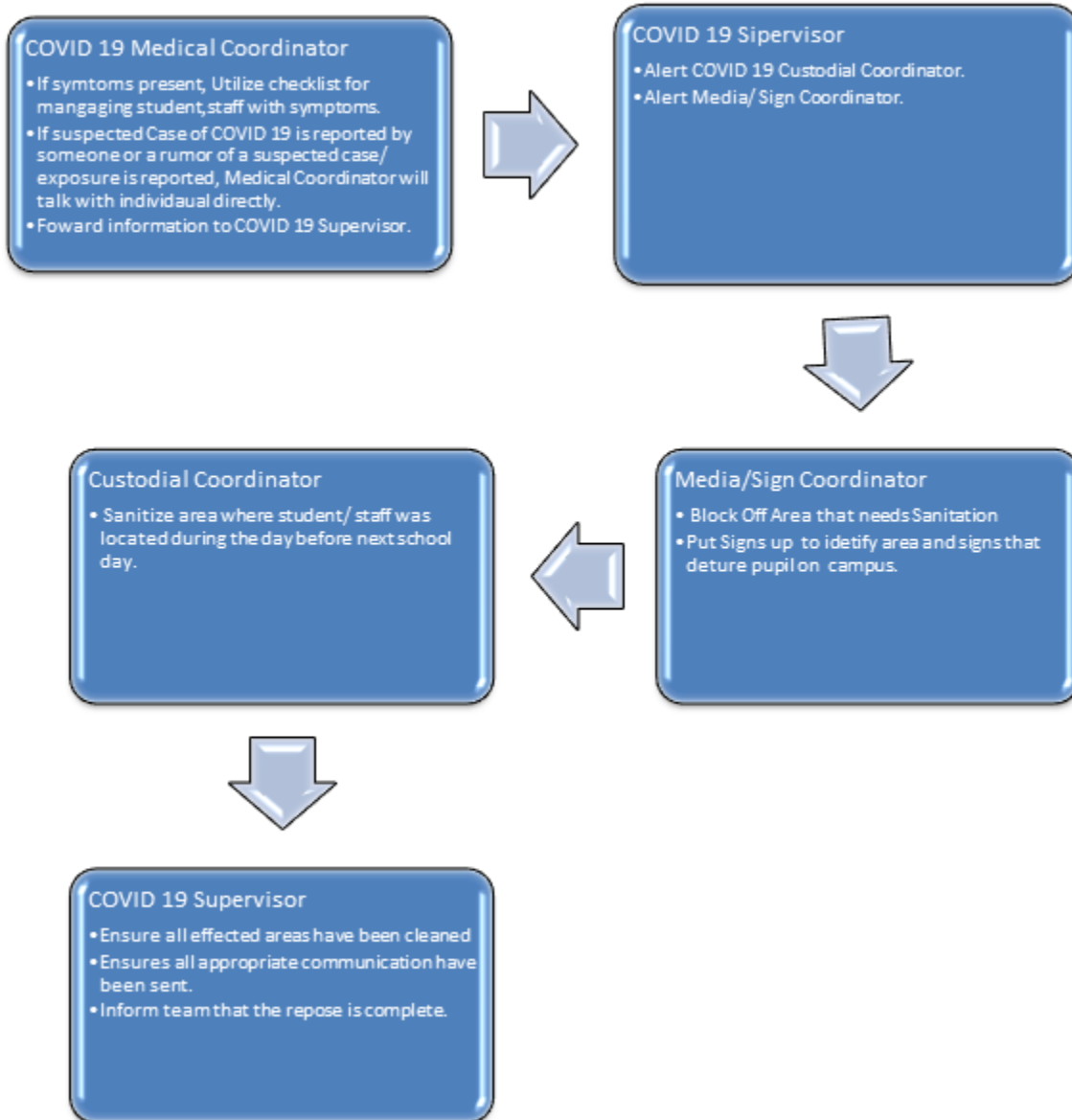
1. Complete, COVID19 Positive Case Intake Form with employee/student
 - Forward completed form to District Medical Coordinator
2. Alert COVID19 Supervisor
 - COVID 19 Supervisor
 - Review completed COVID19 Positive Case Intake Form. Ensure all required template letters are sent.
 - Develops return to school/work plan using Return to School Information for Families and Staff Form
 - Media/ Sign Coordinator
 - Blocks off off areas needing cleaning
 - Posts signs in the identified need areas.
 - Custodial Coordinator
 - Ensures area is sanitized.
5. Medical Coordinator will participate in Consultation Meeting to evaluate operational and/or instructional impacts.



Farmersville High COVID 19 Safety plan

COVID19 Positive Case Process Chart

- Supplemental document for: COVID19 Supervisor, Medical Coordinator, Custodial Coordinator, Media/Sign Coordinator





Armstrongville High COVID 19 Safety plan

A. COVID19 Supervisor - Report of COVID-19 Positive Student or Staff

District CoronaVirus Lead:

Email:

Student or Staff

has area been:

- ☐ Flag off contaminated area
- ☐ post signs,
- ☐ Notify Custodial Coordinator
- ☐ Share information on contaminated spaces, and close contacts
- ☐ Communicate to impacted staff & parents

B. COVID19 Medical Coordinator - Collect Information & coordinate return to work/school

1. Determine potential infectious period.

[NOTE: If person is asymptomatic, use the snippet time frame collection date of the first positive COVID-19 test instead of date of symptom start]

- o ____/____/____ Date of symptom start **OR** Date of COVID-19 test if asymptomatic
- o ____/____/____ Infectious period begins (2 days prior to start of symptoms)
- o ____/____/____ Infectious period ends (10 days after start of symptoms)

2. Determine if COVID-19 positive student or staff was at school while infectious

- o ____/____/____ Y/N____ (Date 2 days prior to start of symptoms)
- o ____/____/____ Y/N____ (Date 1 day prior to start of symptoms)
- o ____/____/____ Last attendance date at school

3. Identify close contacts

- o Verify sick student/staff school schedule & attendance during infectious period
- o Identify potentially exposed students or staff
- o Consider if sick student may have exposed:
 - Other students in same classroom/s, other common area (bathrooms, lunchroom, etc.)
 - Other teachers, school staff
- o Consider if sick staff may have exposed:
 - Other school staff – ask about meetings, break rooms, trainings, etc.



