

Ontario-Montclair School District COVID-19 Safety Plan

Original Issue – April 9, 2021 Revision #1 - April 28, 2021 Revision #2 – March 11, 2022 Reviewed, no revisions – September 9, 2022 Revision #3 – April 17, 2023

This is a fluid working document that may be adjusted as conditions and/or guidance changes.

School Reopening and Safety Plan Table of Contents

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Revision History

Revision #3 (April 17, 2023)

- ✓ Changed title to 'COVID-19 Safety Plan'.
- Revised to update 'Purpose' section to describe the consolidation of various return to work/school safety documents.
- ✓ Updated 'Regulatory Guidance' section.
- ✓ Updated 'Visitors and Volunteers' section.
- ✓ Updated 'Face Coverings' section.
- ✓ Updated 'Physical Distancing' section.
- ✓ Eliminated 'Ingress/Egress/Student Movement' section.
- ✓ Updated 'Facilities Work Spaces' section.
- ✓ Updated 'Ventilation' section.
- ✓ Updated 'Potential COVID-19 Issues' section.
- ✓ Updated 'COVID Testing' section.
- ✓ Updated 'Transportation' section.
- Updated 'Contact Tracing, Identification, and Communication OMSD Staff' section.
- Updated 'Contact Tracing, Identification, and Communication OMSD Students' section.
- ✓ Added 'Isolation and Quarantine' section.
- ✓ Eliminated 'Attachments' section.

Revision #2 (March 11, 2022)

- Revised to update 'Purpose' section to describe the consolidation of various return to work/school safety documents.
- ✓ Updated regulatory reference documents.
- ✓ Eliminated key 'return to school/office' dates.
- ✓ Eliminated temperature checks for students/employees.
- ✓ Updated 'Health Screening' section to reflect current practices.
- Updated 'Face Coverings' section to reflect new CDPH 'strong recommendation' guidance.
- ✓ Updated 'Physical Distancing' section to reflect new CDPH guidance and layered mitigation strategies.
- ✓ Updated 'Personal Protective Equipment (PPE)' section to reflect initial delivery and available Warehouse items.
- ✓ Updated 'Facilities Work Spaces' section to reflect current practices.
- ✓ Updated 'Facilities Work Spaces' to reflect changes to clear dividers and school/office hours.
- ✓ Updated 'Cleaning/Disinfecting' section to reflect current practices.
- ✓ Updated 'Ventilation' section to reflect current practices.

- ✓ Updated 'Potential COVID-19 Issues' section to reflect current practices.
- ✓ Updated 'Managing Student Illness' section to reflect current practices.
- ✓ Updated 'COVID Testing' section to reflect current practices.
- ✓ Updated 'Transportation' section to eliminate health screenings and reflect 'strong recommendation' face coverings guidance.
- ✓ Updated multiple 'Contact Tracing' sections to reflect current practices.
- ✓ Renamed and Updated 'Other Information' section to 'Additional Resources and Documents'.

Revision #1 (April 28, 2021)

- ✓ Revised to update 'Health Screening' section to better reflect student health screening process.
- ✓ Revised to update 'Face Coverings' section to clarify face shield usage.

<u>Purpose</u>

This document is designed to provide clear communication of decisions and actions that enable the District to safely continue in-person instruction.

This guidance <u>combines information from, supersedes, and replaces</u> previous versions of:

- <u>School Safety & Reopening Plan</u> Revised March 11, 2022
- Return to School Guidelines for OMSD Employees April 2021
- Return to School Guidelines for Management April 2021

Risk Management

The safety procedures within this booklet are aimed to mitigate, not eliminate risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk.

Regulatory Guidance

These guidelines are aligned with guidance documents published by the California Department of Public Health (CDPH) and the California Occupational Safety and Health Administration (Cal/OSHA).

Background

A safe working environment for all students, employees, and visitors has always been of the highest priority established by the Board of Trustees. Given the current environment, this priority is clear and it is the responsibility of everyone to ensure the safest conditions possible.

