

APPENDIX I: PROCEDURES FOR MANAGING AND PREVENTING THE  
SPREAD OF COVID-19 IN THE SCUSD COMMUNITY

**All reports of COVID-19 illness, positive tests, and/or exposures must be immediately reported to Health Services via an email to Victoria Flores, Lisa Musser, Susan Sivils, and Paula Kuhlman**

The following protocols developed with direction from Sacramento County Public Health help the district quickly identify communicable diseases, prevent the spread within the SCUSD community, and reduce potential harm. The district response also depends on direction from Sacramento County Public Health (SCPH).

International and domestic experiences and research have demonstrated that even when a school carefully coordinates, plans, and prepares for delivering in-person services, supports and instruction, cases of COVID-19 may still occur. Expecting and planning for the occurrence of one or more cases of COVID-19 helps us respond immediately to mitigate the impact, minimize spread of COVID within a school/work site, and allows the school/work site to remain open. To help prevent the spread of COVID-19 in the community, Sac City Unified Health Services will be supporting SCPH and meeting employer mandates by conducting COVID-19 contact tracing within the district.

Below are the action guidelines followed when a person within the district becomes ill with suspected or confirmed COVID-19 or is exposed to COVID-19. These guidelines were developed based on CDPH and SCPH guidelines.

1. When a student or staff member is diagnosed with or tests positive for COVID-19 or is a close contact of someone with COVID-19 they must report to the Site COVID Response Team Lead or site administrator.

**The Site COVID Response Team Lead must immediately contact Student Support and Health Services via email and/or cell phone:**

- **Victoria Flores**, Director III, Student Support and Health Services (916) 752-3643 (district cell)  
email: victoria-flores@scusd.edu
- **Lisa Musser**, RN, Health Services Coordinator II (916) 826-4863 (district cell)  
email: Lisa-Musser@scusd.edu
- **Paula Kuhlman**, RN Lead School Nurse — (916) 320-1538 (district cell)  
email: paula-kuhlman@scusd.edu
- **Susan Sivils**, RN Lead School Nurse - (916) 826-4209 (district cell)  
email: susan-sivils@scusd.edu
- **Health Services Main Line** — (916) 643-9412

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2. The Site Administrator and/or assigned staff assist the SSHS staff with communication or messaging and enforcement of quarantine requirements that impact students and staff on the site. Additional activities may be required as advised by Student Support and Health Services following county health department orders
3. The site administrator reinforces with staff to maintain assigned seating charts in all classrooms and for elementary lunch periods. Ensure that charts remain current and accessible. In the event of a case of COVID-19 these will be crucial for contact tracing.
4. The site administrator, supervisors and human resources staff will ensure that phone numbers and emails are updated on emergency cards and Infinite Campus information system for all staff and students to ensure prompt contact in case of exposure.
5. Site staff will alert the COVID Response Team Lead or site administrator in the additional high risk situations. Immediately report to Health Services per above:
  - 10% absence of school population with similar symptoms
  - 25% of a classroom are absent with similar symptoms
6. Follow HIPAA confidentiality laws noting that communicable disease concerns are confidential, and all staff are expected to protect health information except to report to SSHS per below

**Responsibilities of Student Support and Health Services (SSHS)**

Communicable disease monitoring and response is an ongoing responsibility of Health Services staff. SSHS will follow the guidelines and procedure outlined in Procedures for COVID-19 Cases in the SCUSD Community to respond to positive cases and close contacts in order to reduce the spread of COVID-19 in the community.

- SSHS will keep up to date with current information and update district and school site administrators regarding the guidance received from SCPH, CDPH and CDC
- SSHS staff will verify any reported concern and initiate contact tracing procedures, including speaking directly to families and/or staff
- SSHS will coordinate the response to a reported case of COVID-19 with site administrators. Health Services staff will provide information and guidance to individuals, families, administrators and staff regarding quarantine, isolation and testing to ensure public health protocols are followed.



