

# **Sunny Hills High School**

## **Opening and Safety Plan**



September 15, 2020

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



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## **FULLERTON JOINT UNION HIGH SCHOOL DISTRICT**

1051 West Bastanchury Road • Fullerton, California 92833

**Office of the Superintendent**

(714) 870-2801

sscambrey@fjuhsd.org

Dear Staff Members, Students, and Parents/Guardians,

Fullerton Joint Union High School District continues to actively monitor the public health climate of Orange County and is using this information to drive the opening of our schools for the 2020-2021 school year. We are grateful for the patience and hard work of our staff and students during these times.

Governor Newsom unveiled the Blueprint for a Safer Economy on August 28, 2020. The Blueprint includes a color-coded, tiered system that utilizes two metrics, case rates and test positivity, to measure how widespread COVID-19 is in each county and guide what is allowed. Each county will fall into one of four colored tiers – Purple (Widespread), Red (Substantial), Orange (Moderate) and Yellow (Minimal) – based on how prevalent COVID-19 is in each county and the extent of community spread. Orange County is currently in the Red tier.

Counties must remain in every tier but purple for a minimum of 21 days before being eligible to move into the next tier. In order to move into a less restrictive tier, a county must meet that tier's criteria for two straight weeks. The State's new website will track the metrics, show an interactive map and list business sectors open by each county. The following link can be used to access the State's new website: [COVID19.CA.GOV](https://www.covid19.ca.gov).

In light of this new information, and to ensure the safe reopening of our schools and provide our staff, students and families the time needed to transition from distance to hybrid learning, the Fullerton Joint Union High School District will reopen no sooner than October 5, 2020.

The District will be prepared to shift between the following learning models throughout the school year for all students, based on state, county and local health department guidance, orders and/or local conditions at the time.

### **Three-Stage Plan for Opening Schools During the 2020/21 School Year**

- **Stage 1: 100% Distance Learning Model (All students at home)**
  - Used when Orange County is on the Purple (Widespread) tier and/or a Stay-at-Home order is issued by state, county, or local health officials
  - All students at home - Distance Learning is in place for all students
  - Attendance accountability in each class
  - Daily standards-based instruction
  - Rigorous and engaging assignments
  - Regular communication with students and parent

- **Stage 2: Hybrid Cohort Model (Cohorts A/B & C)**
  - Used when Orange County is on the Red tier for 21 consecutive days or longer
  - Option to receive in-person classroom instruction 2 days per week and at home instruction 3 days per week (Cohort A & B) or 5 days instruction at home (Cohort C)
  - Attendance accountability in each class
  - Daily standards-based instruction
  - Rigorous and engaging assignments
  - Regular communication with students and parents
  
- **Stage 3: 100% In-person Classroom Instruction Model (all students)**
  - Used when State of California and Orange County local conditions support instruction without the need for social distancing
  - Full time in-person classroom instruction

The District will prepare for all stages and will notify parents and staff members in a timely manner. If you have any questions please do not hesitate to contact your school administration. For the latest information, please visit the District website at [www.fjuhsd.org](http://www.fjuhsd.org).

The Board of Trustees and I thank you for the support you have shown to your students and District staff members. We remain dedicated to ensuring that all students are provided with the opportunity to reach their full potential regardless of the platform for instruction. Collectively we will get through this together.

Sincerely,



Scott Scambray, Ed.D.  
Superintendent



## **Worksite Plan Development**

In accordance with the Orange County Health Care Agency (OCHCA), the Health and Safety Committee divided into the following five sub-committees including representation among students, parents/guardians, classified, certificated, and management:

- Development of a Worksite Plan
- Provide Training for Employees and Students
- Plan Control Measures and Screening
- Implementation of Thorough Cleaning and Disinfecting
- Promotion of Physical Distancing

## **FJUHSD Approved Health and Safety Committee Recommendations**

The Health and Safety Committee presented the following recommendations to the FJUHSD Board of Trustees on August 4, 2020.

- Develop site implementation team to review plan implementation daily.
- Perform site risk assessment with FJUHSD Facilities Office.
- Follow the process and procedures outlined by [California Department of Health](#).
- Establish process for potential and positive case reporting with FJUHSD Human Resources Office.
- Communicate worksite plan to and provide training for staff.

