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Introduction

The COVID-19 pandemic is caused by an infection with the novel coronavirus SARS-CoV-2. COVID-19 is primarily spread through respiratory secretions and to a lesser extent contact with contaminated surfaces. The time from exposure until a person develops symptoms or test positive for COVID-19 can range from 2 to 14 days. A person can spread the virus 48 hours before symptom onset or the date of their positive test, and asymptomatic individuals may still spread the virus to close contacts.

As of September 16, 2020, 762,963 cases have been reported in California. Current case counts in California are located at:

As of September 16, 2020, 56,201 cases have been reported in Riverside County. Current case counts in Riverside County are located at:
https://www.rivcoph.org/coronavirus

Most infected people have mild or minimal symptoms; many may have no obvious symptoms. However, COVID-19 can cause severe illness requiring hospitalization and can result in death. Common symptoms include fever, cough, congestion, sore throat and shortness of breath. Individuals might have also experienced congestion, gastrointestinal (GI) symptoms, loss of taste or smell, and red or itchy red eyes.

Key prevention strategies include:

- Frequent hand washing and disinfection of high-touch surfaces
- Wearing face covering
- Social distancing (staying 6 ft from others)

Ensuring students and staff adhere to these prevention strategies can be challenging in school settings. Policies should be in place to encourage sick staff and students to stay home and not come to the campus.

This document is intended to be a quick local reference for addressing COVID-19 in school settings. The information in this document may change as new national state guidance is provided. The guidance applies to all public and private schools operating in Riverside County. Schools must comply with all orders and guidance issued by the California Department of Public Health and the Riverside County Department of Public Health.

Links to guidance documents are located on pages 16.
Strategies to prevent spread of COVID-19 in schools

Prevent COVID-19 from entering the school

Screen everyone entering the campus. Ask all persons entering the building or campus about symptoms and exposure to COVID-19, including staff, students, parents, caregivers, contractors, visitors and government officials. Emergency personnel responding to a 9-1-1 call are exempted.

Students and adults with a history of exposure to COVID-19, particularly if they are on quarantine, must not be allowed on campus until medically cleared.

Students and adults with possible symptoms of COVID-19 must not be allowed on campus at minimum until they have resolved, and must be sent home if symptoms develop during school hours. Keep students who are waiting to be picked up in a designated isolation room (see “when a staff member or students has symptoms of COVID-19”).

Screening questions to ask parents

In the last 24 hours, has your child had any of these symptoms, new or different from what they usually have, and not explained by another reason? (* indicates a symptom that is high risk or highly suggestive of COVID-19.)

- Fever or chills
- Cough*
- Sore throat
- Shortness of breath or trouble breathing*
- Nausea/vomiting/diarrhea
- New loss of taste or smell*
- Red or itchy eyes
- Seems sick or like they are starting to get sick

- Schools may also choose to require temperature checks, either on-site using a non-touch thermometer or done by parents at home. A fever is defined as a temperature of 100.4 °F. or higher, using a regular thermometer; 100 °F or higher, when a non-touch one is used.

- School should follow school district or facility administrator policy on whether to maintain written documentation of screening for COVID-19.

Encourage family members of students and staff with symptoms of COVID-19 to get tested promptly to determine if they are infected.
Restrict non-essential visitors

- Limit non-essential visitors, including volunteers.

- Discourage parents and other family members from entering the school. Avoid allowing family members into classrooms and other student areas.

- Redesign school tours and open houses, if held to meet guidelines for group size, screening, physical distancing, face coverings, hand hygiene, and cleaning and disinfection. Do not allow tours when students are present. Keep a log of all persons present.

Exposures in the school environment

- Document/track incident of possible exposure and notify RUHS-PH, staff and families immediately of any exposure to a positive case of COVID-19 at the school while maintaining confidentiality.

- A contact is defined as a person who is within 6 feet of a case for 15 minutes or more without wearing a face covering. In some school situations, it may be difficult to determine whether individuals have met this criterion and entire cohorts, classrooms, or other groups may need to be considered exposed, particularly if people have spent time together indoors. It is also possible for multiple repeated brief contacts, or extended contact even with a facial covering, to be considered an exposure in certain situations.

- Any students or staff exhibiting symptoms must immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a health care facility, as soon as practicable.

