



**Instilling Goodness Elementary &
Developing Virtue Schools
COVID-19 Safety Plan**

March 3, 2021

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Date: 2/18/2021

2021 COVID-19 School Guidance Checklist

Name of School: Instilling Goodness Elementary School & Developing Virtue Secondary School

Number of schools: 2

Principal's Name: Jin Jr Shi

Enrollment: K-6: 40 students; 7-12th, 25 students.

Satellite Campus Address:

225 S. Hope Street, Ukiah, CA 95482

Enrollment: 7-12th, 25 students (sheltering-in-place at the City of 10,000 Buddhas)

Main Campus Address:

2001 Talmage Road, Ukiah
CA95482

Type of LEA: K-12

Phone Number: (650) 416-4313

Email: jin.jr@drbu.edu

Date of proposed reopening:

K-6th, March 8, 2021

7-12th Grade, Red Tier

County: Mendocino

Current Tier: Purple

Grade Level (check all that apply)

- TK 2nd 5th 8th 11th
- K 3rd 6th 9th 12th
- 1st 4th 7th 10th

This form and any applicable attachments should be posted publicly on the website of the local educational agency prior to reopening or if an LEA 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, Jin Jr, 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, 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: 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?)

Please see page 7 of IGDVS Covid-19 Safety Plan

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

Please see page 7 of IGDVS Covid-19 Safety Plan

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

Please see page 7 of IGDVS Covid-19 Safety Plan

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.

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 Minimum: 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:

Testing cadence as per CDPH recommendations. Please see IGDVS Testing Cadences by Tier.

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:

Testing cadence as per CDPH recommendations. Please see IGDVS Testing Cadences by Tier.

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: _____

Date: _____

Parent and Community Organizations Name of Organization(s) and Date(s) Consulted:

Name: ___Matthew Finnegan, PTO Chair___

Date: ___February 21, 2021___

If no labor organization represents staff at the school, please describe the process for consultation with school staff: Individual and whole group teachers' meetings were held.

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

Local Health Officer Approval: The Local Health Officer, for Mendocino 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.



IGDVS COVID-19 Safety Plan

Introduction

Instilling Goodness Developing Virtue Schools are committed to providing a safe and healthy workplace for our teachers, students, and staff. This COVID-19 Prevention Program (CPP) meets the Cal/OSHA COVID-19 Prevention Program requirements and the COVID-19 School Guidance Checklist requirements. Our goal is to optimize preventive care, and to continue to provide academic, social-emotional, and spiritual development to the students.

Authority and Responsibility

Jin Jr Shi, Principal, will have overall authority and responsibility for implementing the provisions of this CPP in our school. Suzanne Ngo, Office Assistant, serves as the Assistant COVID Liaison. In addition, all teachers and staff are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring that students and parents receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our school:

- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Reporting any hazards to Jin Jr Shi, principal, and Rita Yee, teacher leader.
- Reporting any hazards by completing an **Identification of COVID-19 Hazards** form.



Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented by completing an **Identification of COVID-19 Hazards** form, and corrected in a timely manner based on the severity of the hazards, as follows:

- The severity of the hazard will be assessed and correction time frames assigned, accordingly.
- Individuals are identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Layers of Safety: COVID-19 Mitigation Strategies

Stable Group Structure

Elementary School

- K-6 students will stay in a stable group with their core teacher for the entire school day. If an additional teacher is needed to help the core teacher, that teacher will stay with the same group of students.
- Each stable group will have approximately 6-18 students with at least 6 feet of physical distancing between students in the classrooms.
- Electives such as Chinese, Art, Virtue Studies, and Music will be provided through virtual learning in the afternoon.

Secondary School

- Middle and high school students will have stable groups of approximately 12-18 students with at least 6 feet of physical distancing between students in the classrooms.

Face Coverings

- The use of face coverings will be required by all teachers, staff, and K-12 students at all times. The mask must be properly worn to be most effective, covering the chin, mouth, and nose.
- Parents and or guardians picking up and dropping off children at school must also wear face coverings.
- Parents will be responsible for supplying face coverings to their children.
- In order to comply with the guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under the CDHP guidelines and refuse to wear one provided by the school.
- Students that are excluded from campus due to the refusal of wearing a face covering will participate in home learning.
- Disposable masks, cloth masks and face shields are provided to all employees for use in the school setting. Employees that need additional supplies may request them as needed to the front office.
- For staff who come into routine contact with others, CDHP recommends the use of disposable 3-ply surgical masks.



The following are exceptions to the use of face coverings:

- While eating and drinking at the school, provided staff and students are at least six feet apart and outside air supply to the area. Staff lunch and break rooms will be restricted to one person occupancy.
- During structured class mask break times that will be held outdoors while maintaining at least six feet distancing.
- Students or staff who cannot wear face coverings due to a medical or mental health condition or disability. Wearing a face shield is the reasonable replacement in these circumstances.
- Specific tasks that cannot feasibly be performed with a face covering, where staff will be kept at least six feet apart.

Personal Protective Equipment (PPE) and Other Supplies

- We evaluate the need for PPE (such as gloves, gowns, goggles, and face shields), and provide such PPE as needed.
- PPE must not be shared, e.g., gloves, goggles and face shields.
- The school will provide soap, hand sanitizer (at least 60% alcohol), paper towels, tissues, cleaning and disinfection supplies, and other items as identified by administrators in common areas, and classrooms.
- The parents will be responsible for providing individual supplies of hand sanitizer, tissues, and disinfectant wipes for students' personal use. Also, there will be no sharing of school supplies, so students will need to bring their own supplies.

Physical Distancing

- Where possible, we ensure at least six feet of physical distancing at all times indoors and outdoors.
- Desks and seating are spaced at least 6 feet apart.
- Student desks and seating are faced in the same direction.
- Visual cues such as signs and floor markings to indicate where students and staff should be located or their direction and path of travel; unidirectional will be the goal.
- No visitors on campus except teachers, staff, students, and emergency authorized building personnel.
- Observing shared spaces room occupancy for office staff; currently one person per room, except for group work-related tasks where face coverings will be worn by employees.
- Staff meetings will be held either on a virtual platform or outdoors weather permitting with six feet of physical distancing and masks.