Farmersville High COVID 19 Safety plan

- Students – ask about students in assigned cohort & outside of classroom/s

4. Track COVID-19 positive students/staff and close contacts

C. COVID19 Medical Coordinator - Communication

1. Notify District Medical Lead of positive COVID-19 case

District Medical Lead will report to Public Health

2. Contact positive case

Complete medical questionnaire, track case on spreadsheet

Coordinate return to work/school date

Send Public Health Positive Case letter, cc Payroll/Benefits

3. Notify close contacts of exposure and required quarantine from school

Coordinate return to work/school date

Send Public Health Close Contact letter, cc Payroll/Benefits

D. COVID19 Supervisor - Communication

1. Communications

Send communication to affected staff and student families.

Include Public Health Fact Sheet in communication

Ensure identity of student or staff with COVID-19 is not shared and remains protected

Provide resources and information to COVID-19 positive staff or student family



COVID19 Positive Case Intake Form

Supplemental document for: COVID19 Supervisor, Medical Coordinator, District Lead COVID19 Supervisor – please ask the following questions on first contact with an employee or student that has a confirmed positive case of COVID19:

1. School:
2. Name, job title, contact information (phone and email)?
3. What date were you tested and what date did you receive your positive test result?
4. Did you have symptoms while on campus?
5. If student, were they on district transportation? Include bus number (if known)
6. What dates were you last in your building?
 7. Were you in any other district buildings? If so, which building(s) and what date(s)? Include room numbers.
8. Describe the areas/locations you were inside the building(s). Include room numbers
 9. What other people were you in close contact with? Close contact means within 6 feet for 15 minutes or more.

When completed, forward this form to the COVID19 Medical Coordinator and District Lead



Farmersville High COVID 19 Safety plan Questions

- Review information on Positive Case Intake Form
- Campus COVID19 Safety Team alerted? Yes / No
- What portion of the Campus is impacted and needs to be cleaned?
 - Has cleaning been scheduled?
 - How long will cleaning take?
 - Have the areas that need cleaning been blocked off?
- What are the instructional/operational impacts?
 - Can instruction/operations be relocated within the campus during time of cleaning?
 - Do instructional/operational impacts require District support?
- Have any other buildings been impacted? If so, which building?
- Recommendations:



Farmersville High COVID 19 Safety plan

COVID19 Checklist for Managing Symptoms – Students and Staff

- Supporting document for: COVID19 Supervisor, Medical Coordinator, Custodial Coordinator, Media/Sign Coordinator, Verification & Screening Coordinator

A. COVID19 Supervisor - Management of Sick Student/Staff

1. Evaluate exposure, diagnosis and symptoms

- Ask about known or suspected exposure to a confirmed COVID-19 case during the 14 days prior to illness start
- Ask about chronic illness diagnosis or recent non-COVID illness diagnosis that would explain symptoms
- Ask about current symptoms and date symptoms appeared
- Document appropriately

2. Isolate sick student/staff in Q-Room. Ensure sick students are supervised

- Implement appropriate infection control
 - Use of cloth face coverings for sick student/staff

3. Notify designated parent/guardian or other individual to facilitate student/staff getting home safely

4. Provide resources and information to ill staff and families of ill students – use COVID19 Medical Coordinator to provide this communication

- [*COVID-19 Fact Sheets for Families and Staff*](#)
- COVID testing – where to get tested [Free testing locations](#)
- [*COVID19 Return to School Information for Families and Staff*](#)

5. Clean & disinfect area

- Request COVID19 Signage Coordinator to Block off areas needing cleaned
- Request COVID19 Custodial Coordinator to initiate appropriate cleaning protocols

B. COVID19 Medical Coordinator - Collect information

1. Determine potential infectious period

- ____/____/____ Date symptom(s) began
- ____/____/____ Infectious period begins (2 days prior to start of symptoms)
- ____/____/____ Infectious period ends (10 days after start of symptoms)

2. Draft list of potential close contacts

- **Do not notify or contact potential close contacts at this time.** The District Coordinator will notify close contacts if students/staff are confirmed to have COVID-19 with a positive test result.



Farmersville High COVID 19 Safety plan

- Include any individual who was within 6 ft. (2 meters) of a symptomatic person for at least 15 minutes during the infectious period
- Verify sick student/staff school schedule & attendance during infectious period
- Consider if sick student may have exposed:
 - Other students in the same classroom/s, other common areas (bathrooms, lunchroom, etc.)
 - Other teachers, school staff
- Consider sick staff may have exposed:
 - Other school staff – ask about meetings, break rooms, training, etc.
- Document in Suspected Case Spreadsheet

C. COVID19 Medical Coordinator - Communication

1. Provide resources and information to ill staff and families of ill students – as directed by COVID19 Supervisor

- [*COVID-19 Fact Sheets for Families and Staff \(from Public Health webpage\)*](#)
- COVID testing – where to get tested, etc.
- [*COVID19 Return to School Information for Families and Staff*](#)

2. If student/staff with suspected symptoms are confirmed to have COVID-19 with a positive test result, refer to [*COVID19 Checklist for Report of Positive Case – Students and Staff*](#)



Farmersville High COVID 19 Safety plan

COVID19 Symptomatic Case Response Plan

Supporting Document for: COVID19 Supervisor, Medical Coordinator

Purpose:

There may be staff or students that present symptoms of COVID19 in Farmersville High School, whether in person through an absence report, and this plan provides School Staff with a plan to respond.