Self-Assessment Health/Wellness Check

All students, employees, and visitors are strongly encouraged to do a health/wellness self-assessment prior to entering an OMSD school campus or administrative facility. If experiencing COVID-like symptoms, students, employees, and visitors shall not enter the campus/administrative facility until symptoms have subsided.

- COVID-like symptoms may include:
 - Shortness of breath or difficulty breathing
 - Persistent cough
 - Sore throat
 - Congestion
 - Runny nose
 - Chills
 - Muscle pain or body aches
 - Nausea
 - Vomiting
 - o Diarrhea
 - New loss of taste or smell
 - Headache
 - Fatigue
 - Fever of 100 degrees or higher

Temperature-taking tools (handheld thermometers, tower thermometers) will be made available as desired/necessary, but temperatures checks of students/staff/visitors are not mandatory for entry onto campus.

Visitors and Volunteers

All volunteers and visitors effective are asked to please follow the guide below prior to entering onto a District facility:

- Perform 'Self-Assessment Health/Wellness Check' in accordance with the guidance noted above
- Based on the level of volunteer participation (Level 1, Level 2, or Level 3) and prior to commencing services, volunteers will be subjected to background checks, fingerprinting clearances, Megan's Law and a completed Volunteer Application with all necessary information as indicated in the Volunteer Handbook.

Face Coverings

As noted in the March 3, 2023, CDPH "Guidance for the Use of Facemasks", regardless of the COVID-19 community levels, CDPH recommends:

- Wear a mask around others if you have respiratory symptoms (e.g., cough, runny nose, and/or sore throat),
- Consider wearing a mask in indoor areas of public transportation (such as in airplanes, trains, buses, ferries) and transportation hubs (such as airports, stations, and seaports).
- When choosing to wear a mask, ensure your mask provides the best fit and filtration (respirators like N95, KN95 and KF94 are best).
- If you've had a significant exposure to someone who has tested positive for COVID-19, wear a mask for 10 days.
- No person can be prevented from wearing a mask as a condition of participation in an activity or entry into a school, unless wearing a mask would pose a safety hazard.
- Should a student desire to wear a mask to school and inadvertently fail to bring one to school, please ensure to have masks on hand to provide to the student.

Physical Distancing

Recent evidence indicates that classroom instruction can occur safely without minimum physical distancing requirements when other mitigation strategies are implemented. As noted in the March 9, 2022, CDPH "Public Health Guidance for K-12 Settings":

• CDPH recommends focusing on the other layered mitigation strategies provided in the Guidance instead of implementing minimum physical distancing requirements for routine classroom instruction.

Personal Protective Equipment (PPE)

- The following PPE items will be available from the Warehouse (subject to availability) through the typical ordering process:
 - Clear protective panels for staff
 - Clear protective three-sided panels for students
 - Gloves
 - Employee face masks (including N95, KN95, surgical, cloth, etc.)
 - Student face masks (including N95, KN95, surgical, cloth, etc.)
 - Face shields
 - Hand sanitizer
 - Disinfecting wipes
 - Protective gowns
 - Handheld 'touchless' thermometers

- Replacement batteries
- Kleenex
- Bottles with cleaning solution for optional cleaning
- Paper towels for optional cleaning
- Pallet(s) of water bottles
- COVID tests and test kits
- General note on hand sanitizer:
 - Use hand sanitizer with at least 60% ethanol or 70% isopropanol alcohol. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children under 9.
 - Isopropanol hand sanitizers are more toxic when ingested or absorbed in skin. Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed.
 - If you suspect poisoning, contact Poison Control right away at 1-800-222-1222.

Facilities - Work Spaces

- To make surface cleaning more efficient, please remove non-essential items from desk and work areas.
- An employee may choose to utilize available clear dividers to assist with physical distancing if the employee so desires.
- During school or working hours, schools and offices will have front/office doors open to the public consistent with the open doors prior to the pandemic.

Cleaning/Disinfecting

Our custodial team has developed a precise schedule to ensure that all classrooms, offices, and other high-touch areas are disinfected after student and staff usage. However, all staff members, including teachers, are responsible to disinfect their own work space and equipment (keyboard, phone, etc.) during the day.