- Advise sick staff members and students not to return until they have met RUHS-PH criteria to discontinue home isolation, including at least 24 hours with no fever without the use of fever reducing medications and substantial improvement in symptoms and at least 10 days since the last positive COVID test. Encourage individuals not to be retested after they have tested positive.
## Exposure Follow-Up

<table>
<thead>
<tr>
<th>Student or Staff with</th>
<th>Action</th>
<th>Communication</th>
</tr>
</thead>
</table>
| 1 COVID-19 Symptoms (e.g. diarrhea, fever, cough, difficulty breathing, loss of taste or smell) | • Send Home  
• Recommend testing (if positive, see #3, if negative, see #4)  
• School/classroom remain open | No Action Needed |
| 2 Close Contact (+) with a confirmed COVID-19 case | • Send Home  
• Quarantine for 14 days from last exposure  
• Refer exposed persons for COVID-19 testing at least 5 days after exposure. A negative test will not shorten the 14-day quarantine  
• School/remain open | Consider school community notification of a potential exposure |
| 3 Confirmed COVID-19 case | • Notify the public health department  
• Exclude from school for 10 days from last positive test  
• Identify close contacts. Instruct to quarantine for 14 days after the last date the case was present at school while infectious  
• Recommend testing of contacts, prioritize symptomatic and asymptomatic individuals in primary spaces where case spent significant time  
• Disinfect and clean classroom and primary spaces where case spent significant time  
• Schools remain open unless closure instituted by Superintendent or Public Health Officer Order | School community notification of known case |
| 4 Negative PCR Test on Symptomatic Student or Staff Member | • May return to school after symptoms resolve, if no fever without using fever reducing medication within 24 hours  
• Schools/classroom remain open | Consider school community notification if prior awareness of testing |
Core principles of case investigation and contact tracing

- Case investigation is part of the process of supporting patients with suspected or confirmed infection.

- In case investigation, public health staff work with a patient to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious.

- Public health staff then begin contact tracing by warning these exposed individuals of their potential exposure as rapidly and sensitively as possible.

- To protect patient privacy, contacts are only informed that they may have been exposed to a patient with the infection. They are not told the identity of the patient who may have exposed them.

- Contacts are provided with education, information, and support to understand their risk, what they should do to separate themselves from others who are not exposed, monitor themselves for illness, and the possibility that they could spread the infection to others even if they themselves do not feel ill.

- Contacts are encouraged to stay home and maintain social distance from others (stay 6 feet away) until 14 days after their last exposure in case they also become ill. They should monitor themselves by checking their temperature twice daily and watching for symptoms (e.g., fever, cough or shortness of breath, sore throat, loss of taste of smell).

- Public health staff will check in with contacts to make sure they are self-monitoring and have not developed symptoms. Contacts who develop symptoms must promptly isolate themselves and notify public health staff. They should be promptly evaluated for the need for medical care and COVID-19 testing.

Notification of school officials of potential COVID-19

1. Public Health will notify the appropriate school official if a case is identified and contact investigation reveals exposure at a school site.

2. A school liaison should be identified and provided to RUHS-PH Disease Control.

Required reporting

1. Notify RUHS-PH Disease Control immediately of any positive case of COVID-19 and exposed faculty, staff and students as relevant while maintaining confidentiality as required by state and federal laws.
2. Submit a line listing of potentially exposed students, faculty and staff. PH will conduct contact tracing for activities outside of the schools setting.

3. Confidential Morbidity Report Forms https://www.rivcoph.org/coronavirus and questions should be sent to RIVCO-Schools@ruhealth.org School officials and health staff (e.g. school nurses) can reach the Public Health School Team at 951-289-4638.

Riverside University Health System- Public Health
Coronavirus FAQ for Schools

WHAT IS QUARANTINE?
Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine must stay home, separate themselves from others, monitor their health, and follow directions forms the state or local health department.

WHO NEEDS TO BE QUARANTINED?
People who have been in close contact with someone who has COVID-19 – excluding people which have had COVID-19 within past 3 months.

People who have tested positive for COVID-19 do not need to quarantine or get tested again up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.

WHAT COUNTS AS CLOSE CONTACT?
A contact is defined as a person who is within 6 feet of a case for 15 minutes or more, especially if they are not wearing a facial covering consistently or at all. However, repeated brief contacts or extended contacts even a facial covering is worn can still be considered significant in certain cases. In some schools' situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom or other group may need to be considered exposed, particularly if people have spent time together indoors.

WHAT IS A COHORT AND WHY ARE THEY USED?
A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch recess, etc.) and avoids contact with other persons or cohorts. This
guidance for Schools

Riverside University Health System - Public Health

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reduces the exposure potential if a case is detected and enables better continuity of education and school services, but cohorting is only effective if it is fully observed and supported by institutional procedure.