Ventilation and Outdoor Spaces

- Outdoor activities, active exercise, and instruction, will be encouraged.
- Students should come prepared for increased outdoor activities. They should wear layers of clothing or bring additional clothing.
- Ventilation systems are continually monitored for proper operation. All Heating, Ventilation & Air Conditioning (HVAC) Merv filters are replaced on a scheduled replacement cycle. Replacement cycles will be adjusted accordingly based on guidance or need.
- Engineering Controls: We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:



1. Having windows and doors open to allow air flow to provide as much fresh air as possible in the classrooms and office.
2. Using portable HEPA air filters as needed, where the amount of outside air needs to be minimized due to occasional hazards, such as heat and wildfire smoke. If the outside air quality presents a hazard inside the building and cannot be mitigated by these measures, the principal may close school for in-person learning, and move to Home Learning.
3. Regular and proper maintenance of our ventilation system as required.

Entrance, Egress, and Movement Within the School

- Assigning specific door entries and exits, restroom stalls, and sinks.
- Staggered arrival, departure, restroom break, and recess times to minimize the mixing of classes.
- Use of physical guides (e.g., tape on floors) and signs displayed to remind teachers, students, and staff to maintain at least 6 feet apart while passing and waiting in the hallways.

Healthy Hygiene Practices

- Teachers and staff will demonstrate and monitor handwashing or use of hand sanitizer during times when germs are likely to spread, such as:
 - Before and after eating
 - After using the toilet
 - After blowing your nose, coughing, or sneezing
 - After touching garbage or recycling materials
 - After mask break
 - After handling shared items
- Teachers and students will wash their hands after every other period. A staggered hand washing schedule will be developed.
- Teach and reinforce proper hand washing techniques—wash hands for at least 20 seconds, avoid contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff.

Cleaning and Disinfecting

- We implement the following cleaning and disinfection measures for frequently touched surfaces by using EPA approved cleaning and disinfectants:
 - Staff will disinfect door knobs, clean restrooms, and high traffic areas at least twice a day with cleansers that are environmentally friendly to avoid cleaning-induced health risk in children and adults.
 - Students and teachers will wipe down desks and public surfaces in the classroom before leaving the classroom.
- Items that staff come in regular physical contact with, such as phones, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by wiping down the item with the appropriate disinfecting wipes provided for this purpose by the school.



- Should we have a COVID-19 case in our workplace, we will implement the following procedures:
 - The affected area will be closed off for a minimum of 24 hours prior to a cleaning and disinfection conducted by the janitorial staff. Janitorial staff are aware of proper disinfection procedures and are provided the necessary supplies to properly disinfect the area.

Checking for Signs, Symptoms, and Exposures

Staying Home When Appropriate

- Families and employees are required to self-screen before coming to school/work each day.
- Students and employees who are sick or who have recently had close contact within less than 6 feet, masked or unmasked, for 15 minutes cumulatively over 24 hours with a person with COVID-19 are to stay home.
- Parents will be provided with the list of COVID-19 symptoms and instructed to contact the core teacher and principal, and keep their child at home if the child is feeling ill or has symptoms of COVID-19, even if symptoms are very mild.
- Staff members will be provided with the list of COVID-19 symptoms and be instructed to contact Jin Jr Shi, Principal, and stay home if having symptoms of COVID-19.

Health Screenings for Students and Staff

- All teachers, students, and staff are required to self-screen according to the CDHP guidelines, using the IGDVS COVID-19 Daily Screening form prior to coming to school every day.
 - Is your temperature higher than 100.4 F?
 - Within the past two weeks, have you: Had contact with someone diagnosed with COVID-19? Live in or visit a place where COVID-19 is spreading?
 - Do you have a fever, shortness of breath, cough, or any two of the following: chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell?
 - If you answered "YES" to any of the questions above, some NEW symptoms below may be associated with COVID-19? Please select all that apply.
 - None of the below
 - Nasal congestion or runny nose
 - Sore throat
 - Diarrhea
 - Nausea or vomiting
 - Fatigue
 - Headache
 - Muscle aches and pain
 - Poor feeding or poor appetite
 - Please follow the recommendation from CDC and exercise the following:
 1. Wash your hands often with soap and water or hand sanitizer that contains at least 60% alcohol.
 2. Not shake hands with, touch, or hug individuals during the time.



3. Stay at least 6 feet from other people.
 4. Avoid touching your eyes, nose, and mouth with unwashed hands.
 5. Cover your mouth and nose with a cloth face covering when around others.
 6. Cover coughs and sneezes.
 7. If you have contacted with someone diagnosed with COVID-19, live in, or visited a place where COVID-19 is spreading, please do not go to school, and contact your school administrator.
- Anyone, staff or student, who shows symptoms of COVID-19 will be denied entry to IGDVS. For students and staff already onsite, see the section on Isolation and Quarantine.

Student, Teacher, or Staff with Symptoms at School

- Staff and students should self-monitor throughout the day for symptoms of illness.
- Students, teacher or staff exhibiting symptoms of COVID-19 at school (fever of 100.4 degrees or higher, cough, difficulty breathing, or other COVID-19 symptoms) will be immediately isolated on the campus in a secured isolation area until they can leave school or be picked up by a parent or guardian. Any workspace and isolation areas occupied by students, teachers, or staff who have been sent home will be disinfected immediately.
- **Isolation Room and Quarantine:** The isolation room or area to separate anyone who exhibits symptoms of COVID-19 will be the Nurse's room.
- Sick students or staff staying home or sent home with symptoms consistent with COVID-19 will be advised to contact their primary care provider for evaluation and possible testing.
- All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of students and employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.
- All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Returning to School for Symptoms at Home or In School

- Please see IGDVS Health Protocols: Criteria for Returning to School/Work (Appendix B) for how to respond to different symptoms and exposure scenarios.