Symptomatic Cases During

School/Work Day Staff:

If a staff member develops signs or symptoms of COVID19 while at work or calls in sick, the campus COVID19 Supervisor must be notified.

Following are the steps to be taken if symptoms are presented while at work:

- COVID19 Supervisor
 - Follow steps on Checklist for Managing Students/Staff with Symptoms of COVID19
 - Notify COVID19 Medical Coordinator
 - Follow steps on Checklist for Managing Students/Staff with Symptoms of COVID19
 - Document on Suspected Case Spreadsheet
 - Notify COVID19 Media/Sign Coordinator
 - Block off area(s) where employee was during day and post signs that area is closed, and detour signs
 - Notify COVID19 Custodial Coordinator
 - Disinfect area(s) where employee was during the day

If a staff member that provides in-person service, or works in building calls in sick, it must be reported to the COVID19 Supervisor and the following steps should be taken:

- COVID19 Supervisor
 - Follow steps on Checklist for Managing Students/Staff with Symptoms of COVID19.
 - Notify COVID19 Medical Coordinator
 - Call employee and follow steps on Checklist for Managing Students/Staff with Symptoms of COVID19
 - Use scripts provided in COVID19 Safety Plan when talking with sick individuals or family.
 - Document on Suspected Case Spreadsheet



Farmersville High COVID 19 Safety plan

Student:

If a student develops signs of COVID-19 while at school, the following steps must be taken immediately:

- Student should be accompanied by staff to the Quarantine Room. While walking them down, the student and staff should be wearing their masks and maintain six-foot social distancing.
- Notify COVID19 Supervisor
 - Follow steps on Checklist for Managing Students/Staff with Symptoms of COVID19
 - Notify COVID19 Medial Coordinator
 - Follow steps on Checklist for Managing Students/Staff with Symptoms of COVID19
 - Document on Suspected Case Spreadsheet
 - Notify COVID19 Media/Sign Coordinator
 - Block off area(s) where student was during day
 - Notify COVID19 Custodial Coordinator
 - Disinfect area(s) where student was during day

If a student that receives in-person services or has been in a building within the past 7 days is reported absent due to illness, the following steps must be taken immediately:

- Notify COVID19 Medial Coordinator
 - Call family and follow steps on Checklist for Managing Students/Staff with Symptoms of COVID19
 - Document on Suspected Case Spreadsheet
- Follow steps on Checklist for Managing Students/Staff with Symptoms of COVID19
 - Notify COVID19 Supervisor

Questions/Reports of COVID19 Exposure:

This response plan is based on either presented symptoms, or a confirmed positive test for COVID19. There will be times when a concern arises about a potential COVID19 exposure. If these concerns exist, they must be reported to the COVID19 Medical Coordinator. The following steps must be taken when these concerns are reported:

- Contact individuals involved.
- Identify potential exposure facts, don't rely on what was reported.
- If exposure exists, and the individual was in building, initiate Checklist for Managing Students/Staff with Symptoms of COVID19
- If exposure does not exist, communicate with those involved that there is no exposure.



Farmersville High COVID 19 Safety plan

Daily Health Screening Questionnaire



Daily Health Screening Questionnaire

Student Name: _____

	Are you feeling sick today?
	Is anyone sick at home today?
	Have you or anyone at home had a fever today?
	Have you or anyone at home been in close contact with a person confirmed with COVID-19 in the past 14 days?

****If a student responds yes to one or more questions, please send the student to the Health Assistant with this note.**



Daily Health Screening Questionnaire

Student Name: _____

	Are you feeling sick today?
	Is anyone sick at home today?
	Have you or anyone at home had a fever today?
	Have you or anyone at home been in close contact with a person confirmed with COVID-19 in the past 14 days?

****If a student responds yes to one or more questions, please send the student to the Health Assistant with this note.**



Farmersville High COVID 19 Safety plan

COVID-19 Screening for a Student and authorization form to return to school



COVID-19 SCREENING FOR STUDENT AND AUTHORIZATION FORM TO RETURN TO SCHOOL

NAME _____ DOB _____ Date _____ School _____

As per our School District's COVID-19 protocol, we are sending your child home because he or she has one or more of the following symptoms:

- ___ Fever
- ___ COUGH
- ___ SHORTNESS OF BREATHE
- ___ Sore throat
- ___ Congestion / runny nose
- ___ Muscle pain
- ___ Headache
- ___ Nausea/vomiting
- ___ Diarrhea
- ___ Fatigue
- ___ Chills/shaking
- ___ NEW LOSS OF TASTE OR SMELL.
- ___ In the last 14 days, has the student been close to someone with COVID-19? Yes/No

Does this student have siblings in the school district? Yes/No If so, which school sites? _____

___ Your child can return to school 24 hours after symptom resolution or fever without painkillers to reduce pain or fever. If your child has one or more of the symptoms, we recommend that you consult your health care provider for an evaluation and return the authorization form on the back of this page.

___ Your child can return to school after being examined by a health care provider and coVID-19 test results, if applicable. See the authorization form at the back of this page.

Please ask your child's doctor to complete the form and provide it to the school upon return with COVID-19 test results, if applicable.

