

# Cucamonga School District

## Safe and Healthy Learning and Work Environments

### Introduction

The Cucamonga School District engaged with a variety of focus groups to get input from our employees, distributed staff and parent surveys to assist the district in the reopening of school campuses and district facilities with the health and safety of students and staff as our top priority.

Resources from the California Department of Education (Stronger Together: [A Guidebook for the Safe Reopening of California's Public Schools](#)), the California Department of Public Health ([COVID-19 Industry Guidance: Schools and School Based Programs](#); [CDPH Guidance for Face Coverings June 18, 2020](#)), and the [Center for Disease Control and Prevention \(Coronavirus Disease 2019 - COVID-19: Considerations for Schools\)](#) were utilized to build understanding of the most current research and up to date local, state and federal guidance for healthy and safe practices that apply specifically to public schools.

In this time of uncertainty, the CSD worked to create recommendations that encompass best practices which align with current scientific knowledge while also providing flexibility as it is clear there is no “one size fits all” solution. Opening our schools with these healthy practices is fluid and contingent on COVID-19 cases not increasing in our region to the extent it adversely impacts our plans to open CSD sites. Additional guidance from California leadership will continue to be a resource as we move forward in the phases of reopening. This [Resilience Roadmap](#) from the State of California provides detailed information regarding each phase of the reopening process. Monitoring hot spots, surges and potential outbreaks in our county will also impact how we move forward with the daily operations of our schools.

The Cucamonga School District presents the following recommendations for a safe and healthy environment in our CSD schools and facilities.

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

# Healthy Hygiene Practices

CUCAMONGA SCHOOL DISTRICT COVID-19 RESPONSE GUIDANCE FOR HEALTHY HYGIENE PRACTICES	
Purpose	To ensure the personal health and safety of all students and staff members while at school/work.
Healthy Hygiene Practices	Staff and students will be instructed to wash hands often with soap and water for at least 20 seconds, especially after nose blowing, coughing, or sneezing; going to the bathroom; and before eating or preparing food. If handwashing is not feasible, the use of an alcohol-based hand sanitizer with at least 60% alcohol may be used. For children under six years of age, hand sanitizer should be used with adult supervision.
	<ul style="list-style-type: none"> <li>• Wash hands when: arriving and leaving home; arriving at school and throughout the day; after playing outside; after having close contact with others; after using shared surfaces or tools; before and after using restroom; after blowing nose, coughing, and sneezing; and before and after eating and preparing foods.</li> <li>✓ Train staff and students on proper handwashing techniques</li> <li>✓ Provide opportunities throughout the day for students and staff to wash hands</li> <li>✓ Provide sufficient access to hand sanitizer and tissue for students and staff</li> </ul>
	<ul style="list-style-type: none"> <li>• Use hand sanitizer when hand washing is not feasible. Hand sanitizer dispensers are located in all classrooms, school offices, workrooms, health offices, libraries, locker rooms and multi-purpose rooms.</li> <li>• Use proper cough and sneezing etiquette.</li> <li>• Limit items students need to bring to/from school. Each student's classroom supplies will be stored separately from others.</li> <li>• All students and employees will be required to wear a face covering while on a school campus and/or engaging in school activities during the COVID-19 pandemic and as required by Local, State or Federal mandates or regulations. CDPH Guidance for Face Coverings June 18, 2020               <ul style="list-style-type: none"> <li>✓ Teach students why face coverings are used and model how to properly wear, store, and wash.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>✓ Print and display posters for classrooms, workspaces, and for families on school and district websites: <a href="#">How to Use Face Covering PDF (CDC)</a></li> <li>• Monitor students and staff throughout the day for signs of illness.</li> <li>• Stay at home if sick. Students and staff must report their illness and symptoms to their school office or supervisor.</li> </ul>
Training	Training will be provided for staff and students on proper handwashing techniques, appropriate use of hand sanitizer, cough and sneeze etiquette, proper tissue use, face mask care and proper care of your work area and school supplies.
Resources	<a href="#">Stop the Spread of Germs</a> <a href="#">How to Protect Yourself and Others</a> <a href="#">Handwashing and Hand sanitizer</a> <a href="#">Share Facts About COVID-19 Poster</a>
Required Supplies	<p>The District and/or school site will provide each classroom with: Tissue, hand sanitizer dispenser, soap, paper towels, student face masks, staff face masks, and face shields as necessary.</p> <p>Note: Families are able to continue donating supplies as long as they meet the district's established product and safety standards.</p>