Confirmed Case of COVID-19

Student with confirmed case of COVID-19:

- Parents will notify Jin Jr Shi, principal, and core teacher if their child tests positive for COVID. Staff members that become aware of a student who has tested positive for COVID-19 are to contact the principal immediately. Our school will appoint a person to conduct contact tracing to determine which students or staff may have had contact with the student who has tested positive. This includes but is not limited to, close contact within less than 6 feet, masked or unmasked, for 15 minutes cumulatively over 24 hours.



Teacher/Staff with confirmed case of COVID-19:

- Notify Jin Jr Shi, principal immediately. IGDVS will conduct contact tracing in accordance with Cal/OSHA and Public Health guidance. This includes determining who the employee had contact with during their infectious period, and work areas where the employee was present.
- All reported cases of students or staff who test positive for COVID-19 will be reported to the Local Public Health in accordance with guidelines from CDPH and Mendocino County Public Health.
- If it is determined that there was potential exposure of COVID-19 on a school property the circumstances of the exposure will be reviewed and corrective action will be taken.
- Please see IGDVS Health Protocols: Criteria for Returning to School/Work (Appendix B) for how to respond to different symptoms and exposure scenarios.

Procedure for School-Based Response to a Confirmed COVID-19 Case Infection At School:

- The COVID-19 liaison will confer verbally with County Public Health immediately (on the day it learns of a confirmed COVID-19 case), by contacting (707) 272-8035 and also by email to DOC-Schools@mendocinocounty.org for direction and consultation from County Public Health Officials on necessary actions which may include School Portal Outbreak Tracking (SPOT) registration, proper cleaning of the school, isolation of COVID-19 positive individuals and quarantine of all exposed persons at the school.
- For a confirmed COVID-19 case on campus, the school will close off the classroom or office where the COVID-19 positive individual was based and wait at least 24 hours before cleaning and disinfecting. The school may remain open unless otherwise directed to close by the County or State Health Officer.
- The school will work with County Public Health to isolate the COVID-19 positive individual and exclude from school and school related activities for the isolation period, (10 days from COVID-19 test sample collection and 24 hours after resolution of fever without the use of fever reducing medication and with improvement of symptoms). The school will advise sick staff members and students not to return until they have been released from home isolation pursuant to health officer isolation orders. The school will also document serving the isolation order on the COVID-19 positive individual, (if orders have not already been delivered by County Public Health). Isolation Orders (with instructions) are found here:
<https://www.mendocinocounty.org/community/novelcoronavirus/health-order>
- The school will work with County Public Health to identify close contacts at the school (i.e., all persons within less than 6 feet of the COVID-19 positive individual for 15 minutes or more cumulatively over a 24 hour period whether masked or unmasked), and exclude close contacts from school for 10 days from last date of close contact while infectious (i.e., the 48 hours before symptoms began or within 48 hours before the COVID-10 positive test sample was collected). The school will advise school-based close contacts not to return until they have been released from home quarantine pursuant to health officer quarantine orders. The school will also document serving the quarantine orders on all school-based close contacts (if orders have not already been delivered by County Public Health). The quarantine period is 10 days from last known contact with the case. Quarantine Orders (with instructions) are found here:
<https://www.mendocinocounty.org/community/novelcoronavirus/health-order>
- The school will implement communication plans for exposure at school and potential school closures, including outreach to students, parents, teachers, staff, labor, and the community.



- The school will follow the Cal/OSHA COVID-19 Prevention Program (CPP) and investigate if any work-related factors contributed to the risk of infection and update protocols as needed to prevent further cases.

Procedure for School-Based Response to a Student/Staff/Teacher’s Exposure to COVID-19 from outside the school whereby the COVID-19 case infection is not a student, staff member, or teacher:

- The school liaison should contact County Public Health immediately by phone to (707) 272-8035 and by email to DOC-Schools@mendocinocounty.org, on the day it learns of this potential exposure so that County Public Health can investigate and give guidance. When the exposure is confirmed, the school will send the close contact home and document serving the quarantine orders if they have not already been delivered. The quarantine period is 10 days from last known contact with the case. Quarantine Orders (with instructions) are found here: <https://www.mendocinocounty.org/community/novel-coronavirus/healthorder>.
- The school and classroom may remain open. The school should consider notification and outreach to the school community of a known close contact.

School Closure

- School-wide closure is recommended (and may be required by the Health Officer) in event a school has multiple COVID-19 cases in multiple stable groups or classrooms, such as:
 - Within a 14 day period, an outbreak has occurred in 25% or more stable groups in the school.
 - Within a 14 day period, at least three outbreaks have occurred in the school and more than 5% of the school population is infected.
 - When warranted for other reasons, including results from public health investigation or other local epidemiological data. District-wide closure is recommended (and may be required by the Health Officer) if 25% or more of schools within a district have closed due to COVID-19 within 14 days. Nothing in the State Guidances or this Order prohibits individual schools (in accordance with their governing bodies) from closing prior to reaching these stated threshold percentages.

Reporting, Recordkeeping, and Access

- It is our policy to:
 - Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
 - Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death of an employee occurring in our place of employment or in connection with any employment.
 - Maintain records of the steps taken to implement our written COVID-19 Prevention Program.
 - Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.



Surveillance Testing

Symptomatic testing:

- This testing is used for individuals with symptoms of COVID-19, either at home or at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of returning to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

Response testing:

- This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Asymptomatic testing:

- This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID19 rates than the community, to guide decisions about safety for schools and school administrators, and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing, to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students).

Testing Cadences by Tier Table

IGDVS Testing Cadences by Tier		
Colored Tiers	Teachers/Staff	K-12 Students
Purple CR >7-13.9	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.
Red CR 4-7	Symptomatic and response testing + every 2 weeks asymptomatic testing.	Symptomatic and response testing + every 2 weeks asymptomatic testing.
Orange CR 1-3.9	Symptomatic and response testing.	Symptomatic and response testing.
Yellow CR <1	Symptomatic and response testing every other week.	Symptomatic testing.