EXAMINERS REPORT TO SCHOOL



Farmersville High COVID 19 Safety plan

Child's name _____ Date of Evaluation _____

Cleared to return to school on _____

Restrictions, recommendations,

comments: _____

Physician's

signature _____ Date _____



Farmersville High COVID 19 Safety plan



REVISO COVID-19 PARA EL ESTUDIANTE Y FORMULARIO DE AUTORIZACIÓN PARA REGREASAR A LA ESCUELA

NOMBRE _____ Fecha de Nacimiento _____ Fecha _____ Escuela _____

Según el protocolo COVID-19 de nuestro Distrito Escolar, estamos enviando a su hijo/a a casa porque tiene uno o más de los siguientes síntomas:

- ☐ Fiebre
- ☐ TOS
- ☐ DIFICULTAD PARA RESPIRAR
- ☐ Dolor garganta
- ☐ Congestion /Moqueo nasal
- ☐ Dolor de musculos
- ☐ Dolor de cabeza
- ☐ Nausea/vómitos
- ☐ Diarrhea
- ☐ Fatiga
- ☐ Escalofrios/temblores
- ☐ NUEVA PERDIDA DE SABOR U OLOR.
- ☐ In los últimos 14 días, ¿el estudiante ha estado cerca de alguien con COVID-19? Sí /No

¿Este estudiante tiene hermanos? Sí/No Si es así, ¿en qué sitios escolares? _____

____ Su hijo/a puede regresar a la escuela 24 horas después de la resolución de los síntomas o fiebre sin analgésicos para reducir el dolor o fiebre. Si el niño presenta uno o más de los síntomas, le recomendamos que consulte a su proveedor de atención médica para una evaluación y devuelva el formulario de autorización en el reverso de esta página.

____ Su niño puede regresar a la escuela después de ser examinado por un proveedor de atención médica y con los resultados de las pruebas COVID-19, si corresponde. Consulte el formulario de autorización en la parte posterior de esta página.



Por favor, pida al médico de su hijo que complete el formulario y devuelvalo a la escuela a su regreso con los resultados de la prueba COVID-19, si corresponde.

EXAMINERS REPORT TO SCHOOL

Child's name _____ **Date of Evaluation** _____

Cleared to return to school on _____

Restricions, recommendations,

comments: _____

Physician's

signature _____ **Date** _____



Farmersville High COVID 19 Safety plan

COVID19 Symptomatic Case Callback – Staff Working On

Campus COVID19 Supervisor, Medical Coordinator

When calling back staff working in Campus that have reported an absence, use the following checklist and script.

Checklist:

- ☐ Medical Coordinator calls staff member using script below.
- ☐ If no COVID19 symptoms, nothing further needed.
- ☐ If COVID19 symptoms exist, follow Symptomatic Case Response Plan.
- ☐ Follow Checklist for Management of Symptoms – Students and Staff.
- ☐ Document suspected case on Medical Coordinator spreadsheet.
- ☐ Check for staff member understanding of date they may return to work
- ☐ Make an appointment with staff member, per date determined, prior to return.
- ☐ Follow with an email and instructions to staff member. Attach letter –
Return to School Information For Families and Staff.
 - Copy Office Manager on this email

For symptomatic cases and positive cases, double-check your COVID19 spreadsheet is up to date.

- We are not documenting anything other than COVID19 symptoms or positive cases.



Farmersville High COVID 19 Safety plan

Script for Callback:

Good morning/afternoon. This is your school Health Aid _____ calling to check in with you. I've been alerted that you are not feeling well and out sick today. I do need to ask you about any COVID like symptoms. Per our updated COVID Safety Plan I am required to do so.

Do you have any COVID19 symptoms? (Read Symptoms from Flowchart for Screening)

Are any of these symptoms related to a new illness and not related to a preexisting condition?

--

If COVID19-like symptoms are reported-

- *Determine projected return-to-work date using Checklist for Managing Symptoms – Students and Staff.*
- *Schedule appointment for check-in prior to return*

I will follow up with you by email shortly. Attached to this email you will find the Return to School Information for Families and Staff letter. I hope you feel better soon.

Thank you so much for answering my questions.



Farmersville High COVID 19 Safety plan

FAQ

Staff Question: Is my information confidential?

Answer: I am strictly gathering information for COVID symptoms only. The only way your information will be shared is if the District COVID lead/or Public Health becomes alerted of a positive case. You will be in significant contact with me/medical coordinator prior, if necessary. Any non COVID-like symptoms will NEVER be shared with anyone.

Staff Question: What if I or child I have a Dr. appointment or a dentist appointment?

Answer: If you add this information via email to the office manager or myself when you call in sick, they will forward me the email. If you specify unrelated COVID like symptoms I will NOT contact you. If I am not able to discern if this is COVID related, I WILL contact you.

Question: What if I have COVID like symptoms?

Answer: We will discuss next steps. Depending on the circumstances, mostly we will be discussing when you CAN come back into building if there was a chance you do.

Question: What if I get a positive COVID test?

Answer: Medical coordinator will interview you and decipher next steps. You will receive a letter: COVID-19 Return to School Information for Families and Staff. If you were in the building the staff will be alerted of a confirmed positive case. Your name will NOT be shared with anyone. Notifications will be sent via email with COVID-19 Fact Sheet attached to the email.

Question: If I am put on quarantine, what are my leave options?

Answer: I am going to refer you to the District HR Department for all leave questions.



Farmersville High COVID 19 Safety plan

COVID19 Symptomatic Case Callback – Students In-Person

Supplemental document for: COVID19 Supervisor, Medical Coordinator

When calling back families of students that receive in-person services that have reported an absence, use the following checklist and script.