# Sanitizing and Disinfecting

CUCAMONGA SCHOOL DISTRICT COVID-19 RESPONSE GUIDANCE FOR SANITIZING AND DISINFECTING	
Purpose	<p>COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, cleaning, sanitizing, and disinfection are important. All employees are responsible to ensure their workspaces are maintained and sanitized throughout the day. Designated employees, including custodians, instructional aides, campus support, campus supervision, office assistants, food service workers, and childcare coordinators and assistants will be responsible for cleaning and sanitizing common shared spaces on a regular basis.</p>
Disinfection prior to school reopening	<p>Prior to a School Reopening:</p> <ul style="list-style-type: none"> <li>• Schools will remain unoccupied for a minimum of 24 hours.</li> <li>• Employees of the school site will be notified that the campus is not accessible.</li> <li>• All classrooms, school offices, libraries, MPRs and all other workspaces will be disinfected, including workplace surfaces, chairs, tables, etc., to protect employees and students and reduce the risk of spread of infection.</li> </ul>
Daily sanitizing and disinfection after school reopening	<p>Sanitize daily all classrooms, restrooms, school offices, health offices, libraries, MPRs, and school buses. Surfaces will include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Desks, tables, counter tops, chairs, bus seats, copy machines, telephones.</li> <li>• Door handles, handrails, drinking fountains, sink handles, restroom surfaces</li> <li>• Playground and PE equipment.</li> <li>• Sanitizing spray (supplied by the district) can be used by employees and age appropriate students, under adult supervision, throughout the school day.</li> <li>• Disinfecting products will be used when necessary.</li> </ul> <p>Limit/prohibit the use of shared drinking fountains. Encourage employees and students to bring their own water bottles.</p>
Sharing Supplies or Objects	<p>Objects Use of shared objects (e.g., physical education equipment, art supplies, toys, games, books, computers, manipulatives) should be limited when possible, and sanitized between each use.</p>

	<ul style="list-style-type: none"> <li>• Discourage sharing of items that are difficult to clean or sanitize.</li> <li>• Keep each child’s belongings separated from others’ and in individually labeled containers, cubbies, or areas.</li> <li>• Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and sanitize between use.</li> <li>• Avoid sharing electronic devices, toys, books, and other games or learning aids.</li> </ul>
Air Flow	Ensure that air conditioning systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors and other methods if doing so DOES NOT pose a safety or health risk to children or staff.
Provided Supplies	The following supplies will be provided by the school site and/or district for each classroom and work area (i.e. school office, staff workroom, library, etc.): Paper towels, Waxie 710 sanitizing spray, gloves, soap, tissues and hand sanitizer (with at least 60% alcohol)
Warning	<p>Always read and follow the directions on the label to ensure safe and effective use.</p> <ul style="list-style-type: none"> <li>• Wear skin protection and consider eye protection when required for potential splash hazards.</li> <li>• Ensure adequate ventilation. ☒ Use no more than the amount recommended on the label.</li> <li>• Use water at room temperature for dilution (unless stated otherwise on the label).</li> <li>• ☒ Avoid mixing chemical products. ☒ Label diluted cleaning solutions. ☒ Store and use chemicals out of the reach of children and pets</li> </ul>
Training Resources	<p>Provide staff understanding and training on:</p> <ul style="list-style-type: none"> <li>• <a href="#">Differences between cleaning, sanitizing and disinfecting</a></li> <li>• Proper use of sanitizing spray in classrooms</li> </ul>
Required Supplies	<p>The District and/or school site will provide each classroom with tissue, hand sanitizer dispenser, soap, paper towels, student face masks, staff face masks, and face shields, as necessary.</p> <p>Note: Families are able to continue donating supplies as long as they meet the district’s established product and safety standards.</p>