WHAT ACTION SHOULD I TAKE IF I AM EXPOSED?
You should self-quarantine. Stay home and monitor your symptoms for 14 days after your last contact with a person who has COVID-19. Watch for fever (100.4°F or higher), cough, shortness of breath or other symptoms of COVID-19, and seek medical care if they occur. You may wish to call ahead to let your provider know you have been exposed. During your quarantine period, stay away from others as much as possible in case you don’t realize you have the virus yet, especially people who are at higher risk of getting very sick from COVID-19.

Even if you test negative for COVID-19 or feel healthy, you must stay home (quarantine) for the full duration since symptoms may appear 2 to 14 days after exposure to the virus.

WHAT IS ISOLATION? HOW IS IT DIFFERENT FROM QUARANTINE?
Isolation is used to separate people infected with COVID-19 from people who are not infected. People who are in isolation must stay home until it is safe for them to be around others, and at home, they should attempt to stay in a specific “sick room” or area and use a separate bathroom if available to reduce exposure to others living with them.

WHO NEEDS TO ISOLATE?
If you have tested positive for COVID-19, you should isolate at home, even if you don’t feel sick. If it is not safe for you to remain home, or you are concerned you may be at risk for complications, you should call your medical provider for advice.

WHAT ACTION SHOULD I TAKE IF I AM DIAGNOSED WITH COVID-19?
Stay home except to get medical care, and monitor your symptoms. If you have severe or life-threatening symptoms such as trouble breathing, seek emergency medical care immediately.

Stay in a separate room from other household members and use a separate bathroom if possible. Avoid contact with other members of the household and pets. Don’t share personal household items, such as cups, towels, and utensils.

If you are around other people, wear a mask or other facial covering, unless you have been advised not to do so by your health care provider.

WHEN CAN I (OR STUDENTS OR STAFF) BE AROUND OTHERS AFTER HAVING COVID-19?
A case of COVID-19 can be with others after
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved without medications and
  - At least 10 days have passed since your last positive COVID-19 test.

If you tested positive for COVID-19 but had no symptoms, you can be with others after 10 days have passed since your last positive COVID-19 test, assuming you have no symptoms in the meantime. This is true for students and staff as well.

**HOW WILL EMPLOYEES HAVE ACCESS TO COVID-19 TESTING AT REGULAR AND ONGOING INTERVALS, AS PER STATE GUIDANCE?**

Schools are required to have a surveillance testing plan to test all staff on a regular basis. This may be through a third-party provider or through their own medical insurance. As school workers are considered essential workers and this is a state requirement, their health care coverage should cover COVID-19 testing by state regulation. Staff members may also be able to visit a county facility if they desire testing outside of the school setting; visit http://gettested.ruhealth.org/ for options and locations.

**DO CHILDREN NEED TO WEAR MASKS OR FACE COVERING IN OUTDOOR SETTINGS?**

On school grounds, the CDPH guidance requires that children grades 3 and up, and recommends that students aged 2 and up, wear a face covering both indoors and outdoors regardless of social distancing. The covering may be removed for meals, snacks, naptime and outdoor recreation, but should be used at all other times unless there is a medical exemption.

Schools should develop protocols to provide a face covering to students who inadvertently fail to bring a face covering to school to prevent unnecessary exclusions. Either reusable or disposable masks are acceptable. Parents should be encouraged to provide a reusable mask for their children, but schools must be prepared to provide masks to ensure safety and continuity of education.

**WHAT IF A PERSON CANNOT WEAR A MASK OR FACE COVERING?**

The face covering guidance recognizes that there are some people who cannot wear a face covering for a number of different reasons. People are exempted from the requirement if they are under age 2, have a medical or mental health condition or disability that would impede them from properly wearing or handling a mask, or when it would inhibit communication with a person who is hearing impaired.

**CAN FACE SHIELDS BE WORN INSTEAD OF A MASK OR FACE COVERING?**

Face shields are not used to replace a mask or face coverings. Although they may have benefit as eye and splash protection, to date they have not been proven to keep the
wearer from infecting others. People exempt from wearing a face covering due to medical, mental, or disability with a medical exemption should wear a face shield with a drape on the bottom edge as long as their condition permits it, and they should maintain six feet of social distance.

**HOW SHOULD REUSABLE MASKS BE CLEANED?**
Reusable masks and face coverings may be washed by hand or with a washing machine; see https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wash-cloth-face-coverings.html

**ARE THERE CLEAR MASKS FOR TEACHERS TO HELP STUDENTS THAT ARE HARD OF HEARING AND NEED TO READ LIPS?**
Clear masks are available to purchase. Links to patterns for making a clear mask:

**HOW OFTEN SHOULD WE HAVE STUDENTS WASH THEIR HANDS WHILE IN THE CLASSROOM?**
Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. Frequent handwashing is recommended, especially before and after meals, after using the restroom, and after touching one’s face.