Checklist:

- ☐ Medical Coordinator calls family using script below.
- ☐ If no COVID19 symptoms, nothing further needed.
- ☐ If COVID19 symptoms exist, follow Symptomatic Case Response Plan
- ☐ Follow Checklist for Management of Symptoms – Students and Staff
- ☐ Document suspected case on Medical Coordinator spreadsheet
- ☐ Check for family understanding of date they may return to school
- ☐ Make an appointment with family, per date determined, prior to return.
- ☐ Follow with an email and instructions to family. Attach letter – Return to School Information for Families and Staff
- ☐ For symptomatic cases and positive cases, double-check your COVID19 spreadsheet is up to date.
- ❖ We are not documenting anything other than COVID19 symptoms or positive cases.



Farmersville High COVID 19 Safety plan

Script for Callback:

Good morning/afternoon. This is your school Health Aid _____ calling to check in regarding student _____. I've been alerted that they are not feeling well and out sick today. I do need to ask you about any COVID like symptoms. Per our updated COVID Safety Plan I am required to do so.

Does your student have any COVID19 symptoms? (Read Symptoms from Flowchart for Screening)

Are any of these symptoms related to a new illness and not related to a preexisting condition?

If COVID19-like symptoms are reported-

- *Determine projected return-to-school date using Checklist for Managing Symptoms – Students and Staff.*
- *Schedule appointment for check-in prior to return*

I will follow up with you by email shortly. Attached to this email you will find the Return to School Information for Families and Staff letter. I hope you feel better soon.

Thank you so much for answering my questions.



Farmersville High COVID 19 Safety plan

COVID-19 Fact Sheet

- Supporting document for: COVID19 Supervisor, Medical Coordinator

You are receiving this Fact Sheet because:

- ❖ There has been a confirmed case of COVID-19 in Farmersville High School. After investigation, it has been determined that your child is not a close contact of the confirmed case. The purpose of this fact sheet is to notify you of the situation and remind everyone of prevention measures.
- ❖ For Information Purposes Only

What is novel coronavirus (COVID-19)? Who is at risk for severe illness?

Novel coronavirus (COVID-19) is a new virus strain spreading from person-to-person. The virus usually causes mild illness, but it can sometimes cause severe illness and pneumonia. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. People of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease

More information about who is at increased risk for severe illness and other people who need to take extra precautions can be found on the CDC website: www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html

Children are not currently a high-risk group for serious illness from this virus. There have been a few cases of multi-system inflammatory syndrome in children (MIS-C), a rare complication of COVID-19 in children. Children with certain health conditions, such as heart disease, asthma or weakened immune systems may be at higher risk.



Farmersville High COVID 19 Safety plan

What are the common symptoms of COVID-19?

Most coronavirus illnesses are mild with fever and cough. Adults and children with COVID-19 have reported the following symptoms or combinations of symptoms. These may appear 2 – 14 days after exposure to the virus:

- Fever of 100.4°F or 38°C or higher
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Fatigue
 - Muscle pain or body aches
 - Headache
 - New loss of taste or smell
- Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

1. Have you been in close contact with anyone with confirmed COVID-19? Close contact means being within 6 feet (2 meters) of an infected person for 15 minutes or more.

2. Have you had a positive COVID-19 test for an active virus in the past 10 days?

3. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19?

If you exhibit any of the symptoms or answer YES to any of these 3 questions, stay home notify attendance and contact your school nurse: (Mayra Cepeda, mcepeda@farmersville.k12.ca.us Contact number (559)594-4567).

This list does not include all possible symptoms. Please talk to your medical provider for any other symptoms that are severe or concerning to you. Children with COVID-19 usually have milder symptoms. To learn more about COVID-19 symptoms, visit the Centers for Disease Control and Prevention website (www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html).



Farmersville High COVID 19 Safety plan

How is COVID-19 spread?

COVID-19 is thought to spread mainly through close contact from person-to-person. The virus may be spread by people who are sick and also by people who are not showing symptoms.

The virus that causes COVID-19 spreads very easily between people in the following ways:

- Between people who are in close contact with one another. Close contact means being within 6 feet (2 meters) of someone with COVID-19 for about 15 minutes.
- When an infected person coughs, sneezes, or talks close to other people. Droplets can enter the mouths or noses of people nearby or be inhaled into their lungs.
- Some people who never have symptoms can also spread the virus.

COVID-19 may also be spread when a person touches a surface that has the virus on it and then touches their own mouth, eyes, or nose. This is not thought to be the main way this virus is spreading.

Health experts are still learning more about how COVID-19 spreads and the severity of illness COVID-19 causes.

How can I protect myself and my family from COVID-19?

The best ways to protect yourself and your family are to:

Stay home as much as possible. Minimize contact with people who do not live with you.

Work from home when possible.

- When outside your home, practice physical distancing by staying at least 6 feet (2 meters) away from others.
- Avoid group gatherings and poorly ventilated areas.
- Wear a cloth face covering that covers your nose and mouth when you are in a public place, including outdoors if you cannot stay at least 6 feet (2 meters) away from others.
- Wash hands often with soap and water for at least 20 seconds. If not available, use hand sanitizer (60% alcohol or greater). Do not use sanitizer on children under age two.
- Avoid touching your eyes, nose, or mouth with unwashed hands
- Avoid Contact with People who are sick. Stay home when you are sick and avoid close contact with others
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing.



Farmersville High COVID 19 Safety plan

What should I do if I or someone in my family develops symptoms of COVID-19 or has confirmed COVID-19?

- Anyone who is sick should stay home.
- If you or someone in your family has symptoms of COVID-19, call your medical provider to get tested or go to a free testing site
- Anyone who develops symptoms or has confirmed COVID-19 should remain at home and away from others.
- Tell your school if you or someone in your household tests positive for COVID-19.

How is COVID-19 treated?

There are no medications specifically approved for COVID-19. Most people with mild COVID-19 will get better on their own. Drink plenty of fluids, rest, and take pain and fever-reducing medications. However, some people may get pneumonia and will need medical care or hospitalization.