Recent school guidance from the California Department of Public Health (CDPH) makes the following recommendation: "In general, cleaning once a day is usually enough to sufficiently remove potential virus that may be on surfaces. Disinfecting (using disinfectants on the U.S. Environmental Protection Agency COVID-19 list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection." Accordingly, staff will be mindful of the CDPH notice when planning the frequency of disinfecting duties.

• In addition to the typical nightly cleaning regiment:

- Custodial staff will disinfect frequently touched horizontal and vertical surfaces in common areas (meeting rooms, staff rooms, lobbies, and restrooms) regularly throughout the day.
- Custodial staff will also routinely disinfect other frequently touched areas.
- Custodians do not typically disinfect employee equipment (phones, keyboards, teacher/staff desks, smartboard touch points, projectors, document cameras, etc.).
 - Employees may perform these cleanings (using appropriate cleaning materials) on their own, as desired.
 - Cleaning supplies and instructions for optional cleaning (spray bottles with cleaning solution/towels) will be available upon request and/or as a Warehouse item.
- Vacuuming will be every other day.
- Custodial schedules may need to be modified, resulting in cleaning of offices/common areas during normal working hours.
- Custodial staff and any other workers who clean and disinfect the school site must be equipped with proper personal protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions.
- All products must be kept out of the reach of children and stored in a space with restricted access.

<u>Restrooms</u>

- Restrooms will be available to all employees and public visitors that have essential business on the premises.
- Restrooms will be cleaned in accordance with custodial schedules.
- There is not an expectation that restrooms will be cleaned by custodial staff after every use.

<u>Ventilation</u>

The District has updated its ventilation procedures to reduce aerosol transmission among staff and students. More specifically, below is a listing of the improvements made over the past two years:

- Air Conditioner Filters:
 - HVAC units equipped with highest rated MERV filters units can comfortably handle (MERV-13, as available).
 - The District has developed a six-month filter replacement schedule for HVAC units, in accordance with manufacturer recommendations.
- Start/End Times:

- HVAC units will be programmed for fans to run to circulate room air for two hours before and after the start and end of school.
- Outside Air/Economizer:
 - To increase the amount of outside air entering the classroom, units will be set to ensure the amount of outdoor air is appropriately aligned with the capacity of the HVAC units.
- Room/Portable Air Purifiers:
 - Portable air purifiers will be provided for each classroom and offices (upon request) for further filtration of airborne particles in room.
 - Air purifiers should be placed in an area that does not impede foot traffic or access to doors.

Potential COVID-19 Issues

It is **<u>imperative</u>** that students, employees, and visitors stay home if experiencing symptoms consistent with COVID-19 or have recently had close contact with a person with COVID-19.

- If an employee reports they have been exposed, the supervisor will follow the contact tracing reporting process as established by Human Resources.
- In general, if an employee is in self-quarantine/self-monitoring and not experiencing symptoms, a supervisor may request the employee to work from a self-quarantine location.
- If the employee is experiencing symptoms and is unable to work from a selfquarantine location, the employee may be required to use sick leave.
- If a <u>student, employee, or visitor begins experiencing COVID-19 symptoms while</u> <u>at school/work</u> (fever of 100 degrees or higher, cough, difficulty breathing or other COVID-19 symptoms) the student, employee, or visitor must be immediately be sent home. If they have been exposed to someone with COVID-19 and have symptoms test right away and retest again in 1-2 days.

Managing Student Illness

In managing student illness while on campus, sites should refer to the following guidance to help determine next steps:

- Student Symptom Decision Tree
- Student Exposure Decision Tree
- COVID Quarantine Guidelines Students

The California Department of Public Health and Cal OSHA has updated guidance on Isolation and Quarantine when **COVID positive**. The new change reflects less emphasis on testing negative after day 5 to end isolation and more on a symptoms-based approach.

If a **STUDENT** is COVID positive, they can end isolation after Day 5 if they meet the following criteria:

- Symptoms are not present, or are mild and improving AND are fever-free for 24 hours (without the use of fever-reducing medication)
 - If fever is present, isolation should be continued until 24 hours after fever resolves
- Students are strongly encouraged but not required to wear mask indoors if they leave isolation after the 5th day up until the 10th day.