## **Risk Assessment and Site Implementation Team**

The Sunny Hills High School team worked directly with the FJUHSD Facilities Office to perform a risk assessment for the site and will continue to monitor daily implementation of the worksite plan.

Performed site risk assessment with FJUHSD Facilities Office on August 19, 2020 with the following participants:

- Dr. Melissa Stinson, Assistant Principal, Instruction and Operations
- Mr. John Marvin, FSTO Building Representative
- Mr. Brian Kim, Teacher
- Mr. Daniel Rodriguez, Custodial/Grounds Supervisor
- Mr. Dale McCurry, Maintenance and Operations and Energy Manager
- Mr. Todd Butcher, Executive Director of Facilities

The Site Implementation Team will meet weekly on Tuesdays or more often if necessary. The team consists of the following members:

- Dr. Melissa Stinson, Assistant Principal, Instruction and Operations
  - Contact at [mstinson@fjuhsd.org](mailto:mstinson@fjuhsd.org), 714-626-4205
- Mr. John Marvin, FSTO Building Representative
  - Contact at [jmarvin@fjuhsd.org](mailto:jmarvin@fjuhsd.org), 714-626-4345
- Mr. Brian Kim, Teacher
  - Contact at [bkim@fjuhsd.org](mailto:bkim@fjuhsd.org), 714-626-4374
- Mr. Daniel Rodriguez, Custodial/Grounds Supervisor
  - Contact at [drodriguez@fjuhsd.org](mailto:drodriguez@fjuhsd.org), 714-626-4242

This team has been designated as a contact for any COVID-19 concerns.



## **Relevant Training for Staff and Students**

Training has been provided by FJUHS to all staff and students through videos shared with all students, parents, and staff via email that are also posted on the school website and FJUHS District website as well as through the link provided below. Staff will continue to be provided time to watch these videos during professional development.

The trainings cover the following areas:

- Personal safety actions:
  - Enhanced sanitation practices
  - Importance of 6 foot social distancing guidelines
  - Proper use of face coverings including removal and washing of cloth face coverings according to CDPH guidelines
- Screening practices using Center for Disease Control (CDC) and California Department of Public Health (CDPH) guidelines.
- Important information related to COVID-19 including:
  - Specific symptom identification (see page 23 for list of symptoms from CDC in the [COVID-19 Screening Flow Chart](#))
  - Emphasis on not coming to work or school if exhibiting signs or symptoms of COVID-19
  - Practices for preventing spread (see visual in appendix)
  - When to seek medical attention
  - Populations particularly vulnerable
- Provide Information to Staff Regarding:
  - Leave and workers' compensation benefits.
  - For janitorial workers and plumbers, communicate the hazards associated with working on sewage or plumbing, and performing janitorial services, since COVID-19 has been found in feces of infected persons.

## **[COVID-19 Training Videos for Students, Parents, and Staff Members](#)**

### **Students**

- [English](#)
- [Spanish](#)

### **Parents**

- [English](#)
- [Spanish](#)

### **[Staff Members](#)**

### **[Administrators](#)**

Additional student-led training video can be found on the home page of the [school website](#)

# Screening and Control Measures



The following will be utilized for the safety of students and staff.

## **Screening:**

- Passive Screening: Qualtrics.com
  - Qualtrics screening application will be used to support passive screening of all staff, students and guests prior to arrival on campus. Site administration will work closely with district nursing staff to follow up on any suspected case of illness. Additionally this application can be used either by way of personal phone, and or home computer.
  - <https://www.qualtrics.com/support/survey-platform/common-use-cases-rc/public-health-covid-19-pre-screen-routing/>
- Active Screening: Thermal imaging cameras at school entry point (main hallway) and office entry point (Attendance Office) for daily temperature checks (see [campus map](#) on page 26).

### Thermal Camera Locations:

- Campus entry is located at the entrance to the main hall of the campus (in between the Administration Offices and the 20s hallway). Two thermal cameras will be stationed each morning under the overhang at the entrance to the main hallway for students to pass through for active screening. Additionally, one thermal camera will be stationed in the Attendance Office.