How do I find a COVID-19 testing location nearby?

- For a list of locations that provide free COVID-19 testing, visit Website [\(link\)](#)
- Call Tulare County Health and Human service Agency (559)624- 8000. They can help you find a testing site. Interpreters are available.



Farmersville High COVID 19 Safety plan

COVID19 Return to School Information for Families &

Staff Supplemental document for: COVID19 Supervisor, Medical Coordinator

The purpose of this fact sheet is to outline when students or staff can return to school after a suspected or confirmed case of COVID-19. You are receiving this information because:

- ☐ You or your child is confirmed to have COVID-19 based on laboratory test results.
- ☐ You or your child has been identified as a potential close contact of someone with confirmed COVID-19
- ☐ You or your child have COVID like symptoms

When can I return to school after quarantine for a suspected or confirmed case of COVID-19? The date when a student or staff can return to school in-person is determined by:

- If they are confirmed or suspected to have COVID-19, or are a close contact of someone with confirmed COVID-19 AND
- If they have or do not have symptoms AND
- If their symptoms have improved, if they do have symptoms

Definitions of confirmed COVID-19, suspected COVID-19, and close contact are included below.

When can someone with CONFIRMED COVID-19 return to school?

Confirmed COVID-19: a person (with or without symptoms) who received a positive result from a COVID-19 laboratory test.

Anyone who has symptoms and is confirmed to have COVID-19 should remain at home and away from others for:

- At least 10 days from when symptoms began
- AND 24 hours after fever has resolved (without fever-reducing medication)
- AND symptoms have improved.

People who test positive for COVID-19 but never develop symptoms should remain at home and away from others for at least 10 days after the date of their first positive COVID-19 test.

There are no medications specifically approved for COVID-19. Most people with mild COVID-19 will get better on their own. Drink plenty of fluids, rest, and take pain and fever-reducing medications. Stay apart from others in the home as much as possible. Some people may need medical care or hospitalization for severe COVID-19 illness.



Farmersville High COVID 19 Safety plan

When can someone with SUSPECTED COVID-19 return to school?

Suspected COVID-19: a person who shows symptoms of COVID-19 and has not been tested or is waiting for test results.

Anyone who has symptoms and has not been tested should remain at home and away from others for:

- At least 10 days from when symptoms began
- AND 24 hours after fever has resolved (without fever-reducing medication)
- AND symptoms have improved.

Anyone who has symptoms and has been tested for COVID-19 and received a negative result can return after:

- 24 hours after fever has resolved (without fever-reducing medication)
- AND other symptoms have improved.

When can a CLOSE CONTACT of someone with confirmed COVID-19 return to school?

Close contact: includes anyone in one or more of the following categories:

- Been within 6 feet (2 meters) of a person confirmed to have COVID-19 for at least 15 minutes.
- Live in the same household as a person with COVID-19
- Cared for a person with COVID-19
- Been in direct contact with saliva or other body secretions from a person with COVID-19 (examples: been coughed on, kissed, shared utensils, etc.)

Close contact definition still applies when cloth face coverings or masks are worn by the person with COVID-19 or the other person.

Anyone who has been in close contact with someone with confirmed COVID-19 should remain home and away from others for:

- 14 days from the last day they had close contact with the person with COVID-19
- Monitor for fever, cough, shortness of breath and other COVID-19 symptoms

Close contacts should be tested for COVID-19 no sooner than 48 hours from the date of exposure. Call your medical provider to be tested or go to a free testing site.

Notify the campus COVID Supervisor if you or someone in your household tests positive for COVID-19, as soon as possible. If the test result is negative, the close contact still must quarantine for 14 days from exposure. A negative test does not necessarily mean the person does not have COVID-19. The test result only means that they did not have COVID-19 at the time of testing and they should continue to monitor for symptoms.



Farmersville High COVID 19 Safety plan

COVID19 Close Contact Letter – Parent or Guardian

- Supporting document for: COVID19 Supervisor,
Medical Coordinator

Dear Parent/Guardian,

You are receiving this letter because your child has been identified as a potential close contact with a person who tested positive for COVID -19 at Farmersville High School. Close contact means being within 6 feet (2 meters) of someone for 15 minutes or more, or if someone with COVID-19 coughed on you, kissed you, or shared utensils with you.

Your child may have had close contact with someone with COVID-19 on the following date(s): **[DATES HERE]**.

What should I do now?

Tulare County Health and Human Service Agency recommends the following:

- Keep your child home (“quarantine”) and away from other people until **[DATE 14 days since last exposure]**. They should leave the home only if you are taking them to get medical care or for COVID-19 testing.
- Watch for COVID-19 symptoms (see list below).
- Your child should not attend school, child care, or participate in other social or community activities during quarantine.
- Your child’s siblings and other household members do not have to quarantine unless your child develops symptoms or tests positive for COVID-19.
- Participate in a public health interview. Public Health contact tracers may reach out to you by text or phone call because your child may have been exposed to someone with COVID-19. They will share information about what to do and what support is available. They will always keep your information confidential. Contact tracers will never ask for money, bank or credit card information, passwords, or immigration status.

Should my child be tested for COVID-19?

Yes! They should be tested no sooner than 48 hours from the date of exposure. Call your medical provider to be tested.

- If your child’s test result shows that they have COVID-19, please notify [Mayra Cepeda, Farmersville high School, (559)594-4567 or mcepeda@farmersville.k12.ca.us] as soon as possible.
 - If your child’s test is negative, they must still quarantine until **[DATE from above]**. A negative test does not necessarily mean your child does not have COVID-19. The test result only means that they did not have COVID-19 at the time of testing.

What are the common symptoms of COVID-19?