**WHAT IS RECOMMENDED FOR CLASSROOMS WITH NO ACCESS TO WATER?**
If soap and water are not readily available, use an alcohol-based sanitizer that contains at least 60% alcohol. You can tell if the sanitizer contains at least 60% alcohol by looking at the product label.

**DO WE NEED TO PROVIDE HANDWASHING STATIONS OUTSIDE DURING RECESS?**
This is not a requirement, but frequent handwashing is recommended, and hand sanitizer or hand washing should be used/done prior to returning to class.

**HOW DO WE HANDLE SHARED CLASSROOM ITEMS (STAPLER, IN CLASS LIBRARY BOOKS, TAPE, ETC.)?**
It is recommended that you do not share common items. Students should have their own supplies. Items that can be cleaned between uses can be used if cleaned.

**WILL STUDENTS BE ABLE TO CHECK OUT BOOKS FROM THE SCHOOL LIBRARY?**
Students will be able to check out books. When students return books to the library, let them stay in a return box for at least 24 hours before re-shelving them.

**HOW OFTEN SHOULD WE WIPE DOWN SURFACES DURING THE DAY?**
It is recommended that you develop a cleaning schedule to at a minimum clean all frequently touched surfaces daily (bathroom, doorknobs, desks, etc.). A thorough classroom cleaning should take place after one cohort leaves and before another cohort enters the space.

**DO BATHROOMS NEED TO BE WIPED DOWN AFTER EVERY USE?**
This is not required, but frequent cleaning is recommended. At a minimum, bathrooms should be cleaned thoroughly daily.

**WHAT ACTIONS SHOULD BE TAKEN TO ENSURE SOCIAL DISTANCING IN THE CLASSROOM?**
Classroom should be set up to allow for 6 feet of distancing for 6 feet of distancing between students and teachers. When 6-foot separation is not possible, barriers and/or sneeze guards should be installed between students. Demarcation lines on floors can help students maintain social distancing. Desks should face in a single direction to minimize face to face contact between students. Staggered drop offs are encouraged, and additional entry points should be assigned to limit student congregation.
Appendices

A. RUHS-PH Guidance
B. Novel Coronavirus (COVID-19) Triage Flow Chart for Educational Settings
C. Guidance Resources
D. Guidance for Child or Staff Laboratory-confirmed COVID-19 at Educational Institutions
E. Decision Pathway for Contacts Exposed to child or staff with Laboratory-confirmed COVID-19 at Educational Institutions
F. COVID-19 Contact Line List
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H. Six Steps for Properly Cleaning and Disinfecting Your School
I. Letter Templates
J. Confidential Morbidity Report (CMR)
When a staff member or student has symptoms of COVID-19

- Identify isolation rooms for students with symptoms of COVID-19 and refer to their school’s procedures for handling ill students with COVID-19.

- Staff who become ill while at school should notify their supervisor and leave work as soon as feasible. Staff should be encouraged to get tested as soon as possible. RUHS-PH guidance on when workers with COVID-19 symptoms may return to work is at [https://www.rivcoph.org/coronavirus](https://www.rivcoph.org/coronavirus)

- Students with symptoms should be sent home. Parents of symptomatic students should be encouraged to have their child tested as soon as possible. Students cannot go to school if they have the following symptoms:
  - Fever or chills
  - Cough
  - Sore throat
  - Shortness of breath or trouble breathing
  - New loss of taste or smell
  - Red or itchy eyes
  - Seems sick or like they are starting to get sick

  - Keep students who are waiting to be picked up in a designated isolation room, preferably in an area where others do not enter or pass. Make sure that students keep their face coverings on.

  - When a parent or guardian arrives to pick up a student, have the student walk outside to meet them if possible instead of allowing the parent or guardian into the building. Since children with COVID-19 may have been infected by a parent or other adult in their home, the parent may also have COVID-19.

- Encourage family members of students and staff with symptoms of COVID-19 to get tested promptly, before they can spread infection to students and staff.

- Find alternative locations for classes whose regular classroom is being cleaned or disinfected.

- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.
When a staff member or student tests positive for COVID-19

Contact the RUHS- Public Health School Unit at email rivco-school@ruhealth.org

RUHS-PH will help the school determine if the classroom, cohort, or school needs to be closed. Schools with smaller and more contained cohorts are less likely to require school-wide closure.