STUDENT symptom management for COVID remains unchanged. Our COVID Action Team (CAT) will be reflecting this new change on the exposure letters that are sent to families. As noted in the links above, the Exposure and Symptom Decision Tree documents have been updated and attached to this email that can be shared with student families as needed.

For any COVID-19 related student questions, feel free to call our OMSD Student CAT number at 909-472-4096.

Sites should evaluate Health Office access and prohibit entry to those without essential business in the Health Office and provide access only through exterior doors where possible. Further, to the extent possible, prevent usage of the Health Office as a passthrough to other areas.

<u>Hygiene</u>

- Discourage students, employees, and visitors from using others' phones, desks, offices, or other school/work tools and equipment, when possible.
- Students, employees, and visitors should wash hands after entering the building and frequently throughout the day with soap/water including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation, art, or shop; and before and after using the restroom.
- When hand washing is not feasible, use hand sanitizer. Sanitizer must be rubbed into hands until completely dry. Note: frequent handwashing is more effective than the use of hand sanitizers.
- Students, employees, and visitors should avoid touching eyes, nose and mouth.
- Remind all to cover their mouth and nose with a tissue or inside of the elbow when coughing or sneezing, immediately throw the tissue in the trash, and then wash hands.

COVID Testing

The District plans to use multiple options in response to symptomatic, tracing, and asymptomatic COVID testing. The testing will be conducted in several ways:

- The District has made available self-administered COVID-19 test kits for students and staff at the school sites/departments. Replenishment of these kits will also be available through a standard Warehouse order. The COVID-19 kits provided to staff and parents are rapid antigen tests as PCR testing is no longer available thought the State.
- The District will also refer employees/students/families to the latest no-cost testing facilities provided by the County of San Bernardino, the State of California, and other local providers.
- The District will also refer employee/families to contact their primary care provider for more testing information.

Transportation

The District will continue to provide transportation for eligible Special Education and General Education students.

Face coverings on District transportation are recommended, but not required. Each bus will be provided with extra face coverings in the event a student arrives at the bus stop without one, but desires to wear one.

In the event that a child is observed to have COVID-like symptoms at the bus stop the driver will notify the transportation department, the school site and/or attempt to contact the parent/guardian to assist in determining whether or not the child will board the bus.

Contact Tracing, Identification, and Communication – General Information

The following procedures for OMSD Staff and OMSD Students are intended to provide a general guideline for contact tracing of reported symptomatic or confirmed COVID-19 cases that are identified, contact traced, and reported in the District. Revision to these processes may be necessary to remain current with required local, state, and federal health agency expectations.

These core responsibilities are to be initiated/implemented by each school site <u>COVID</u> <u>Action Team (CAT)</u> as necessary. The CAT will consist of the Principal, School Nurse, and an Outreach representative from the school.

Contact Tracing, Identification, and Communication – OMSD Staff

Identification & Tracing of Contacts

- The employee communicates to their site/department supervisor that they are symptomatic or have a confirmed COVID-19 case.
- If an infected employee is at home, instruct them to stay home. If an employee is feeling ill while at work/school, send home immediately.
- Contact Human Resources (HR) management immediately to work jointly with the site/dept. supervisors to conduct contact tracing, starting with interviewing the infected employee and close contacts.
- Contact tracing will include the process in determining whether the infected employee has had prolonged direct contact (for a cumulative shared indoor space total of 15 minutes in a day) with other employees, students or members of the community during two days before symptoms first started, confirming a notification of a positive test result, excluding and providing isolation guidance.
- Collect demographic information of any individuals who may have been exposed to the infected employee and interview them. Identify the last date the exposed individual(s) may have been in contact with the infected employee.
- HR documents the employee findings into a confidential electronic system maintained in a password accessible computer limited to the confidential HR managers.
- The infected employee and exposed employee(s) receive an email from HR providing direction on their working from home or taking leave over the fourteenday quarantine. A substitute is requested by the employee/school site as needed.
- Any exposed student(s) will be notified by the Site CAT designee via a parent communication letter and a follow up phone call if needed.
- Supervisor/HR will request a thorough cleaning of the infected employee work area and other potentially impacted areas.