# Entering and Exiting Campuses

CUCAMONGA SCHOOL DISTRICT COVID-19 RESPONSE GUIDANCE FOR ENTERING & EXITING CAMPUS	
Purpose	To ensure the personal health and safety of all students and staff members upon entering and exiting a school campus and while riding a school bus.
Entering a School Campus	<p>Upon arrival to school/work, students, employees and families are expected to abide by the following guidelines:</p> <ul style="list-style-type: none"> <li>• Minimize contact between students, staff, families and the community at the beginning of the school day.</li> <li>• Schools will develop staggered drop-off times and locations, if feasible.</li> <li>• Families drop off children curbside, outside the front gate of school, or other designated location. Preschool/TK/K procedures to be determined by each school site.</li> <li>• Students complete health screening and temperature check.</li> <li>• Follow designated routes for entry and exit of school/facility. Multiple entrances/exits will be available, if feasible and safe.</li> <li>• Non-essential visitors and parent volunteers are prohibited from entering school campuses.</li> <li>• Practice physical distancing by providing social distancing markings.</li> <li>• Students should only bring educational materials to school.</li> <li>• Students entering campus must proceed directly to their assigned classroom while maintaining social distancing.</li> <li>• Upon entering the classroom, students should wash hands and/or use hand sanitizer before proceeding to their assigned work area.</li> </ul> <p>Note: All school campuses will be closed to non-essential visitors, including parents. Parents are required to always check into the school office and must wear a mask and follow social distancing, as indicated by the school’s administration.</p>
Daily Health Screening and Temperature Checks	<p>Daily Health Check/Screening for all students, employees, and essential visitors will be conducted as follows: STUDENTS</p> <ul style="list-style-type: none"> <li>✓ Families are expected to screen their student(s) before leaving home for school each day.</li> <li>✓ If a child has a temperature of 100.4 degrees Fahrenheit or greater and/or is displaying symptoms consistent with COVID-19 or the child has been in close contact with a person diagnosed with COVID-19, the parent must keep the child home and contact the school office. Symptoms of COVID-19</li> </ul> <p>✓ Students will be health screened and/or temperature checked before entering a school campus.</p>

- ✓ If a child has a temperature of 100.4 degrees Fahrenheit or greater and/or is displaying symptoms consistent with COVID-19 or the child has been in close contact with a person diagnosed with COVID-19, the child will be immediately escorted to a predesignated isolated area. The student will be isolated from others with adult supervision. Parents or other authorized adults are expected to pick up the child within 30 minutes.

EMPLOYEES

- Employees are expected to screen themselves before leaving home for work each day.
- ✓ If an employee has a temperature of 100.4 degrees Fahrenheit or greater and/or is displaying symptoms consistent with COVID-19 or the employee has been in close contact with a person diagnosed with COVID-19, the employee must stay home from work and contact their supervisor for further guidance. CDC COVID-19 Self-Checker
- At the beginning of the workday employees will be health screened and/or temperature checked when arriving on a school campus or district facility.
- ✓ If an employee has a temperature of 100.4 degrees Fahrenheit or greater and/or is displaying symptoms consistent with COVID-19 or the employee has been in close contact with a person diagnosed with COVID-19, the employee will immediately leave the workplace. If the employee is displaying serious symptoms that may require emergency assistance, the employee will be placed in isolation away from other employees with supervision until emergency assistance and/or a family member arrives.

VISITORS

- Essential visitors who are pre-approved to visit a school campus/district facility will be health screened and/or temperature checked in the front office prior to having access to any district facility.
- Non-essential visitors, including parent volunteers, will not be allowed on school campuses until COVID-19 restrictions are lifted.