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## Definitions

**Case:** someone who has tested positive for COVID-19 (SARS-CoV-2).

**Close Contact:** Close Contact: Someone who has been within 6-feet for 15 minutes or more over a 24-hr period of a person with COVID-19 during the time the person is infectious (with or without wearing a face masks.) Contact tracer will determine who is a close contact

**Contacts of Contacts:** Individuals who have contact with the Close Contact (contact of a contact) are not required to quarantine and may continue to come to work. For example, if an asymptomatic employee calls their supervisor and notifies them that they are required to stay home because they were a close contact of a confirmed case, the contacts they had at work are not considered exposed and are not required to take any special precautions. They may continue to report to work. Siblings of students identified as close contacts do not need to quarantine.

**Communication:** Statements that advise the community of known exposure cases when a case has been physically present at the work site. These communications serve to advise the community about potential risks, inform the community about the district's actions, provide contact information for Health Services, and reinforce public health guidance.

**Contact Tracing/Communicable Disease Follow-Up:** Contact tracing is a process that slows the spread of infectious diseases, including COVID-19. Laboratories and medical providers send the names of people who have recently been diagnosed with COVID-19 to their local health department. The health department asks each person diagnosed with COVID-19 about people with whom they've recently had close contact. These individuals are alerted about the exposure to COVID-19, and they are advised to quarantine.

School district staff perform contact tracing as it relates to exposures at school or work sites. The contact tracing process should remain anonymous and confidential, therefore the name of individuals diagnosed with COVID-19 will remain confidential. Employers and schools are required to respond to cases of COVID-19 in order to prevent the spread of COVID-19 at school/work sites. The sooner health officials are able to alert close contacts, the lower the risk of COVID-19 spreading further. Prompt and coordinated actions, including case investigation and contact tracing, may inform decision-making about strengthening and focusing mitigation strategies. See below for District Contact Tracing Procedures.

All individuals are advised to sign up for the CA Notify alert system, California's cell phone exposure notification system to get COVID-19 exposure alerts and to protect those around you.



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### 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
- Diarrhea

**Fully Vaccinated:** The CDC and CDPH consider people fully vaccinated 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

**Infectious Period:** The time the person is infectious for a symptomatic individual is two days before their COVID-19 symptoms begin and for an asymptomatic individual is two days before the positive test result, through the end of their isolation period.

**Isolation:** A period of time a person with suspected or confirmed COVID-19 infection must stay home, separate from others and follow other precautions. The isolation ends after the person's symptoms are improving, at least 24 hours free of fever, and at least 10 days from the day their symptoms began. Refer to [Sacramento County Home Isolation Order and Guidance](#).

**Outbreak:** Cal/OSHA requirements state that during an outbreak in which 3 or more employees are positive within an exposed group (i.e. those working within a common area, etc), employers are required to evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19. Physical distancing and barriers must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status. Voluntary respirator (N95) mask available upon request.

**Quarantine:** A period of time from the date of last exposure that the person must stay home, separate from others, and follow other precautions. Refer to [Sacramento County Home Quarantine Order and Guidance](#). CDPH allows for a modified quarantine for all students, as outlined in the chart below.

**Modified Quarantine - for Students:** Asymptomatic unvaccinated students exposed to COVID-19 at school may qualify for a modified quarantine, provided they meet criteria listed in the [CDPH K-12 Guidance](#). Exposure must have occurred in a school setting in which students are supervised by school staff, including indoor or outdoor school settings and school buses. Students may participate in all required instructional components of the school day, except activities where a mask cannot be worn (i.e. certain musical instruments). Students may remove their masks for meals, however they must refrain from any extracurricular activities (including after-school or day care programs) during the quarantine period. Students must undergo COVID-19 testing at least twice a week in the 10-day quarantine period.



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**Unmasked Activities:** Individuals within the school setting will need to remove their face masks during certain activities, such as when eating or drinking. These scenarios may impact the ability to apply a modified quarantine. Close contacts exposed while unmasked must quarantine for 10-days.