Reporting Cases

- The HR department contacts the SBCDPH (Public Health School Liaison) or Cal OSHA, when required, to follow case exposure or COVID-19 breakout criteria of three or more confirmed cases at the same facility.
- The Health and Wellness Services (HWS) CAT designee contacts the San Bernardino County Department of Public Health (SBCDPH) to report confirmed positive case(s) and exposures, and share information securely with the health department.
- The District Superintendent/designee follows CDPH guidance and works with local public health officials when determining any suspected or confirmed outbreaks that may necessitate temporary school or classroom closure.

Communication Plan

The District communication plan on essential COVID-19 information and response activities to key stakeholders is comprised of the following:

- The Superintendent/designee will provide site/department supervisors updates on COVID-19 cases and procedures, as they become known.
- District and site/department supervisors will use District adopted letter/email templates to inform stakeholders of any confirmed COVID-19 case(s) while maintaining the identities of the infected employee(s) confidential to the greatest extent possible. The order of communication will be as follows in most cases:
 - The COVID-19 Incident email will be sent to district designated staff without revealing identifying information
 - The Board of Trustees
 - The collective bargaining/Association presidents
 - The site/department personnel
 - Families when instruction is in-person
- The COVID-19 infected cases will be reported to these stakeholders at the earliest possible time but not longer than 24 hours after the incident during the weekdays.
- The mode of communication will primarily be through emails, letters/memos, automated phone calls, and direct calls in some cases.
- Confidentiality: The District, via the HR department, documents all COVID-19 reported cases into a confidential electronic system that is HIPPA compliant, maintained in a password accessible computer, limited to the confidential HR managers.
- All Staff and Student communication will follow privacy/confidentiality laws in compliance with FERPA, HIPPA and any other applicable laws and regulations.

Contact Tracing, Identification, and Communication – OMSD Students

Identification & Tracing of Contacts

- The parent/guardian communicates a confirmed COVID-19 case or possible exposure to COVID-19 to the school site.
- If an infected student is at home, instruct them to stay home. If a student is feeling ill while at school and has been a close contact, send home immediately and recommend testing for COVID-19.
- Site CAT contacts District HWS CAT immediately to work jointly on contact tracing, starting with confirming positive cases with parent/guardian and notifying close contacts.
- Contact tracing will include the process in determining whether the infected student who shared the same indoor air space for at least 15 minutes within 24 hours of someone confirmed with COVID.

- Collect demographic information of any individuals who may have been exposed to the infected student. Identify the last date the exposed individual(s) may have been in contact with the infected student.
- Site CAT/ or HWS CAT designee documents the student findings into the County's reporting system (SPOT) within 24 hours, reports it by phone to local health department and into an OMSD HIPAA compliant confidential electronic system maintained in a password accessible computer limited to CAT members.
- As guided by the HWS CAT, the infected or exposed student(s) will be notified by the Site CAT designee via a parent communication letter and a follow up phone call with additional guidance such as any quarantine times or return to campus dates.
- All OMSD Students regardless of vaccination status or previous infection must stay home for at least 5 days after start of symptoms (Day 0) or after the date of first positive test (Day 0) if no symptoms). Isolation can end after Day 5 if: symptoms are not present, or are mild and improving; AND they are fever-free for 24 hours (without the use of fever-reducing medication).

Reporting Cases

- The HWS CAT contacts the SBCDPH (Public Health School Liaison), when required, to follow case exposure or COVID-19 breakout cases.
- The District Superintendent/designee follows CDPH guidance and works with SBCDPH on any local mandates and updates.