Boarding  
a School  
Bus



	<p>Students riding district transportation will be required to abide by the following guidelines prior to boarding a district school bus and while riding to/from school:</p> <ul style="list-style-type: none"> <li>• Families are expected to screen their student(s) before leaving home for school each day. <ul style="list-style-type: none"> <li>✓ If a child has a temperature of 100.4 degrees Fahrenheit or greater and/or is displaying symptoms consistent with COVID-19 or the child has been in close contact with a person diagnosed with COVID-19, the parent must keep the child home and contact the school office. Symptoms of COVID-19</li> </ul> </li> <li>• Students should wear a face mask and maintain social distancing while waiting for the arrival of the school bus.</li> <li>• Students will be required to wear a face covering/mask while boarding the school bus and while being transported on district transportation.</li> <li>• Students will be provided with and required to use hand sanitizer as they board the school bus.</li> <li>• Students will be seated one to a seat while riding the school bus.</li> <li>• Students will enter and be seated from the back of the bus to the front of the bus. When exiting, students will unload from front of bus to back of bus.</li> </ul>
Exiting a School Campus	<p>While exiting a school campus at dismissal time, students, employees and families are expected to abide by the following guidelines:</p> <ul style="list-style-type: none"> <li>• When school is dismissed, students will be required to immediately exit campus.</li> <li>• Minimize contact between students, staff, families and the community at the end of the school day.</li> <li>• Schools will develop staggered dismissal/ pick-up times and/or locations, if feasible.</li> <li>• Families will pick up children curbside, outside the front gate of school, or other designated location(s).</li> <li>• Students will follow designated routes for exiting of school/facility. Multiple exits will be available, if feasible and safe.</li> <li>• Non-essential visitors and parent volunteers are prohibited from entering school campuses.</li> <li>• Students, families and staff should practice physical distancing during school dismissal and student pick up.</li> <li>• Schools will provide social distancing marks on ground, where feasible, to enforce social distancing during student pick up.</li> </ul>
Training	<p>Prior to the start of the school year, families will be informed of the procedures and guidelines for student drop off and pick up including procedures for riding a school bus and daily health screening and temperature checks.</p>

	<ul style="list-style-type: none"> <li>• Students will be taught the procedures and guidelines for entering and exiting campus.</li> <li>• Students will be taught the procedures and guidelines for daily health screening and temperature checks, including the symptoms of COVID-19.</li> <li>• Students will be taught the proper procedures for wearing and caring for a face covering/mask.</li> <li>• Students will be instructed on proper handwashing and hand sanitization.</li> <li>• Students will be taught to self-monitor their health for COVID-19 symptoms.</li> </ul>
Resources	<a href="#">CDC Symptoms of COVID-19 Poster</a>
Required Supplies	<p>The District and school sites will provide the following: non-contact thermometers, gloves, face shields, face masks, tape for social distancing marking, soap and hand sanitizer.</p> <p>Note: Families are able to continue donating supplies as long as they meet the district’s established product and safety standards.</p>

# Face Coverings

CUCAMONGA SCHOOL DISTRICT COVID-19 RESPONSE GUIDANCE FOR FACE COVERINGS	
Purpose	To prevent the spread of COVID-19 amongst students, staff, families and the community. As reported by CDC, COVID-19 spreads mainly from person to person through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled in the lungs. Respiratory droplets are reported to usually travel up to 6 feet. COVID-19 can be spread by people who do not have symptoms and do not know that they are infected. Cloth face coverings may slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.
Face Covering Guideline	<p>All students and employees will be required to wear a face covering while on a school campus and/or engaging in school activities during the COVID-19 pandemic and as required by Local, State or Federal mandates or regulations. CDPH Guidance for Face Coverings June 18, 2020</p> <ul style="list-style-type: none"> <li>• A face covering may consist of a paper mask, cloth mask or a face shield.</li> <li>• Students and staff must wear their face covering before entering a district campus/facility, and throughout the school/workday, except when eating or drinking.</li> <li>• Employees engaging in daily health screenings and/or temperature checks will be provided with a surgical mask and/or face shield, and disposable gloves will be provided.</li> <li>• A limited amount of face masks/shields will be available for students or staff who forget their face coverings.</li> <li>• For students who rely on bus transportation, a face covering is required to be worn while waiting for and riding on a school bus.</li> <li>• Students and staff should be frequently reminded not to touch the face covering and to wash their hands frequently.</li> </ul> <p>NOTE: Face masks and face shields will be made available to students and staff, as needed. Students and employees will be allowed to wear their own face covering or face shield from home.</p> <p>NOTE: Should a student choose to not wear a face covering while on campus, the school administration will remove the student from the classroom and contact parent/guardian.</p>
Exemptions to face	The following individuals are exempt from wearing a face covering while on a school campus or at a district facility:

covering usage	<ul style="list-style-type: none"> <li>• Persons age two years or under. These very young children must not wear a face covering because of the risk of suffocation.</li> <li>• Persons with a medical condition, mental health condition, or disability that may prevent them from wearing a face covering. This includes individuals with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated or otherwise unable to remove a face covering without assistance.</li> <li>• Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. Note: Face shields and face masks with clear windows will be available, as necessary for educational purposes.</li> <li>• Persons for whom wearing a face covering would create a risk to the person related to their work, as determined by local, state, or federal regulators or workplace safety guidelines.</li> <li>• Persons who are obtaining a service involving the nose or face for which temporary removal of the face covering is necessary to perform the service.</li> </ul> <p>For the health and safety of all students and employees, any individual who is unable to wear a face mask while on campus or at a district facility will be required to provide medical documentation. Upon receipt of the appropriate medical documentation, the school site and district will work with the individual to make appropriate accommodations, if feasible</p>
Training	<ul style="list-style-type: none"> <li>• Families will be informed of policies and procedures regarding the use of face masks by students, staff and visitors while on a school campus.</li> <li>• Students and staff will be taught why the use of face coverings is required and model how to properly wear, store and wash face masks.</li> </ul>
Resources	<p><a href="#">CDPH Guidance for Face Coverings June 18, 2020</a>  <a href="#">CDC Recommendations Regarding Use of Face Coverings</a>  <a href="#">Use of Cloth Face Coverings to Help Slow the Spread of COVID-19</a>  <a href="#">Please Wear a Face Covering Poster</a>  <a href="#">How to Safely Wear and Take Off a Cloth Face Covering</a>  <a href="#">How to Wash Cloth Face Covering</a></p>
Required Supplies	<p>The district will provide school sites with face masks and face shields, as needed.</p>

# Physical and Social Distancing

CUCAMONGA SCHOOL DISTRICT COVID-19 RESPONSE GUIDANCE FOR PHYSICAL AND SOCIAL DISTANCING	
Purpose	Limited face-to-face contact with others is the best way to stop the spread of COVID-19. Social distancing is also called “physical distancing” and means keeping space between you and other people outside of your home. Practicing social distancing, while wearing face masks, will ensure the personal health and safety of all students and staff members while at school and work.
Classroom Space	<ul style="list-style-type: none"> <li>• Create smaller student/educator cohorts to minimize the mixing of student groups throughout the day.</li> <li>• Utilize physical distancing in the classroom.</li> <li>✓ Arrange desks to minimize face-to-face contact.</li> <li>✓ Limit movement in the classroom and keep groups of students as small and consistent as possible.</li> <li>✓ Arrange student and staff workspace/desks 6 feet apart.</li> <li>• Limit what students bring to school (educational materials only).</li> <li>• Minimize movement of students and teachers or staff as much as feasible.</li> <li>• Students should remain in the same space and in groups as small and consistent as feasible.</li> <li>• Keeping students in small groups and cohorts helps to mitigate the spread of COVID-19 and allows for quicker contact tracing if someone becomes ill with COVID-19.</li> <li>• Implement procedures for turning in assignments to minimize contact.</li> <li>• Place markings on classroom floors to indicate social distancing, as needed.</li> </ul>
Non-Classroom Space	<ul style="list-style-type: none"> <li>• Develop procedures for walking in hallways to ensure students walk in the same direction to and from classes, whenever practicable and feasible.</li> <li>• Minimize congregate movement through hallways as much as feasible.</li> <li>• Space out commonly used resources (copy machines, paper cutters, die cuts, etc.) to encourage physical distancing and equip work areas with sanitizing supplies after each use.</li> <li>• Limit communal activities as feasible. Alternatively, stagger use, properly space occupants and sanitize in between uses.</li> <li>• Use non-classroom space for instruction, including regular use of outdoor space, weather permitting.</li> <li>• Consider holding recess activities in separate areas designated by class.</li> <li>• Utilize physical distancing in work environments, break rooms, staff rooms, and bathrooms.</li> </ul>