### Legal Requirements

Schools are also required to report cases of COVID-19 to the local health department. California law (17 C.C.R. section 2508) requires anyone in charge of a K-12 public or private school to report at once to the local health officer the presence or suspected presence of any of the communicable disease, which includes COVID-19. Schools are authorized under the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information without parental consent to local health departments regarding COVID-19 testing and cases. (20 USC § 1232g(b)(1)(I).)

Every local educational agency (school district, county office of education, and charter school) and private school in California shall notify its local health officer of any known case of COVID-19 among any student or employee who was present on a K-12 public or private school campus within the 10 days preceding a positive test for COVID-19. Specifically, the local educational agency or private school shall report the following information:

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within the 10 days preceding the positive test, and the date the individual was last on-site at any relevant school(s); and
- The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer electronically twenty-four hours from the time an individual within the local educational agency or private school is first made aware of a new case.

### District Contact Tracing Procedures

*\*including community partners or contractors working at a district facility*

School district staff conduct contact tracing for students and staff focusing on school and work site exposures. Actions taken are based on guidance from Sacramento County Public Health and California Department of Public Health. The chart below details actions taken for each of the possible scenarios. Community contact tracing, such as follow-up with family, friends and contacts outside of the district, is conducted by and is the role of the Sacramento County Public Health county department. Prompt and coordinated actions, including case investigation and contact tracing, may inform decision-making about strengthening and focusing mitigation strategies.



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### *Scenarios*

The list below details actions taken for each of the possible scenarios.

#### *Scenario #1*

An individual with confirmed COVID-19 (case)

#### *Action*

Isolation for staff and students:

- Send the individual home immediately if physically present. Advise them to remain home and follow all guidance issued by Health Services staff
- Notify Health Services (Victoria Flores, Lisa Musser, Paula Kuhlman) via email and provide employee/student name, best contact information, seating charts for all classes/cohorts and lunch, plus any known details
- Health Services provides isolation Guidance if the individual was on site during the infectious period, ensure the primary spaces where the individual spent significant time is disinfected
- Staff member must provide documentation of the positive test to Human Resources
- Health Services will report positive case to SCPH
- Health Services and the Administrator or Site Staff identify school close contacts within SCUSD using class schedules, attendance records, seating charts, and case interviews to and advise action needed following guidance from #2 or #3 below

#### **Return to work/school**

- If the individual experiences symptoms the earliest they may return to the school/work site is when they meet all of the following conditions:
  - at least 10 days have passed since symptom onset **AND**
  - at least 24 hours with no fever **AND**
  - symptoms have improved



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- If the individual DID NOT experience any symptoms the earliest they may return to school/work site
  - at least 10 days have passed since the date tested
- Site staff enforce attendance restrictions

### *Communication*

If the individual has physically reported to a work site while infectious, a written or verbal communication will be sent to alert those immediately present about the confirmed COVID-19 case, the window of potential exposure and the district's actions

All communications will be district approved through the Director of Student Support & Health Services

### *Scenario #2*

STUDENT Close Contact/exposure at school

### *Action*

#### **Modified Student Quarantine for exposure at school:**

- **FULLY VACCINATED:** Students who provide verification of full vaccination are exempt from quarantine if they DO NOT have any symptoms per CDPH.
- **UNVACCINATED with INDOOR MASKING:** unvaccinated students who are close contacts may follow a modified 10-day quarantine and continue to attend school if they adhere to all of these requirements:
  - Are asymptomatic
  - Continue to appropriately mask, except for meals.
  - Undergo twice weekly testing during the 10-day quarantine (CDPH recommends testing immediately after exposure, with subsequent testing at least 3 days apart.
  - Quarantine for all extracurricular activities at school, including sports, after-school programs/day care and activities within the community setting.
    - May not participate in educational activities that require removing masks, such as certain musical instruments



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- o If a student/family does not consent to adhere to these requirements, the student will be required to quarantine as outlined below in #3
- o If it is determined there was not consistent adherence to wearing face masks indoors, or the infected individual was not wearing a face masks, then students will be required to quarantine as outlined in #3

**If any symptoms develop during the 14-day period following exposure the person must immediately stay home, get tested, and contact their healthcare provider with any questions regarding their care. Notify the school Administrator if the test is positive.**

## *Communication*

A communication will be sent to parents/guardians about the close contact exposure and quarantine options.