Communication Plans

- Our goal is to ensure that we have effective two-way communication with our teachers, staff, and families in a form they can readily understand, and that it includes the following information:
 - Employees should report COVID-19 symptoms and possible hazards to Jin Jr Shi, Principal, jin_jr@drbu.edu.
 - The COVID-19 liaison is to be responsible for maintaining regular communication with County Public Health in the event of any exposure at the school involving a COVID-19 positive individual, and responding to COVID-19 issues and concerns of students, parents, teachers, and staff. The COVID-19 Liaison is not required to be a licensed medical professional. The COVID-19 Liaison will also be responsible for ensuring timely entry of school cases and contact exposure information into the CalCONNECT Schools Portal for Outbreak Tracking (SPOT) system. The school will email the name and contact information (including phone, fax, and email) for the COVID-19 Liaison to County Public Health by email to DOCSchools@mendocinocounty.org.
 - Employees with medical or other conditions that put them at increased risk of severe COVID-19 illness will notify Jin Jr Shi, Principal, to determine if accommodations are needed.
 - Information about COVID-19 hazards will be provided to teachers and staff through email.
 - If there is a school-wide outbreak, we will report it to Public Health, and determine whether these cases had a common exposure at school.

Staff Training and Family Education

- The school will train staff and provide educational materials to families on COVID-19 safety actions:
 - Proper use, removal, and washing of face coverings.
 - Physical distancing guidelines and their importance.
 - Symptoms screening practices.
 - COVID-19 specific symptom identification.
 - How COVID-19 spreads.
 - Enhanced sanitation practices.
 - The importance of staff and students not coming to work if they have symptoms, or if they or someone they live with or they have had close contact with has been diagnosed with COVID-19. For staff, COVID-19 specific symptom identification and when to seek medical attention.
 - The employer's plan and procedures to follow when staff or students become sick at school.
 - The employer's plan and procedures to protect staff from COVID-19 illness.
 - The training and education will be conducted virtually, or, if in-person, outdoors with face coverings, and a minimum of six-foot distancing is maintained.
 - COVID-19 best practices have also been shared through our IGDVS newsletters to families, teachers, and students.
 - The following staff members, Ashley Huynh, Yucui Liu, Suzanne Ngo, and Rita Yee have taken COVID-19 courses through the World Health Organization, and received a certificate from the following training:
 1. Standard precautions: Environmental cleaning & disinfection



2. Standard precautions: Hand hygiene
3. Infection and Control (IPC) for Novel Coronavirus (COVID-19)
4. Emerging respiratory viruses, including COVID-19: methods for detection, prevention, response and control

Appendices

Appendix A: IGDVS Health and Safety Protocols: Scenario Chart

Appendix B: IGDVS Health and Safety Protocols: Criteria for Returning to School/Work

Appendix C: IGDVS Parent/Guardian Health and Safety Agreement

Appendix D: Class/School Exposure Letter Templates

Appendix E: Resources

Appendix F: Get Ready for School Checklist

Appendix G: Step-by-Step Posters for Cleaning, Sanitizing, and Disinfecting

Appendix H: Quick Guide for Parents/Guardians: My Child is Showing COVID-19 Signs at School

Appendix I: Stop the Spread of Germs



APPENDIX A

**Instilling Goodness Developing Virtue Schools Health and Safety Protocols:
Scenario Chart**

SCENARIO	ACTION	COMMUNICATION
<p>1. A student or staff member either exhibits COVID-19 symptoms, answers yes to a health screening question, or has a temperature of 100.4 or above.</p>	<ul style="list-style-type: none"> ● Student/staff sent home. ● Contact Healthcare Provider/Public Health for testing ● Classroom and/or School OPEN 	<p>No action needed</p>
<p>2. A family member or someone in close contact with a student or staff member test positive for COVID-19.</p>	<ul style="list-style-type: none"> ● Report information to the administrator, send home, and quarantine for 10 days from last exposure. ● Recommend testing 11 days from last exposure (but will not shorten 10 day quarantine). ● Classroom and/or School OPEN 	<p>To Student Families and Staff <u>Household Member or Close Contact w/ C19+ Letter</u></p>
<p>3. A student or staff member tests positive for COVID-19.</p>	<ul style="list-style-type: none"> ● Report information to the administrator. ● Notify Mendocino County Public Health ● Keep positive case home with instructions to isolate at home for at least 10 days after first symptoms occurred ● Identify close contacts (*), likely including the entire cohort of the person with COVID-19 ● Instruct close contacts to quarantine at home for 10 days after the last date of close contact (including 48 hours before symptoms developed) ● Recommend testing asymptomatic contacts 11 days from last exposure and immediate testing of symptomatic contacts (will not shorten quarantine) ● Clean/disinfect spaces where the person with COVID-19 spent significant time ● Cohort CLOSED for 10 days after last exposure. ● Non-exposed cohorts remain open after cleaning ● Classroom(s) and/or School CLOSED for 72 hours for cleaning and assessment 	<p>To Student Families and Staff</p> <p>Phone call and letter <u>Confirmed C19+ in School/Class Letter</u></p> <p>Provide Public Health Isolation Order to positive case</p> <p>Provide Public Health Quarantine Order to close contacts</p>



**Instilling Goodness Developing Virtue Schools Health and Safety Protocols:
Scenario Chart**

SCENARIO	ACTION	COMMUNICATION
4. A student or staff member tests negative for COVID-19 after any of the reasons in scenarios 1, 2, or 3.	<ul style="list-style-type: none">● The student or staff may return to school 3 days after symptoms resolve, however must continue isolation if in contact with a positive COVID-19 family member.● Classroom and/or School OPEN	To Student Families and Staff <u>Negative Test Letter</u>
5. When does the school return to home learning? A school will return to home learning when 2 or more cohorts have 3 or more positive cases, or at least 5 percent of the total number of teachers, students, and staff are COVID-19 positive within a 14-day period.	<p style="text-align: center;"><u>School Returns to Home Learning</u></p> School will return to hybrid learning after 14 days and the following have occurred: <ul style="list-style-type: none">● Cleaning and disinfection● Public health investigation● Consultation with the local public health department	To Student Families and Staff Phone call and letter <u>School Closure Letter</u>