Food Service	<ul style="list-style-type: none"> <li>• Food offered at school as part of the school meal program should be served individually plated or bagged.</li> <li>• Serve meals in classrooms or outdoors instead of cafeterias when social distancing cannot be maintained or is not feasible.</li> <li>• Students should bring food items in disposable bags or disposable containers.</li> <li>• Students may not share food or drinks.</li> <li>• Eating areas will be sanitized after students finish their food items.</li> </ul>
Gatherings, Visitors and Field Trips	<ul style="list-style-type: none"> <li>• Pursue virtual parent group events, gatherings or meetings if possible, and promote social distancing of at least 6 feet between people if events are held. Limit group size to meet local and state requirements.</li> <li>• Pursue virtual activities and student events in lieu of field trips, student assemblies, special performances and spirit nights.</li> </ul>
Bussing	<ul style="list-style-type: none"> <li>• Instruct students and parents to maintain 6-foot distancing at bus stops while loading and unloading.</li> <li>• Seat students from the rear of the bus forward to prevent students from walking past one another. Afternoon runs should be boarded based on drop off order (Students getting off first should board last and sit in front).</li> <li>• Students and staff are required to wear face coverings at bus stops and on buses.</li> </ul>
Training	<p>School administrators and supervisors will communicate to employees the importance and purpose of social/physical distancing. Principals will communicate with their staff regarding school site preparations to ensure social/physical distancing</p>
Resources	<p><a href="#">Social Distancing</a>  <a href="#">Protect Yourself and Others from COVID-19 Poster</a></p>

# When Someone Becomes Sick at School/Work

	<p><b>CUCAMONGA SCHOOL DISTRICT COVID-19 RESPONSE WHEN SOMEONE BECOMES SICK AT SCHOOL/WORK</b></p>
Purpose	<p>Ensure the health and safety of all students and employees by responding quickly and efficiently when a student or employee becomes sick and/or tests positive for COVID-19.</p>
	<p>For all scenarios described below, and any others that may arise, the Cucamonga School District will work in partnership with the San Bernardino Department of Public Health for guidance. Any scenario may cause a temporary, partial or complete school closure.</p>
When someone becomes sick at school/work	<ul style="list-style-type: none"> <li>• Move potentially infectious person(s) to an isolated location, other than the Health Office, away from other students, staff and/or visitors.</li> <li>• Restrict the number of employees entering designated isolation area(s).</li> <li>• District health care providers and any other employees entering an isolation area must wear appropriate personal protective equipment.</li> <li>• A potentially infectious student will be closely supervised and emotionally supported in an isolated area until a parent or other authorized adult picks up the child.</li> <li>• Any siblings attending the school site or other sites in the district will be removed from their classroom(s) and supervised in isolation rooms until the parent/guardian picks them up.</li> <li>• A potentially infectious employee will be required to immediately leave the workplace, if able to do so. If the employee is displaying serious symptoms that may require emergency assistance, the employee will be placed in isolation away from other employees, with supervision until emergency assistance and/or a family member arrives.</li> <li>• Encourage student’s family or district employee to seek medical advice from their personal health care provider as soon as possible.</li> <li>• Sick students or employees may not return to school or work until they have met the CDC criteria to discontinue home isolation. What to do if you are sick by CDC</li> <li>• Maintain confidentiality of the potentially infectious person’s identity as required by state and federal laws.</li> <li>• Ensure general sanitization spray is applied to areas, as needed.</li> </ul>
When a student or employee reports they have tested	<ul style="list-style-type: none"> <li>• When a student or employee tests positive for COVID-19 it is expected that the parent/ guardian or employee will immediately contact the school office, school administrator or supervisor to inform and seek guidance.</li> <li>• School site administrators are required to inform the District Office of any reported suspected or confirmed cases of COVID-19.</li> </ul>