- Work with RUHS-PH to identify individuals who had close contact with the person with COVID-19. Exposed individuals of their families should be notified, know how to get tested, and understand when they or their child can return to school, usually 14 days after the exposure.

- Notify all school staff, families, and students that an individual in the school has had confirmed COVID-19. Do not disclose the identity of the person, as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.

- Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.
Guidance for Schools

Riverside University Health System – Public Health
Novel Coronavirus (COVID-19) Triage Flow Chart
For Educational Setting

Signs and Symptoms and Epidemiologic Risk Factors

- Fever > 38°C or 100.4°F and any of the following (* = higher risk):
  - Cough*
  - Difficulty breathing*
  - Sore throat
  - Gastrointestinal problems
  - Loss of taste or smell*
  - Conjunctivitis
- Close contact with a person with or suspected to have COVID-19 in the past 14 days

Immediately:

- Place the student in a separate room with the door closed. Limit the number of individuals interacting with the person.
- Notify Disease Control at rivco-schools@ruhealth.org, or call Public Health RIVCO-Schools at 951-289-4638 Monday- Friday 8am-5pm.
- Call the parents/guardians of student 17 years old or younger and ask them to pick up the student. Instruct them to contact their health care provider.
- Place symptomatic student residing on campus housing with roommates in separate living quarters
- Send symptomatic adult students and staff home and instruct them to contact their health care provider.
- Log names and contact information of everyone who has encountered the person (e.g., school nurse, health technician, roommate)

NOTE: Staff and students should meet the PH clearance criteria before returning to campus.
Guidance for Schools

Guidance Resources

Riverside University Department of Public Health (RUHS-PH)
**RUHS-PH** for COVID-19 consultation and guidance email
rivco-schools@ruhealth.org

California Department of Public Health (CDPH)
“COVID-19 Industry Guidance: Schools and School Based Programs”

California Department of Education (CDE)
“Stronger Together A Guidebook for the Safe Reopening of California’s Public Schools”
https://www.cde.ca.gov/ls/he/hn/documents/strongertogether.pdf

Riverside County Office of Education (RCOE)
https://www.rcoe.us

Centers for Disease Control and Prevention (CDC)
Guidance for Schools and Childcare

Cleaning and Disinfection for Community Facilities

American Academy of Pediatrics
“COVID-19 Planning Considerations: Guidance for School Re-entry”

Additional Information
California Department of Public Health (CDPH): https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/immunize.aspx
Riverside University Health System - Public Health (RUHS-PH): https://rivcoph.org/coronavirus
Decision Pathway for Contacts Exposed to Child or Staff with Laboratory- Confirmed COVID-19 in an educational setting.

1 Contact defined as an individual in an educational setting who was within 6 feet of the symptomatic child for 15 minutes or more or had unprotected direct contact with bodily fluids/secretions from a symptomatic child.

Educational Facility identifies contacts and notifies them and Public Health of the exposure(s) to laboratory confirmed case at the site.

Contacts are instructed to quarantine at home and test for COVID-19.

Educational Facility provides list of exposed contacts to Public Health.

---

Contact Tested for COVID-19
5-7 days after exposure

- Contact has POSITIVE PCR Test
  - Contact stays isolated at home until fever free for at least 24 hours, improved symptoms, and 10 days from date of last positive onset (or 10 days from test date, if no symptoms)

- Contact has NEGATIVE PCR Test
  - Contact stays quarantined at home until 14 days from last exposure to infected person.

- Contact not tested for COVID-19
  - Contact stays isolated at home until fever free for at least 24 hours, improved symptoms, and 10 days from date of last positive onset (or 10 days from test date, if no symptoms)
Guidance for Child or Staff with Laboratory-Confirmed COVID-19 in an educational setting.

1 Persons with laboratory-confirmed COVID-19 should isolate until fever free for 24 hours without fever reducing medication, improved symptoms, and 10 days from last positive test (or 10 days from test date, if no symptoms).

2 The infectious period for a COVID-19 case is 48 hours before symptom onset (or date of specimen collection for asymptomatic cases) until the case is no longer required to be isolated.
### Guidance for Schools