APPENDIX B

**Instilling Goodness Developing Virtue Schools Health and Safety Protocols:
Criteria for Return to School After COVID-19 Symptoms, Close Contact, or A Confirmed COVID-19 Case**

SCENARIO	Return when all of the following are true:
1. Child or Staff has a negative test after symptoms of COVID-19	<p>No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve).</p> <ul style="list-style-type: none"> ● Symptoms are improving. ● Must show documentation of the negative test or a primary care provider’s note.
2. Child or Staff had symptoms of COVID-19 and had a positive test/confirmed COVID-19 OR was not tested OR was tested and is still waiting for result	<p>After 10 days since symptoms began.</p> <ul style="list-style-type: none"> ● Symptoms are improving. ● No fever for 24 hours, without using fever-reducing medicines such as acetaminophen (Tylenol), ibuprofen (Motrin, Advil) or naproxen (Aleve). ● A primary care provider’s note is not needed.
3. Child or Staff had close contact with someone with confirmed COVID-19	<p>10 days after the last close contact (*), even if the child has a negative test during this time, or is still waiting for a test result.</p> <ul style="list-style-type: none"> ● No symptoms have developed since the last close contact. ● If the child or staff has ongoing close contact with the person with COVID-19 (for example, a parent or caregiver), they must be quarantined for 10 days after the person with COVID-19 is no longer infectious. In most cases, this is a total of 24 days after the person with COVID-19 first developed symptoms, or if asymptomatic, had a positive test.
4. Child or Staff had a positive test but never had symptoms	<p>10 days after their positive test was collected (not 10 days after the result was received)</p>

(*) A close contact is a person who is less than 6 feet from the infected person for 15 minutes or more cumulatively over 24 hours (including 48 hours prior to symptom onset or test date of index case.)



APPENDIX C



Instilling Goodness Elementary School Developing Virtue Secondary School

2001 Talmage Rd. Ukiah, CA 95482 www.igdvs.org
Boys Division (707) 468-1138 dvbs@drba.org
Girls Division (707) 468-3847 dvgs@drba.org

PARENT HEALTH AND SAFETY AGREEMENT FOR IN-PERSON INSTRUCTION FOR THE 2020-2021 SCHOOL YEAR

I have read, understand, and agree to the following terms and conditions:

- A. COVID-19 Safety Plan:** The parent/guardian acknowledges that he/she has received and reviewed the IGDVS COVID-19 safety plan which can be found online here:
[IGDVS COVID-19 Safety Plan](#)

The parent/guardian agrees to review IGDVS's COVID-19 health and safety protocols with his/her child(ren), including:

- Face Coverings
- Physical Distancing
- Arrival/Dismissal
- Healthy Hygiene

To prevent the spread of COVID-19, IGDVS will also review these rules and protocols with students throughout the school year.

- B. Daily Home Health Screening of Child(ren).** The parent/guardian agrees to screen his/her child(ren) for COVID-19 before taking the child(ren) to school each day. Specifically, the parent/guardian agrees to do all of the following:

1. The parent/guardian shall screen child(ren) for any of the following symptoms associated with COVID-19: dry cough, shortness of breath or difficulty breathing, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea, or a new rash. Parent/Guardian agrees that if the child(ren) presents with any of these symptoms, then you will not send the child(ren) to school.
2. The parent/guardian agrees that if the child(ren) has a fever of more than 100.4 degrees, then you will not send the child(ren) to school. Parent/Guardian further understands and agrees that his/her child(ren) will not be sent to school if the child(ren) has been administered medication for the purpose of reducing a fever within the last 24 hours.
3. In the event the child(ren) has been exposed to anyone who has tested positive or are presumed positive for COVID-19 in the last two weeks, Parent/Guardian will not send the



child(ren) to school. A potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19.

Parent/Guardian shall notify IGDVS that the student has been kept home for this reason.

Parent/Guardian understands that his/her child(ren) will not return to school until permitted by IGDVS in compliance with direction from Mendocino County Public Health.

- C. Health Screenings at School.** Students will be monitored throughout the day for signs or symptoms of COVID-19. Any student exhibiting symptoms of illness throughout the day will be sent home.
- D. Face Coverings.** Parent/Guardian understands and agrees that students in grades K – 12 must wear face coverings. Parent/Guardian understands and agrees that his/her child(ren) may be excluded from school if they refuse to wear a face-covering consistent with the rules set forth in IGDVS COVID-19 Prevention Plan. Parent/Guardian should contact the child(ren)'s administrator if he/she believes the child(ren) is eligible for an exemption from this requirement for medical reasons.
- E. Exhibiting Symptoms at School.** The parent understands and agrees that if his/her child exhibits COVID-19 symptoms during the school day, the Parent/Guardian will pick his/her child(ren) up from school as soon as possible but no later than within one hour after being notified by the school. When Parent/Guardian arrives at school, Parent/Guardian will call the school office and remain in his/her vehicle.
- F. Disclosure to Help Prevent Community Spread of COVID-19.** Parent/Guardian understands and agrees that if his/her child(ren) tests positive for COVID-19 or if IGDVS otherwise reasonably suspects his/her child(ren) is infected with COVID-19, IGDVS is required to notify Mendocino County Public Health. Additionally:
1. In order to conduct contact tracing, IGDVS may be required to contact the child(ren)'s close contacts at school who may have been exposed to the virus. To protect student privacy, IGDVS will only inform close contacts that they may have been exposed to someone with the infection. IGDVS will not disclose the identity of the child(ren) who may have exposed them.
 2. To help protect against community spread, IGDVS will be performing its own contact tracing. Parent/Guardian agrees for IGDVS to ask his/her child(ren) and Parent/Guardian questions about everyone within the school community whose child(ren) may have had close contact with during the timeframe they may have been infectious.
- G. Nondiscrimination.** IGDVS prohibits discrimination against any student who has been diagnosed with COVID-19, whose family member has been diagnosed with COVID-19, or who is perceived to be a COVID-19 risk. If you feel your child(ren) is being discriminated against as a result of COVID-19, please notify IGDVS immediately by contacting the school administrator.
- H. Responsibility to Quarantine.** Parent/Guardian understands that IGDVS may direct his/her child(ren) to quarantine either because his/her child(ren) is suspected of having COVID-19 or because his/her child(ren) has been in close contact with someone suspected of having COVID-19. If directed to quarantine, Parent/Guardian understands and agrees to the following:



1. Students who are required to quarantine but are well enough to participate will be expected to take part in Home Learning for the period of quarantine.
2. Students who are required to quarantine may not return to in-person instruction until permitted to do so by IGDVS in compliance with direction from Mendocino County Public Health and the Mendocino County Public Health Order.
3. If an entire cohort (class) is quarantined, the class will move to Home Learning.

- I. Visitors.** Parent/Guardian understands that visitors will not be permitted to be on campus. Only staff, students, and emergency personnel may access the campus. In most cases, a Parent/Guardian will not be permitted to be on campus other than for student drop off and pick up, during which time they must remain in the vehicle.
- J. Recommended At-Home Cleaning Procedures.** To prevent the spread of COVID-19, IGDVS encourages Parent/Guardian to frequently wash child(ren)'s commonly touched items such as backpacks, supplies, water bottles, and clothes. Cloth face coverings should be washed daily.
- K. Large Gatherings & Traveling.** If you are planning large gatherings or will travel, please follow Mendocino County Public Health guidelines. Family and/or family members traveling by flight or out of state should take a COVID test upon return and quarantine for 10 days; the student does home learning during this time period.
- L. Violation of Agreement.** Compliance with these terms and conditions is non-negotiable. Students of families who have concerns about adhering to the expectations should immediately contact their school administration if they plan to return to school for in-person learning. If a student violates any of these expectations while at school, they will be asked to leave school, and return to Home Learning.

Students in Grades K-12: My parent/guardian has explained to me the rules set forth by Instilling Goodness Developing Virtue Schools with which I am required to comply in order to attend In-Person Instruction in the 2020-2021 School Year. These rules, including, but not limited to, wearing a face covering/mask at all times and maintaining appropriate physical distancing, are not optional. I understand that as a consequence of failing to uphold these standards, I will be required to leave school, and return to Home Learning. If I have any questions about the health and safety rules while attending In-Person Instruction, I will ask to speak with the core teacher and/or school principal immediately.

Student Name (Please Print)	Student Signature	Date
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I have received, read, understand, and agree to all of the above terms set forth in the IGDVS Parent/Guardian Health and Safety Agreement for In-Person Instruction for the 2020-2021 School Year. I have explained the rules and requirements for returning to In-Person Instruction to my child(ren). I understand that as a consequence of failing to uphold these standards, my child(ren) will be required to leave school, and return to Home Learning.

Parent/Guardian Name (Please Print)	Parent/Guardian Signature	Date
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APPENDIX D



Instilling Goodness Elementary School
Developing Virtue Secondary School

2001 Talmage Rd. Ukiah, CA 95482 www.igdvs.org
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Household Member or Close Contact w/ C19+ Letter
To Student Families and Staff

SCENARIO 2: A family member or someone in close contact with a student or staff member test positive for COVID-19.

Date, 2021

Dear [School/Classroom] Parents/Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student, teacher, or staff in your child’s class has been in close contact with a person who has tested positive for COVID-19.

In the meantime, please monitor your child for COVID-19 symptoms: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea. Contact your healthcare provider if your child feels sick or have any questions and concerns.

We hope that you and your family continue to follow COVID-19 best practices.

Sincerely,

IGDVS



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Confirmed C19+ in School/Class Letter
To Student Families and Staff & Phone Call

SCENARIO 3: A student or staff member test positive for COVID-19.

Date, 2021

Dear [XXX School/Classroom] Parents/Guardians and Staff,

The health and safety of our students and staff are our top priority. This letter is to inform you that a student, teacher, or staff in your child's class has been tested positive for COVID-19. The last date of known exposure was [XXX date].

Public Health advises that your child or you immediately quarantine at home for 10 days after the last date of close contact (including 48 hours before symptoms developed)

Please schedule testing with your healthcare provider on the 11th day after the last date of close contact or contact Mendocino County Public Health at (707) 234-6052.

Please visit Mendocino County Public Health website for testing information:
<https://www.mendocinocounty.org/community/novel-coronavirus/covid-19-testing>.

Be sure to let your provider know that your child has had a direct exposure to COVID-19.

The class/cohort will be closed effective immediately for 10 days after last exposure to prevent further spread of the virus. You will be receiving a separate email with instructions for home learning.

We hope that you and your family continue to follow COVID-19 best practices.

Sincerely,

IGDVS



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Letter from 1-2-3 and Tests Negative

To Student Families and Staff

SCENARIO 4: To be utilized when a student or staff member who has quarantined or isolated for any of the reasons in scenarios one, two or three and is tested - and **tests negative**.

Date, 2021

Dear [XXX School/Classroom] Parents and Guardians:

The health and safety of our students and staff are our top priority. This letter is to inform you that the student or staff member who had [exhibited symptoms and/or been in close contact with an individual who tested positive for COVID-19] has tested negative.

In accordance with Public Health guidance, the classroom cohort will continue to operate. We will update you with any additional pertinent information. Please let us know if you have any questions and contact your healthcare provider if you have any additional questions or concerns.