<p>positive for COVID-19</p>	<ul style="list-style-type: none"> <li>• The District Office Personnel will contact the San Bernardino County Department of Public Health for guidance.</li> <li>• The school administrator, in partnership with the District Office, will notify students, parents/guardians, and employees who may have been in close contact with an individual who has tested positive for COVID-19 while maintaining confidentiality of the infected person as required by state and federal laws. Communication may be sent via email and/or personal phone calls.</li> <li>• Close off areas used by any sick person and do not use before cleaning and disinfection. To reduce risk of exposure, wait 24 hours, if possible, before the area is cleaned and disinfected.</li> <li>• Ensure a safe and correct application of disinfectant in all potentially affected areas.</li> <li>• Advise sick staff members and students not to return to school until they have met CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved, and 10 days have passed since symptoms first appeared.</li> <li>• A doctor’s note may be required from students or employees to return to school/work after testing positive for COVID-19.</li> </ul>
<p>If a student or employee is sick with COVID-19 or thinks they may have COVID-19</p>	<ul style="list-style-type: none"> <li>• A student or employee who is sick with COVID-19 cannot attend school/work. The student or employee should stay at home and self-isolate, except to get medical care.</li> <li>• If it is determined that the student or employee may have been at school or work while sick, the school site is required to follow the guidelines for cleaning and disinfecting as described above in “If Someone Gets Sick at School or Work.”</li> </ul>
<p>If a student or employee has been in close contact with someone, outside of their household, who has tested positive for COVID-19</p>	<p>If a student or employee is informed, they have come in contact with an individual who has tested positive for COVID-19, and the individual does not reside in the same household, the following steps should be followed:</p> <ul style="list-style-type: none"> <li>• Student or employee should closely monitor their symptoms while continuing to wear a face covering and practicing social distancing and healthy hygiene.</li> <li>• Student may continue attending school and employee may continue reporting to work.</li> <li>• Should any symptoms appear then the student or employee should remain at home and notify the school office or supervisor.</li> </ul>



<p>If a student or employee resides with someone who tests positive for COVID-19</p>	<p>If a student or employee lives in the same household with someone who tests positive for COVID-19 the following steps should be followed:</p> <ul style="list-style-type: none"> <li>• Student’s parent/guardian should contact their health care provider. Student will be required to remain out of school for 14 days as per CDC’s quarantine guidelines.</li> <li>• Employee should contact their health care provider. Employee will be required to remain out of work for 14 days. Employee should contact his/her supervisor for guidance regarding their absence.</li> </ul>
<p>While a student or employee is out of school or work</p>	<ul style="list-style-type: none"> <li>• Ensure that students have access to instruction while out of school.</li> <li>• Ensure that students are not penalized for being absent.</li> <li>• Provide employees with information regarding the Families First Coronavirus Response Act (FFCRA).</li> </ul>
<p>When a student or employee who tested positive for COVID19 is able to return to school or work and be around others</p>	<ul style="list-style-type: none"> <li>• A student or employee who thinks or knows that they had COVID-19 and they had symptoms may return to school or work: <ul style="list-style-type: none"> <li>✓ 10 days after symptoms first appeared</li> <li>✓ Respiratory symptoms have improved</li> <li>✓ 3 days without a fever, including any use of fever reducing medications</li> <li>✓ A student or employee who tested positive for COVID-19 but did not have any symptoms (asymptomatic) may return to school or work: <ul style="list-style-type: none"> <li>✓ 10 days since the positive test was administered or after the individual received two negative tests in a row within a 24-hour period.</li> </ul> </li> </ul> </li> </ul> <p>CDC Guidelines - <a href="#">When you can be around others when you had or likely had COVID-19</a></p> <p>Note: A doctor’s note may be required for any student or employee to return to school or work.</p>
<p>Guidance for partial or complete school closures</p>	<p>Check State and local orders and health department notices daily about transmission in the area or closures and adjust operations accordingly. When a student or employee tests positive for COVID-19 and has exposed others at the school, the San Bernardino Department of Public Health will be contacted for guidance.</p> <ul style="list-style-type: none"> <li>• Implement communication plans for school closure to include outreach to students, families, teachers, staff and the community.</li> <li>• Provide guidance to families, teachers and staff reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.</li> <li>• Develop a plan for continuity of education. Consider in that plan how to also continue nutrition and other services provided in the regular school setting to establish alternate mechanisms for these services to continue.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintain regular communications with the local public health department.</li> </ul> <p>Determining partial or complete school closure:</p> <ul style="list-style-type: none"> <li>• Partial Closure: <ul style="list-style-type: none"> <li>✓ Close off affected areas and do not use them until they have been cleaned.</li> <li>✓ Wait 24 hours before cleaning or disinfecting to reduce risk to individuals cleaning.</li> <li>✓ If it is not possible to wait 24 hours, wait as long as possible.</li> <li>✓ Ensure safe and correct application of disinfectants and keep disinfectant products away from children.</li> </ul> </li> <li>• Complete Closure <ul style="list-style-type: none"> <li>✓ Close entire school campus for a period of 2-5 days to conduct deep cleaning and sanitation of the campus. This would be based on input from San Bernardino County Public Health and could be extended for a longer period of time.</li> <li>✓ Work closely with the public health department to determine if temporary closures would be needed to ensure proper deep cleaning is performed before reopening.</li> </ul> </li> </ul>
Training and Resources	<ul style="list-style-type: none"> <li>• Students and employees will be trained on the symptoms of COVID-19.</li> <li>• Students and employees will be instructed to stay at home if they are sick and/or have symptoms of COVID-19.</li> </ul> <p><a href="#">Symptoms of COVID-19</a>  <a href="#">CDC COVID-19 Self-Checker</a>  <a href="#">Prevent the Spread of Covid-19</a>  <a href="#">10 things you can do to manage your COVID-19 symptoms at home</a>  <a href="#">If you are sick or caring for someone who is sick</a>  <a href="#">Testing for COVID-19</a>  <a href="#">San Bernardino County Community Testing Locations</a>  <a href="#">Guidance on interpreting COVID-19 test results</a></p>
Required Supplies	<p>The District will provide district nurses and health clerks with personal protective equipment that includes surgical masks, face shields, surgical gowns, and disposable gloves. All district schools and facilities will be provided with sanitizing spray, paper towels, soap, hand sanitizer and face masks.</p>