**CDCP, CDE AND RIVERSIDE COUNTY (RUHS-PH) Guidance**

**Personal Protective Equipment (PPE)**

<table>
<thead>
<tr>
<th>Cloth Face Covering</th>
<th>CDC</th>
<th>CDPH</th>
<th>RUHS-PH</th>
</tr>
</thead>
<tbody>
<tr>
<td>All staff and students should wear cloth face coverings or face shields while at school or on a bus and maintain 6 feet of physical distance during school activities.</td>
<td>All staff should use cloth face coverings unless Cal/OSHA standards require respiratory protection.</td>
<td>Cloth face coverings are required (except when eating or drinking) for students (K and up) and all school staff, with the exception of students unable to wear them due to special circumstances such as a particular developmental or health diagnosis that would limit their ability to wear a face covering.</td>
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<tr>
<td>Students should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained.</td>
<td>All students in grades 3-12 will be required (unless exempt) to wear face coverings. Students from 2 years to 2nd grade will be strongly encouraged to wear face coverings if they can be worn properly. A face shield is an acceptable alternative for those who cannot wear them properly.</td>
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<tr>
<td>Cloth face covering should not be placed on.</td>
<td>In order to comply with this guidance, schools should exclude students from campus if they are not exempt from wearing a face covering under CDPH guidelines and refuse to wear one provided by the school.</td>
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</tr>
<tr>
<td>1. Children &lt; 2 years</td>
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<tr>
<td>2. Anyone who has trouble breathing or is unconscious</td>
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<td>3. Anyone who is incapacitated or otherwise unable to remove cloth covering without assistance.</td>
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</table>

### Face Shields

**LEAs should make reasonable accommodations such as a face shield with a cloth drape for those who are unable to wear face coverings for medical reasons.**

Teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.

**i.e. Teachers** who interact with:

1. Students/ staff who are hard of hearing/deaf
2. young students learning to read
3. Students in ESL Classes
4. Students with disabilities

In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (i.e. communicating or assisting young children or those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as wearer maintains physical distance from others, to the extent practicable. Staff should return to wearing a face covering outside of the classroom.

A face shield for students from age 2 to 2nd grade is acceptable alternative for those who cannot wear face covering properly.

Same as CDPH, but face shields should be worn with cloth drape across bottom and secured (i.e. tucked into shirt, tied around back of neck).
Please complete a contact line list for every person who test positive for Coronavirus disease 2019 (COVID-19).

Send completed form to RIVCO-Schools@ruhealth.org

School Name
Address

Completed By
Title
Phone #
Date

### Details of Person with Confirmed COVID-19 Case

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>DOB</th>
<th>Phone Number (parent if&lt;18 Yrs)</th>
<th>Email</th>
<th>Home Address</th>
<th>Date of Onset (If symptomatic)</th>
<th>Date of Specimen Collection for + Test</th>
</tr>
</thead>
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### Details of contacts (Note: Exposure defined as being within six feet of an infectious person for 15 minutes or longer.)

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name(s)</th>
<th>Sex (M/F)</th>
<th>Age (Y)</th>
<th>Relation to case</th>
<th>Relation to case</th>
<th>Date of last contact with case</th>
<th>Setting where contact occurred</th>
<th>County of Residence</th>
<th>Phone number(s), 000-000-0000</th>
<th>Student or Staff</th>
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<tr>
<td>Last Name</td>
<td>First Name(s)</td>
<td>Sex (M/F)</td>
<td>Age (Y)</td>
<td>Relation to case</td>
<td>Date of last contact with case</td>
<td>Setting where contact occurred</td>
<td>County of Residence</td>
<td>Phone number(s), 000-000-0000</td>
<td>Student or Staff</td>
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Six Steps for Properly Cleaning and Disinfecting Your School

Protect Your School Against COVID-19
Properly cleaning and disinfecting surfaces and objects can help safely and effectively reduce the spread of disease in your school or facility.

☑ Always wear gloves and other personal protective equipment (PPE) appropriate for the chemicals being used.
☑ Cleaning and disinfection products should not be used by or near students.
☑ Make sure that there is adequate ventilation (air flow) when using chemical products to prevent yourself or others from inhaling toxic fumes.

1. Use an EPA-approved disinfectant against COVID-19. Visit [epa.gov/listn](https://epa.gov/listn) or scan the QR code with your smart phone to check EPA’s list of approved disinfectants.

2. Always follow the directions on the label. Check “use sites” and “surface types” to find out where the product can be used. Pay close attention to “precautionary statements.”

3. Clean surfaces and determine how areas will be disinfected. Clean surfaces with soap and water prior to disinfection. Routinely clean and disinfect frequently touched surfaces at least daily.

4. Follow the specified contact time. Apply the product (e.g., spray or wipe a surface) and allow it to dry according to the specified contact time on the label.

5. Wear gloves and wash your hands with soap and water. Discard disposable gloves after each cleaning and disinfection. For reusable gloves, dedicate a pair to disinfecting surfaces to prevent the spread of COVID-19. After removing gloves, wash your hands with soap and water for at least 20 seconds.