Sincerely,

[XXX Site Administrator/Teacher]
IGDVS



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Girls Division (707) 468-3847 dvgs@drba.org

School Closure Letter: To Student Families and Staff

SCENARIO 5: A school will return to home learning when 2 or more cohorts have 2 or more positive cases, or at least 5 percent of the total number of teachers, students, and staff are COVID-19 positive within a 14-day period.

Date, 2021

Dear Parents/Guardians, Teachers, and Staff Members,

We are informing you that we are closing our school, starting on [Date] due to the ongoing COVID-19 outbreak and likely continuing transmission at our school. In consultation with the local health officer, Dr. Coren, we have been advised that the school should be closed for 14 days to prevent further transmission of COVID-19 and to clean and disinfect the school before reopening on [Date].

During school closure, the school will move to Home Learning to continue our classes. The Mendocino County of Public Health will also continue to follow-up with cases and contacts during school closure to ensure isolation and quarantine and testing.

If upon school reopening, your child is feeling ill or having a fever or symptoms of COVID-19, even if symptoms are very minor, please do not send your child to school and consider getting your child tested for COVID-19. If your child is well and without any symptoms, please remind your child before going back to school to use their face covering, stay at least 6 feet away from other people, and wash their hands often with soap and water for at least 20 seconds. School staff should call in sick and stay home if having a fever or symptoms of COVID-19 and consider getting tested.

Symptoms of COVID-19 may appear 2-14 days after exposure to the virus and include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.


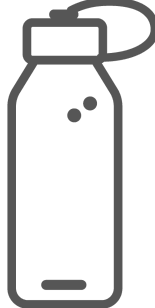

Ensuring the health and safety of our students, teachers, and staff members is of utmost importance. If you have any questions or concerns please contact Jin Jr Shi at dvgs@drba.org.

Sincerely,
[XXX Site Administrator/Teacher]



APPENDIX E

GET READY FOR SCHOOL

<p style="text-align: center;">Health Screener</p> <p>1. Do I or anyone in my household have any of the following symptoms that are new or worsening?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fever or chills <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath <input type="checkbox"/> Fatigue <input type="checkbox"/> Muscle or body aches <input type="checkbox"/> Headaches <input type="checkbox"/> New loss of taste or smell <input type="checkbox"/> Sore throat <input type="checkbox"/> Congestion or runny nose <input type="checkbox"/> Nausea or vomiting <input type="checkbox"/> Diarrhea <p>2. Have I or anyone in my household been confirmed/suspected with COVID-19 in the last 14 days?</p> <p>3. Have I been notified that I am a close contact with someone who has tested positive for COVID-19 the past 14 days?</p> <p>IF “YES” PLEASE STAY HOME.</p>	<p style="text-align: center;">Things I Need Daily</p> <div style="text-align: center; margin-bottom: 20px;">  </div> <div style="text-align: center; margin-bottom: 20px;">  </div> <div style="text-align: center;">  </div>
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MY SOCIAL POD

NAME	RELATIONSHIP	CONTACT NUMBER

These are the people that I come into contact with regularly.



APPENDIX F

Resources

Sample Videos:

1. Students: [COVID-19 Back to School ABCs Song](#)
2. Teachers: [Tips for COVID-19 in the Workplace](#)
3. Families: [Staying Safe When COVID-19 Strikes, Cohorts for Safer Learning](#)

CDC Posters:

1. [Stop the Spread of Germs](#)
2. [Cleaning and Disinfecting Classrooms](#)
3. [Six Steps for Cleaning and Disinfecting Your School](#)
4. [COVID-19 School Symptoms Flowchart](#)
5. [Did You Wash Your Hands?](#)
6. [Wash Your Hands](#)
7. [10 Things You Can Do to Manage COVID-19 Symptoms At Home](#)
8. [Staff Protections](#)
9. [Students: Don't Feel Well?](#)
10. [Quarantine vs. Isolation](#)

Helpful Links:

1. [Centers for Disease Control](#)
2. [Mendocino Department of Public Health](#)
3. [Mendocino Department of Public Education](#)
4. [California Department of Public Health](#)
5. [CA Safe Schools for All](#)
6. [Guidance on Schools](#)
7. [Safe Schools for All Hub](#)



APPENDIX G

Cleaning and Disinfecting in School Classrooms

Cleaning and disinfecting are key to limiting exposure to germs and maintaining a safe environment during the COVID-19 pandemic. Reduce the spread of germs by keeping surfaces clean and reminding students of the importance of hand hygiene.

The Difference Between Cleaning and Disinfecting

- ✓ **Cleaning** reduces germs, dirt, and impurities from surfaces or objects and works by using soap (or detergent) and water to physically remove germs from surfaces.
 - Cleaning of surfaces followed by disinfection is a best practice measure for prevention of COVID-19 and other viral respiratory illnesses.
- ✓ **Disinfecting** kills (or inactivates) germs on surfaces or objects. Disinfecting works best by using chemicals, as directed, on surfaces after they've been properly cleaned.

Which Disinfectant Products Should I Use?

You can use any EPA-approved disinfectant against COVID-19. Visit [epa.gov/listn](https://www.epa.gov/listn) or scan the QR code with your smart phone to check EPA's list of approved disinfectants.



Where Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces and objects within the classroom. Check compatibility for products for use on electronic devices.

Consider cleaning surfaces and objects including but not limited to:

- Door handles and knobs
- Desks and chairs
- Cabinets, lockers, and bookshelves
- Shared computer keyboards and mice
- Light switches
- Pencil sharpener handles
- Sinks and surrounding areas
- Countertops
- Shared electronics such as printers
- Other shared learning materials

When Should I Clean and Disinfect?

Clean and disinfect frequently touched surfaces at least daily or between use by different students. Limit the use of shared objects when possible, or clean and disinfect between use.

Options for cleaning and disinfection include:

- In the morning before students arrive
- Between classes (if students change rooms and while students are not present)
- Between use of shared surfaces or objects
- Before and after food service
- Before students return from recess or breaks
- After students leave for the day



Store cleaning and disinfection products out of the reach of students. Cleaning and disinfection products should not be used by or near students, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.