### *Scenario #3*

STUDENT Close Contact/exposure at school when UNMASKED (such as at lunch or other unmasked activity): A student who has come in close contact with a confirmed COVID-19 case at school

## *Action*

### **Quarantine for student exposed at school when unmasked:**

- **FULLY VACCINATED:** Students who provide verification of full vaccination are exempt from quarantine per the CDPH if they do not have any symptoms.
- **NO VACCINATION:** If the student is not fully vaccinated:
  - o Send the student home immediately if at a school site. Advise them to remain home and follow all guidance issued by Health Services staff
- The workplace/school/classroom remains open
- **PRIOR COVID-19 DIAGNOSIS:** Per CDPH, If a close contact has tested positive for Covid-19 within the past 90 days they do not need to test or quarantine with a new exposure.





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### Return to school

- Student must test according to current guidelines or immediately if symptoms develop.
- If student does not test they must quarantine for 10 days at home and can return on day 11.

**If any symptoms develop during the 14-day period following exposure the person must immediately stay home, get tested, and contact their healthcare provider with any questions regarding their care. Notify the school Administrator if the test is positive.**

### *Scenario #4*

STUDENT Close Contact exposure outside of school:

A student who has come in close contact with a confirmed COVID-19 case at home or in the community

**OR**

STAFF Close Contact (any exposure source):

A staff member who has come in close contact with a confirmed COVID-19 case in any setting.

### *Action*

#### **Quarantine for student exposure outside of school or staff exposure in any setting:**

- **FULLY VACCINATED:** Individuals who provide verification of full vaccination are exempt from quarantine per the [CDPH](#) if the exposure is not from a household member and if they do not have any symptoms.
- **NO VACCINATION:** If the individual is not fully vaccinated or if the exposure is from a household member:
  - Send the person home immediately if at a school/work site. Advise them to remain home and follow all guidance issued by Health Services staff
  - The person must self-quarantine for 10 days.
  - Provide quarantine Guidance
  - Refer for COVID-19 testing according to current guidelines or immediately if symptoms develop
  - The most recent [CDPH](#) or [SCPH](#) guidance will be followed for quarantine.
  - Negative test results do not shorten the quarantine.



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- The workplace/school/classroom remains open
- **PRIOR COVID-19 DIAGNOSIS:** Per CDPH, If a close contact has tested positive for Covid-19 within the past 90 days they do not need to test or quarantine with a new exposure.

If any symptoms develop during the 14-day period following exposure the person must immediately stay home, get tested, and contact their healthcare provider with any questions regarding their care.

### Return to work

- The person may return to the school/work site on day 11 from the last day they were in close contact with the case, given that they do not develop symptoms nor test positive
  - No other individuals need to quarantine - only **Close Contacts** must quarantine. Contacts of contacts do not need to quarantine
- If the person is a caregiver or is unable to quarantine from the case, they need to quarantine for 10 days after the case ends their home isolation. *For example, if an employee's child is the case the employee must quarantine after their child recovers and is released from isolation, plus an additional 10 days which could be 20 days or more.*
- No other individuals need to quarantine - only Close Contacts must quarantine. Contacts of contacts do not need to quarantine.

### Resources

CDPH (2021). COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year. Retrieved from: <https://schools.covid19.ca.gov/>

[Schools and SchoolBased Programs COVID-19 and Reopening In-Person Learning](#)

[Framework for K-12 Schools in California, 2020-2021 School Year, CDPH, July 17, 2020](#)

[CoCOVICOVID-19 INDUSTRY GUIDANCE: Schools and SchoolBased Programs, CDPH, July 17, 2020.](#)

[Sacramento Health Alerts and Advisory](#)

[Sac County Self-Isolation Order](#) [Sac County Self-quarantine Order](#)

[Sacramento County Home Isolation Guidance](#)

[Sacramento County Home Quarantine Guidance](#)