Communication Plan

The District communication plan on essential COVID-19 information and response activities to key stakeholders is comprised of the following:

- The Superintendent/designee will provide principal updates on COVID-19 cases and procedures, as they become known.
- District and principal will use District adopted letter/email templates to inform stakeholders of any confirmed COVID-19 case(s) while maintaining the identities of the infected student(s).
- All Student communication will follow privacy/confidentiality laws in compliance with FERPA, HIPPA and any other applicable laws and regulations.

Isolation and Quarantine

Based on the most recent guidance from California Department of Public Health (CDPH), isolation and quarantine of positive COVID individuals can end after Day 5 if symptoms are not present or are mild and improving and the individual is fever-free for 24 hours without medication. There is no need to present a negative test before returning to work or school.

Cal/OSHA and the California Department of Public Health (CDPH) released an updated employee standardized expectation around COVID-19, for *Isolation and Quarantine* effective immediately. It is summarized below for your reference.

Exclusion Requirement for Employees Who Test Positive for COVID-19

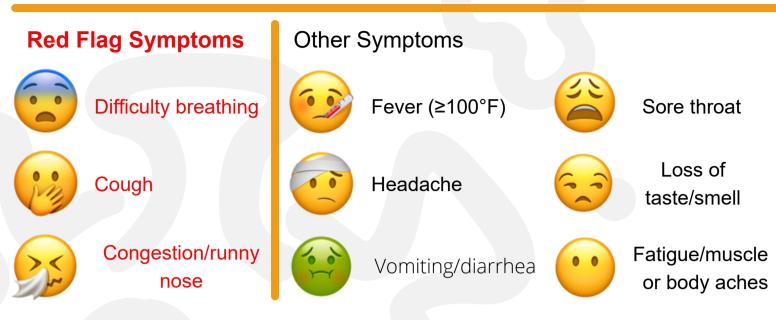
- Exclude yourself from the event/work place for at least 5 days after start of symptoms or afterdate of first positive test or symptoms.
 - If positive, remains excluded and email HR at: <u>OMSD-HR-</u> <u>COVID@omsd.net</u> so that contact tracing can be completed.
- Isolation can end and employees may return to the workplace after day 5 if symptoms are not present or are mild and resolving AND the employee is fever-free for 24 hours without the use of a fever-reducing medication.
- If an employee has a fever, isolation must continue and the employee may not return to work until 24 hours after the fever resolves.
- If an employee's symptoms other than fever are not improving, they may not return to work until their symptoms are resolving or until after day 10.
- Employees must wear face coverings around others for a total of 10 days. Persons may remove their mask sooner than Day 10 with two sequential negative tests one day apart.

Requirement(s) for Employees Who Have Been Exposed but are Asymptomatic

- Test within 3-5 days of exposure.
 - If you are negative, you may attend the event/work and must wear a face covering for 10 days around others and indoor settings.

Should an employee have any questions on these updated recommendations, please first inquire with the immediate supervisor(s).

Student Symptom Decision Tree - Updated 3/13/23 Screen all students for potential COVID-19 symptoms



*Require testing for Red Flag Symptoms. Recommend testing for other symptoms. Follow sick child guidelines for other symptoms (ie. send home and monitor for 24 hours).

Symptomatic students



Send home

Siblings and household contacts do not need to stay home or quarantine

Student may return to school:



2

One (1) negative Covid rapid test

24 hours without medication and symptoms improving

Return to school if fever free for

Healthcare provider confirms alternative diagnosis for symptoms. Healthcare provider note must be on file.