Farmersville High COVID 19 Safety plan

Most COVID-19 cases are mild with fever and cough. Adults and children with COVID-19 have reported the following symptoms or combinations of symptoms, which may appear 2-14 days after exposure to the virus.

- Fever of 100.4°F / 38°C or higher
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Fatigue
 - Muscle pain or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
-
- Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies).

This list does not include all possible symptoms. Please talk to your medical provider for any other symptoms that are severe or concerning to you.

1. Has your student been in close contact with anyone with confirmed COVID-19? Close contact means being within 6 feet (2 meters) of an infected person for 15 minutes or more.
2. Has your student had a positive COVID-19 test for active virus in the past 10 days?
3. Within the past 14 days, has a public health or medical professional told your student to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19?

If you answer YES to any of these questions, stay home and contact your school.

Children with COVID-19 usually have milder symptoms. To learn more about COVID-19 symptoms, visit the Centers for Disease Control and Prevention website: (www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms).

If you have any questions, please contact our School Nurse: Mayra Cepeda (559)594-4567 or mcepeda@farmersville.k12.ca.us.

Thank you,



Farmersville High COVID 19 Safety plan

COVID19 Close Contact Letter – Teacher, Staff or Visitor

- Supporting document for: COVID19 Supervisor, Medical Coordinator

Dear {Name of School Teacher/Staff Member/Visitor},

You are receiving this letter because you have been identified as a potential close contact with a person who tested positive for COVID-19 at Farmersville High School. Close contact means being within 6 feet (2 meters) of someone for 15 minutes or more, or if someone with COVID-19 coughed on you, kissed you, shared utensils with you, or you had direct contact with their body secretions.

What should I do now?

Public Health - Seattle & King County recommends the following:

- Stay home (“quarantine”) and away from other people until **[DATE 14 days since last exposure]**. You should leave your home only if you are seeking medical care or COVID-19 testing.
- Watch for COVID-19 symptoms (see list below).
- You should not attend work or participate in other social or community activities during quarantine.
- Your household members do not have to quarantine unless you develop symptoms or test positive for COVID-19.
- Participate in a public health interview. Public Health contact tracers may reach out to you by text or phone call because you may have been exposed to someone with COVID-19. They will share information about what to do and what support is available. They will always keep your information confidential. Contact tracers will never ask for money, bank or credit card information, passwords, or immigration status.

Should you be tested for COVID-19?

Yes! You should be tested no sooner than 48 hours from the date of exposure. Call your medical provider to be tested

- If your test result shows that you have COVID-19, please notify Mayra Cepeda at (559)594-4567, mcepeda@farmersville.k12.ca.us as soon as possible.
- If your test result is negative, please quarantine until **[DATE from above]**. A negative test does not necessarily mean you do not have COVID-19. The test result only means that you do not have COVID-19 at the time of testing.



Farmersville High COVID 19 Safety plan

What are the common symptoms of COVID-19?

Most coronavirus illnesses are mild with fever and cough. Adults and children with COVID-19 have reported the following symptoms or combinations of symptoms, which may appear 2 – 14 days after exposure to the virus:

- Fever of 100.4°F / 38°C or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Muscle pain or body aches
- Headache
- New loss of taste or smell
- Other signs of new illness that are unrelated to a preexisting condition (such as seasonal allergies)

This list does not include all possible symptoms. Please talk to your medical provider for any other symptoms that are severe or concerning to you.

1. Have you been in close contact with anyone with confirmed COVID-19? Close contact means being within 6 feet (2 meters) of an infected person for 15 minutes or more.
2. Have you had a positive COVID-19 test for active virus in the past 10 days
3. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19?

If you answer YES to any of these questions, stay home and contact your school.

Children with COVID-19 usually have milder symptoms. To learn more about COVID-19 symptoms, visit the Centers for Disease Control and Prevention website:

www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.

How can I protect myself and my family from COVID-19?

- Stay home as much as possible. Minimize contact with people who do not live with you. Work from home when possible.
- When outside your home, practice physical distancing by staying at least 6 feet (2 meters) away from others.
- Avoid group gatherings and poorly ventilated areas.
- Wear a cloth face covering that covers your nose and mouth when you are in a public place, including outdoors if you cannot stay at least 6 feet (2 meters) away from others.
- Wash hands often with soap and water for at least 20 seconds. If not available, use hand sanitizer (60% alcohol or greater). Do not use sanitizer on children under age two.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick. Stay home when you are sick and avoid close contact with others.
- Cover your mouth/nose with a tissue or sleeve when coughing or sneezing.



Farmersville High COVID 19 Safety plan

- Clean frequently touched surfaces and objects (like doorknobs and light switches).
- Check CDC's Travel Alerts and tips for COVID-19 at <https://www.cdc.gov/coronavirus/2019-ncov/travelers/> if you or your family are traveling within the United States or overseas.

If you have any questions, please contact Mayra Cepeda
mcepeda@farmersville.k12.ca.us, (559)594-4567

Thank you,



Farmersville High COVID 19 Safety plan

Farmersville High School

AZTEC EMPIRE

631 E. Walnut Ave.*Farmersville, CA*93223

Phone: 559-594-4567*Fax: 559-594-5287

*Emily Koop, Principal * Chris Sanchez, Assistant Principal*



Dear Parent(s)/Guardian(s):

Based on information reported to us, a case of COVID-19 has been identified at Farmersville High School. Due to privacy laws, we do not release information about the person(s) with COVID-19.

Anyone who was in close contact or exposed to the person(s) with COVID-19 has been notified by the school or public health. If you have not been notified and your child feels well, no new actions are required.