6. Store chemicals in a secure location. Keep product lids closed tightly and store products in a location away from students’ reach and sight.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)
COVID-19 General Notification Letter in Educational Setting Template

LETTERHEAD

[DATE]

Dear,

We would like to inform you that we have recently received information about at least one confirmed case of Coronavirus Disease 2019 (COVID-19) in a student or staff person at (insert name of Institution). Cleaning and disinfecting of the exposed location have been completed. As the Coronavirus situation in our country and our community is developing quickly, we urge you to take necessary precautions to limit coronavirus spread in our community.

How You Can Help

Be proactive about reducing the number of interactions that students and staff have with one another by practicing physical (or social) distancing (staying within 6 feet apart) to limit the spread of the coronavirus. In addition to physical distancing, another important tool to prevent the spread of coronavirus is to practice good hygiene. Important public health prevention messages include:

- **Stay home when you are sick.** Anyone with symptoms consistent with COVID-19 should remain at home in isolation for a minimum of 10 days plus at least 3 days after the resolution of fever (without fever-reducing medication) and improvement in other symptoms.
- **Wash your hands often with soap and water for at least 20 seconds.** Sing the Happy Birthday song to help know when it has been 20 seconds. If soap and water are not available, use alcohol-based hand sanitizers that contain at least 60% alcohol.
- **Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately.** If you do not have a tissue, use your sleeve, not your hands, to cover their coughs and sneezes.
- **Limit close contact with people who are sick, and avoid sharing food, drinks, or utensils.**
- **Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipes.**
- **All students and staff should wear a mask or face covering while in the Educational Setting.**
Health screening of students and staff for COVID 19, which includes asking about symptoms of respiratory illness and whenever possible, a temperature check prior to entering the facility, will help keep our educational setting safe.

**Public Health Actions**

All confirmed cases must be isolated and close contacts quarantined for 14 days from last exposure in order to prevent illness in new persons. “Close contact” means being a household member, intimate contact, or caregiver of a confirmed or suspected COVID-19 case; within 6 feet of the confirmed or suspected COVID-19 case for more than 15 minutes, even if wearing a non-medical face covering; or having unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on.

Please note that all information, including the name(s) of ill persons, shared regarding any Public Health investigation is confidential in order to protect patient privacy.

For additional questions about COVID-19, please visit the Riverside University Health System Public Health Department coronavirus webpage at https://www.rivcoph.org/coronavirus

If you have any questions or concerns please contact me directly at (insert name, number and/or email of Institution contact).

Sincerely,
COVID-19 Exposure Notification Letter in Educational Setting Template

Adult

LETTERHEAD

(DATE)

Dear

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) in at least one (insert student or staff) at (Insert name of institution). You may have had an exposure to this case if you were in (insert Institution Location/Room #) on [date] and (1) were within 6 feet of the infected person for more than 15 minutes, even if wearing a non-medical face covering, or (2) had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.

If you meet these criteria, please begin to self-quarantine for 14 days from date of last exposure to the infected person to prevent illness in new persons. See Home Quarantine Guidance (https://www.rivcoph.org/coronavirus).

All symptomatic persons with an exposure should get tested. Testing resources may include: Personal Healthcare Providers, Employee Health Services or Occupational Health Services, Student Health Center, Community Testing Sites: https://gettested.ruhealth.org/. Individuals who need assistance finding a medical provider, can contact RUHS Community Health Center http://www.ruhealth.org/en-us/community-health-centers.


If your symptoms become severe, seek medical advice for further guidance.

Ensuring that you and our educational environment is safe is of greatest important to use. For additional questions about Coronavirus in Riverside County, please visit Riverside County Department of Public Health coronavirus webpage at https://www.rivcoph.org/coronavirus.
COVID-19 Exposure Notification Letter in Educational Setting Template - Child

LETTERHEAD

(DATE)

Dear

We would like to inform you that we have recently received information about a confirmed case of Coronavirus Disease 2019 (COVID-19) in at least one (insert student or staff) at (Insert name of institution). Your child may have had an exposure to this case if he/she were in (insert Institution Location/Room #) on [date] and (1) were within 6 feet of the infected person for more than 15 minutes, even if wearing a non-medical face covering, or (2) had unprotected contact with the infected person’s body fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment.

If your child meets these criteria, please have him/her begin to self-quarantine for 14 days from date of last exposure to the infected person to prevent illness in new persons. See Home Quarantine Guidance (https://www.rivcoph.org/coronavirus)

All symptomatic persons with an exposure should get tested. Testing resources may include: Personal Healthcare Providers, Employee Health Services or Occupational Health Services, Student Health Center, Community Testing Sites: https://gettested.ruhealth.org/ Individuals who need assistance finding a medical provider, can contact RUHS Community Health Center http://www.ruhealth.org/en-us/community-health-centers.