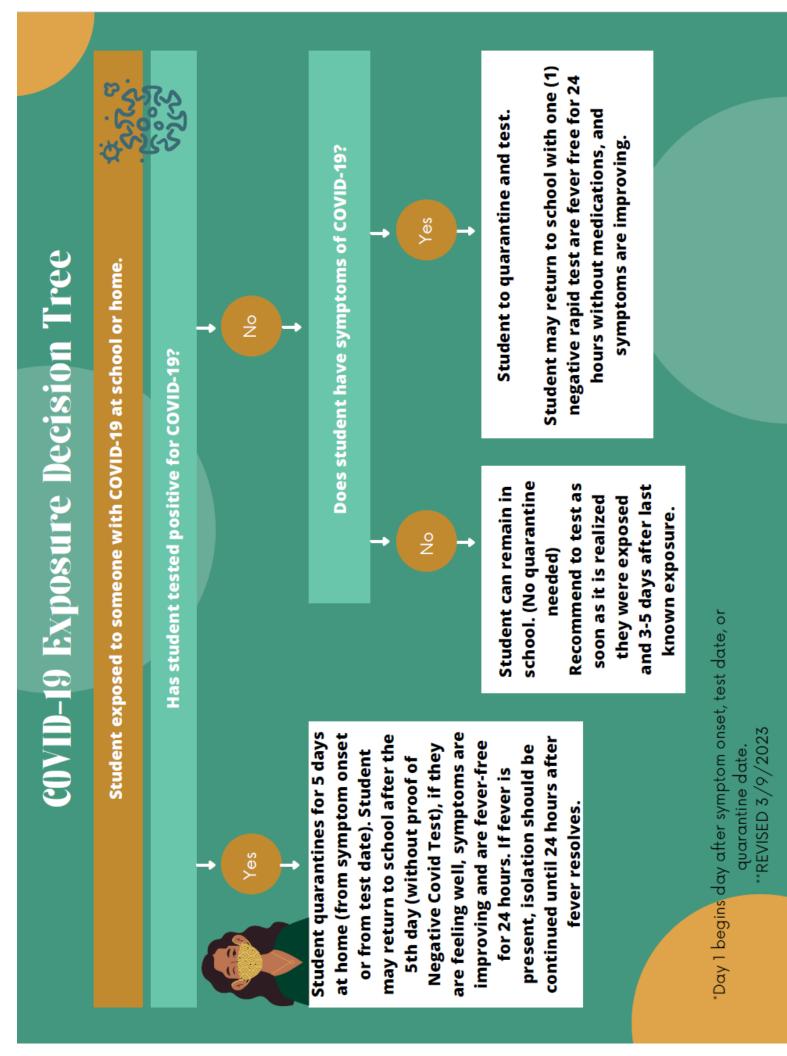


Positive rapid Antigen Test

Return to school if fever free for 24 hours without medication and symptoms improving

May return to school after 5th day of quarantine from symptom onset or Covid Test date (without proof of Negative Covid Test) if are fever free for 24 hours without medication and symptoms are improving.

Exposure within school setting in a shared indoor air space for at least 15 mins: Send COVID Group Exposure Notification Letter, monitor for symptoms, and remain in school.



COVID Quarantine Guidelines - Students - Effective 3/13/23

Student COVID Situation	Quarantine Guidelines
Symptomatic Students with Red Flag Symptoms	Quarantine at home and meet ONE of the following criteria:
	 With health care provider note confirming symptoms are typical to underlying chronic health condition, may return after fever free for 24 hours without the use of fever reducing medications and symptoms have improved
	 May return after fever free for 24 hours without the use of fever reducing medications, symptoms have improved, AND a. One (1) negative COVID rapid or PCR test,
	3. May return after 10 days since symptom onset and 24 hours without fever if unable or choosing not to test
Exposed at School Students (regardless of vaccination status)	 Asymptomatic - No quarantine Recommended testing 3-5 days after last exposure. If positive, refer to "COVID Positive Students" box below Symptomatic - Quarantine Follow "Symptomatic Students" box above
COVID Positive Students *If family insists on early return, refer to Brenda Rios, Health Administrator. If necessary, family will then be connected with Cara Molina, HWS Director.	 Home quarantine for five (5) days since symptom onset or positive test date Isolation can end after Day 5 if: Symptoms are not present, or are mild and improving; AND You are fever-free for 24 hours (without the use of fever-reducing medication) If fever is present, isolation should be continued until 24 hours after fever resolves. Quarantine for ten (10) days and return to school on Day 11 if unable to test or choosing not to test Report to District CAT: <u>Student COVID Reporting Survey</u>

On-Going Household Exposure Quarantines (regardless of vaccination status)

Students with on-going household COVID exposure DO NOT need to Home Quarantine unless they become symptomatic If they start to show symptoms, quarantine and test.