Per public health guidance, the person(s) with COVID-19 must isolate (stay at home away from others) until they have been cleared to return. Persons who were exposed near the person with COVID-19 will be told to quarantine (stay at home since they might have caught the infection) and recommended to get a COVID-19 test. The classroom or school may sometimes be temporarily closed out of caution – any affected classes will be notified if this were to happen. These actions are very important in preventing the spread of COVID-19.

Testing for COVID-19 is recommended whenever anyone feels sick with COVID-19 symptoms or if they were in close contact to someone with COVID-19. Testing is not needed for this school incident if you have not been advised to test by the school or public health. If you want information on testing, please contact your school nurse or COVID coordinator below.

Recommendations to keep your family healthy:

- Limit group gatherings, especially larger groups
- Wear a mask or cloth face covering that covers your nose and mouth when around others
- Wash hands with soap/water often or using hand sanitizer
- Clean high-touch surfaces (door knobs, countertops, etc) with approved cleaners
- Watch for any symptoms of COVID-19 illness: fever/chills; cough; trouble breathing; body aches; headaches; new loss of smell or taste; sore throat; runny or stuffy nose; nausea or vomiting; diarrhea; fatigue or feeling very tired
- Stay home if sick and call your doctor to see if you need a COVID-19 test
- Eat healthy foods, get good sleep, and exercise
- Keep regular doctor check-ups and stay up-to-date with vaccines

The health and safety of students and staff is our top priority.

For questions, please contact:

Emily Koop, Principal

559-594-4567

Farmersville High School



Farmersville High COVID 19 Safety plan

Notificación del caso COVID-19 en la escuela

16 de noviembre de 2020

Estimado Padre(s)/Tutor(es):

Según la información que nos ha sido comunicada, se ha identificado un caso de COVID-19 en Escuela secundaria de Farmersville. Debido a las leyes de privacidad, no revelamos información sobre la(s) persona(s) con COVID-19.

Cualquier persona que haya estado en contacto cercano o expuesto a la(s) persona(s) con COVID-19 ha sido notificada por la escuela o la salud pública. Si no han sido notificados y su hijo se siente bien, no se requieren nuevas acciones.

De acuerdo con las directrices de salud pública, la(s) persona(s) con COVID-19 deben aislarse (permanecer en casa lejos de los demás) hasta que se les autorice a regresar. Las personas que estuvieron expuestas cerca de la persona con COVID-19 se les dirá que se pongan en cuarentena (permanezcan en casa ya que podrían haber contraído la infección) y se les recomendará que se hagan una prueba de COVID-19. El salón de clases o la escuela a veces puede ser cerrada temporalmente por precaución - cualquier clase afectada será notificada si esto sucediera. Estas acciones son muy importantes para prevenir la propagación de COVID-19.

Se recomienda hacer la prueba de COVID-19 siempre que alguien se sienta enfermo con los síntomas de COVID-19 o si estuvo en contacto cercano con alguien con COVID-19. No es necesario realizar la prueba para este incidente escolar si la escuela o la salud pública no le han aconsejado que se haga la prueba. Si desea obtener información sobre las pruebas, comuníquese con la enfermera de la escuela o con el coordinador de COVID más abajo.

Recomendaciones para mantener a su familia sana:

- Limite las reuniones de grupo, especialmente las de mayor tamaño
- Usar una cubre boca o un paño que cubra la nariz y la boca cuando se esté cerca de otros.
- Lavarse las manos con agua y jabón a menudo o con un desinfectante de manos
- Limpiar las superficies de alto contacto (manijas de las puertas, encimeras, etc.) con limpiadores aprobados.
- Esté atento a cualquier síntoma de la enfermedad de COVID-19: fiebre/escalofríos; tos; problemas para respirar; dolores corporales; dolores de cabeza; nueva pérdida del olfato o del gusto; dolor de garganta; secreción o congestión nasal; náuseas o vómitos; diarrea; fatiga o sensación de gran cansancio.
- Quédese en casa si está enfermo y llame a su médico para ver si necesita una prueba de COVID-19.
- Coma alimentos saludables, duerma bien y haga ejercicio.
- Haga chequeos médicos regulares y manténgase al día con las vacunas.

La salud y seguridad de los estudiantes y el personal es nuestra principal prioridad.

Si tiene preguntas, comuníquese con:

Emily Koop, Directora

559-594-4567

Preparatoria Farmersville



Farmersville High COVID 19 Safety plan

COVID19 Verification/Screening Guidance

- Supplemental document for: COVID19 Supervisor and COVID19 Verification & Screening Coordinator
- Staff responsibilities
- Complete weekly District COVID Health Survey
 - Take temperature at home prior to coming to work
 - If over 100.4, DO NOT COME TO WORK; notify your supervisor
 - If you forgot to take your temperature at home, a thermometer is available at a station.
 - If your temperature is over 100.4, DO NOT PROCEED, go to your car and notify your supervisor.
 - Enter each day through designated entry when first arriving.
 - Follow instructions at Verification & Screening Station.
 - A sign-in roster, located at the Verification & Screening Station, will act as your attestation for entry into the building. You only need to do this one time per building per day. The sign-in roster will be collected weekly and retained by the School.
 - Student responsibilities
 - Provide completed Student Verification Form at Verification Station each day
 - If Student Verification Form is not completed, those students must proceed through the Screening Station.
 - Visitor responsibilities
 - All visitors are only allowed in through the Entry Control System stations.
 - Prior to allowing entrance all visitors must answer the COVID19 Symptom Questions.
 - If the visitor is cleared to enter, they must take their temperature and, if temperature is under 100.4, sign in on the Visitor Roster at the Verification station, just like staff prior to further entry.
- Deliveries
 - All deliveries are only allowed in pre-designated areas
 - Delivery personnel must wear a face covering
 - If deliveries take less than 15 minutes – No Verification necessary, This includes both district staff and outside delivery companies.