## CUCAMONGA SCHOOL DISTRICT COVID-19 PARENT AND STUDENT RESPONSIBILITIES

Purpose	<p>Ensure that our students are engaged and maintaining a healthy learning environment both virtually and in-person. Parents should maintain regular contact with the teacher(s) and supervise their children while learning at home.</p>
Expectations	<ul style="list-style-type: none"> <li>• Students will be expected to attend class, either virtually or in-person, depending on the instructional model in place.</li> <li>• Students will be expected to actively participate with teachers and peers in both virtual and in-person settings.</li> <li>• Students will be expected to complete all assignments to the best of their ability.</li> <li>• Students can be expected to complete work outside of the designated day of instruction to which their schedule is assigned.</li> <li>• Students will be expected to ask teachers for assistance and/or clarification as needed.</li> <li>• Students will be expected to wear face masks that cover the mouth and nose or a face shield at all times.</li> <li>• Students should only bring educational materials to school.</li> <li>• Students entering campus must proceed directly to their assigned classroom while maintaining social distancing.</li> <li>• Prior to entering the classroom, they will have their temperature taken by the teacher.</li> <li>• Upon entering the classroom, students should wash hands and/or use hand sanitizer before proceeding to their assigned work area.</li> <li>• Students may not share food or drinks.</li> <li>•</li> </ul>
Parent Communication and Support	<ul style="list-style-type: none"> <li>• Parents are expected to have selected their preferred notification method via the Parent Portal prior to school starting.</li> <li>• Parents are expected to receive all aeries communication, notifications: via call, text message or email.</li> <li>• Parents are expected to listen to the messages prior to calling and asking for clarification.</li> <li>• Parents are expected to routinely update their emergency contact information.</li> <li>• Parents are expected to call in for any absence or email office managers or office assistant.</li> <li>• Parents are expected to assist or teach their children self-help and daily living skills.             <ul style="list-style-type: none"> <li>▪ Tying shoes</li> <li>▪ Zipping your jacket</li> <li>▪ How to open their own lunch items i.e. juice box, zip lock bags, etc.</li> </ul> </li> <li>• Parents are expected to teach students why face coverings are used and model how to properly wear, store, and wash their face coverings.</li> </ul>

	<ul style="list-style-type: none"> <li>• Parents students should bring food items in disposable bags or disposable containers.</li> <li>• Parents are expected to all the school if their child is having issues with technology</li> </ul>
	<p>Tech issues for students</p> <p><a href="mailto:techsupport@cuca.k12.ca.us">techsupport@cuca.k12.ca.us</a></p>
Training and Resources	<p><a href="#">Social Distancing</a></p> <p><a href="#">Handwashing and Hand sanitizer</a></p> <p><a href="#">How to Protect Yourself and Others</a></p>