If your child develops symptoms (fever and cough or shortness of breath, loss of taste or smell), he/she should begin self-isolation. See Home Isolation Instructions.

Guidance for Schools

If your child’s symptoms become severe, seek medical advice for further guidance.

Ensuring that you and our educational environment is safe is of greatest important to use. For additional questions about Coronavirus in Riverside County, please visit Riverside County Department of Public Health coronavirus webpage at https://www.rivcoph.org/coronavirus

If you have any questions or concerns please contact me directly at (insert name, number and/or email of Institution contact)
CONFIDENTIAL MORBIDITY REPORT

PLEASE NOTE: Only use this form for reporting COVID-19. Report to local health department within one working day.

### DISEASE BEING REPORTED: COVID-19

<table>
<thead>
<tr>
<th>Patient Name - Last Name</th>
<th>First Name</th>
<th>MI</th>
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</thead>
<tbody>
<tr>
<td>Home Address - Number, Street</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City</td>
<td>State</td>
<td>ZIP Code</td>
</tr>
<tr>
<td>Home Telephone Number</td>
<td>Cell Telephone Number</td>
<td>Work Telephone Number</td>
</tr>
<tr>
<td>Email Address</td>
<td>Country of Birth</td>
<td>Primary Language</td>
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<tr>
<td>Birth Date (mm/dd/yyyy)</td>
<td>Age</td>
<td>Gender (check one): Male, Female, Other</td>
</tr>
<tr>
<td>Pregnant? (check one): Yes, No, Unknown, EOC</td>
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<tr>
<td>Congregate setting (check if applies):</td>
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<tr>
<td>Reporting health care provider</td>
<td>Reporting health care facility</td>
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</tr>
<tr>
<td>Address - Number, Street</td>
<td>City</td>
<td>State</td>
</tr>
<tr>
<td>Telephone Number</td>
<td>Fax Number</td>
<td></td>
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<tr>
<td>Email Address</td>
<td>Data Submitted</td>
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</table>

### COVID-19: Hospitalization Status and Diagnostic Testing

| Report to: RUHS-Public Health School Team |
| RIVCO-Schools@ruhealth.org |

<table>
<thead>
<tr>
<th>Status at Time of Report</th>
<th>Complete date where applicable</th>
<th>Date Hospitalized (if ever hospitalized)</th>
<th>Date Discharged (previously hospitalized)</th>
<th>Date Hospitalized (if ever hospitalized)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospitalized, ICU</td>
<td>Not intubated</td>
<td>Date hospitalized</td>
<td>Date discharged</td>
<td>Date hospitalized</td>
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<tr>
<td>Hospitalized, non-ICU</td>
<td>Not intubated</td>
<td>Date hospitalized</td>
<td>Date discharged</td>
<td>Date hospitalized</td>
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<tr>
<td>Discharged</td>
<td>Date of death</td>
<td>Date discharged</td>
<td>Date discharged</td>
<td>Date discharged</td>
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<td>Ever Hospitalized?</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Ever intubated?</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Ever placed on ECMO?</td>
<td>Yes</td>
<td>No</td>
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### Respiratory Complications

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<th>Clinical or Radiologic Evidence of ARDS</th>
<th>Antibiotic therapy</th>
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<td>None</td>
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<tr>
<th>Imaging performed (check all that apply)</th>
<th>Date PERFORMED</th>
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<tr>
<td>Chest X-ray</td>
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<tr>
<td>Chest CT Scan</td>
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<tr>
<th>PCR swab (NP and/or OP)</th>
<th>result:</th>
<th>Positive</th>
<th>Negative</th>
<th>Indeterminate</th>
<th>Pending</th>
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<tbody>
<tr>
<td>Serology test name</td>
<td>Result:</td>
<td>Positive</td>
<td>Negative</td>
<td>Indeterminate</td>
<td>Pending</td>
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<tr>
<td>Antigen</td>
<td>Result:</td>
<td>Positive</td>
<td>Negative</td>
<td>Indeterminate</td>
<td>Pending</td>
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### COVID-19 testing (Complete all that apply)

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<tr>
<th>COVID-19 Symptoms (Check all that apply)</th>
<th>COVID-19 Specific Treatment(s)</th>
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<tr>
<th>Chronic Conditions (Check all that apply)</th>
<th>Other disease or allergy for respiratory condition</th>
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