CS 319611-8 11/03/2020

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



Step-by-Step Cleaning for Child Care Programs

Cleaning means to remove dirt, dust, debris, and sticky substances by washing, wiping, scrubbing, or mopping hard surfaces with soap or detergent and water. Routine cleaning of toys, floors, cribs, cots, mats, play equipment, refrigerators, counters, and shelves is recommended for child care settings.

STEP 1

Gloves may be worn to protect skin. Always follow product label directions for personal protective equipment like gloves.



STEP 2

Spray the cleaning solution onto the surface.



STEP 3

Wipe the surface with a single use paper towel, a microfiber cloth, or a mop.



STEP 4

Rinse according to product label directions.



DESCRIPTION

All-purpose cleaning product. Safe to use on counters, floors, sinks, and other hard surfaces.

HOW TO USE

- Spray product on surface and wipe clean.
- For stubborn messes, let sit for a few minutes before scrubbing clean.
- Rinse with water. Do not leave any product residue on surface.

STEP 5

Allow the surface to air dry, or dry with a fresh paper towel or microfiber cloth.



Important note:

Some cleaning products are ready-to-use and some are meant to be diluted with water.

Always follow product label directions!



Step-by-Step Sanitizing for Child Care Programs

Sanitizing means to kill germs at a level that reduces the risk of becoming ill from contact with germs on the surface. Sanitizing is used on food contact surfaces (dishes, utensils, cutting boards, high chair trays, tables), toys that children may place in their mouths, pacifiers, and mixed use tables. Choose an EPA registered sanitizer that is approved for use on food contact surfaces. **DO NOT USE SANITIZERS NEAR CHILDREN!**

STEP 1

Put on gloves.



STEP 2

Pre-clean the surface with soap and water. Surfaces should be clean before applying a disinfectant.



STEP 3

Apply the sanitizer. Spray away from people and provide ventilation.



STEP 4

Leave the surface wet for the appropriate contact (dwell) time stated on the product label. Set a timer to keep track of the time.



STEP 5

Allow the surface to air dry, or dry with a fresh paper towel or microfiber cloth.



Important note:
Some sanitizers are ready-to-use and some are meant to be diluted with water.

Always follow product label directions!

If sanitizing a food contact surface, you may need to rinse the surface with water after. Check the label. If required, use enough water to remove all of the sanitizer.



Step-by-Step Disinfecting for Child Care Programs

Disinfecting means to destroy almost all germs that could make a person sick. Disinfecting is for toileting areas and high-touch areas that collect lots of germs (bathroom faucets and counters, diaper changing tables, toilets, sinks used in toileting routines, drinking fountains, doorknobs). Choose an EPA registered disinfectant, and use the product according to the label directions. **DO NOT USE DISINFECTANTS NEAR CHILDREN!**

STEP 1

Put on gloves.



STEP 2

Pre-clean the surface with soap and water. Surfaces should be clean before applying a disinfectant.



STEP 3

Apply the disinfectant. Spray away from people and provide ventilation.



STEP 4

Leave the surface wet for the appropriate contact (dwell) time stated on the product label. Set a timer to keep track of the time.



STEP 5

Allow the surface to air dry, or dry with a fresh paper towel or microfiber cloth.



Important note:
Some disinfectants are ready-to-use and some are meant to be diluted with water.

Always follow product label directions!



APPENDIX H

My Child is Showing Signs of COVID-19 at School: What Do I Do? Quick Guide for Parents and Guardians

If your child is sick or shows signs of illness, do not send them to school.



1. PICK UP YOUR CHILD

- If possible, pick up your child alone.
- If possible, wait in the car for your child.
- Everyone in the car should wear a mask except for children under 2 years old.
- Open the car windows for ventilation.
- If possible, wait 24 hours before cleaning and disinfecting your car, as that allows more time for the amount of virus in the air of your car to die off.
- If unable to pick up your child, work with your school to identify the best way to safely transport your child.
- Arrange to pick up any of your child's medical supplies (if applicable).



2. KEEP YOUR CHILD AT HOME AND MONITOR THEIR SYMPTOMS

- Call your child's healthcare provider to discuss whether your child needs to be evaluated and to determine options for getting tested for COVID-19.
- If possible, have the sick child (and anyone else who has symptoms) keep away from others and use a separate bathroom for 10 days. When not able to keep away from others, a mask should be worn by all members of the household.
- After being in contact with someone with COVID-19, it can take up to 14 days to know if you are sick. All members of the household should stay home and avoid contact with others outside of your home. An exception would be going to your doctor if advised.
- Encourage everyone in the household to wash their hands often and avoid sharing personal household items with others (e.g., dishes, cups, towels, bedding).
- Use an effective household disinfectant to clean "high-touch" surfaces and everyday items such as door handles, countertops, and faucets.



3. IF YOUR CHILD TESTS POSITIVE FOR OR IS SUSPECTED OF HAVING COVID-19

- **If your child tests positive for COVID-19, notify the school.**
- **Your child can return to in-person school only after:**
 - It has been at least 10 days since symptoms started **and**
 - Overall symptoms have improved **and**
 - Your child has had no fever for at least 24 hours (without fever reducing medication).



CS319604-C 11/10/2020

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



APPENDIX I

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



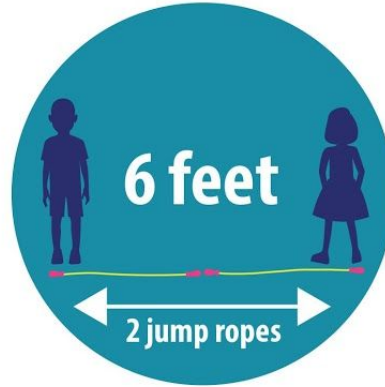
Wash your
hands often



Wear a mask



Cover your coughs
and sneezes



Keep **6 feet** of space
between you and
your friends



CS 316683-F 12/04/2020

cdc.gov/coronavirus