### Screening and Clearance Information:

Unified Command, a safety and security technology provider, was used to provide and install thermal cameras on the campuses of FJUHS. SHHS has two main cameras that will be used for rapid scanning of students and staff each school day with an additional camera located in the Attendance Office.

- Students and staff will enter campus daily through the main hall entrance (in between the Administration Offices and the 20s hallway).
- Two thermal cameras will be stationed each morning under the overhang at the entrance to the main hallway.
- The cameras have the ability to detect an accurate temperature even when masks are worn.
- The cameras have the ability to scan 3 persons per second; up to 5,000 people in 30 minutes.
- This allows for accurate, safe and efficient temperature monitoring.
- The cameras provide a visual alert when abnormal results are detected.
  - When abnormal results are detected, the individual's temperature will be verified through secondary screening.
  - When normal results are detected, individuals will receive a wristband, indicating clearance to enter campus.
  - In addition to the two Unified Command units, a smaller thermal camera has been installed in the Administration Building at the Attendance Office. Parents, staff, and students who enter the office will scan their temperatures at this station daily.
- Students will be issued a wristband daily upon clearance of active screening (temperature less than 100.0 degrees Fahrenheit) to be visibly worn for the entirety of that school day. Each day will have a unique wristband issued.
- Students arriving to school in the middle of the day will be screened through the thermal camera in the Attendance Office.

## **On-Site COVID Testing for Staff:**

- Onsite COVID-19 testing, at no cost to employees, will be provided to all staff members prior to transitioning from distance learning to the hybrid learning model.
- Thereafter, all staff members will be tested, at no cost to employees, once every 60 days or until such time that the District receives alternative guidance from the CDPH, OCHCA and CDC or is permitted to return to a traditional instructional model.

## **Control Measures**

- Directional walkways identified; floor markings and stickers for social distancing and traffic flow used throughout campus (see [campus map](#) on page 26)
- [EPA-approved and COVID-recommended disinfectant product](#) provided in each classroom
  - The District is using disinfecting products for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N”
- No-touch thermometers in each classroom for teachers to self-screen and/or use in their classroom as needed
- Clear plastic dividers for use on desks for staff and students as needed in each classroom
- Visible safety measure signage posted throughout campus
- HVAC Units: all units have been modified to accommodate maximum volume of exterior air flow.
- MERV 13 filters installed by District in HVAC equipment

## **Face Coverings and Personal Protective Equipment**

The following is in accordance with the [OCHCA](#) and [CDPH Guidance for Face Coverings](#).

Per OCHCA, students must bring and utilize face coverings:

- While in classrooms
- While waiting to enter campus
- While on school grounds (unless seated eating or drinking)
- While leaving school
- While on the bus

Personal face coverings will be allowed in compliance with school dress code policy.

- Teachers and identified staff members will receive reusable face shields.

## **Personal Protective Equipment**

Personal Protective Equipment (PPE) will be provided to staff and students if they do not have them, in accordance with OCHCA guidelines.

The following **PPE items** are available on-site for students and staff, per OCHCA:

- Touch-free hand sanitizer stations in each classroom and office space.
- Students are responsible to bring appropriate face covering to school when on campus
  - Disposable paper masks for students and adults will be provided if theirs are lost or damaged at campus or on a school bus.
- Face shields and cloth masks for staff
- EPA approved disinfectant spray and wipes recommended for use with COVID-19
- Gloves will be provided for students and staff for the use in computer labs and any classroom with keyboards.

The following PPE will be provided for Custodial Staff, Food Service Workers, School Nurses (RN/LVN), Instructional Aides, and any other staff working closely with those who may be ill:

- Gloves
- Face Shields
- N95 Masks
- Aprons and/or Coveralls

**\*\*Food Service Workers will utilize single-use disposable PPE.**





## Cleaning and Disinfecting

- FJUHSd will ensure sites are provided with sanitary products stored in Warehouse (including sanitizer, face masks, gloves, etc.)
- Cleaning supplies will be distributed by Facilities thru the DSC and delivered to each site.
- The District is using [EPA-approved and COVID-recommended disinfectant product](#) for use against COVID-19 on the Environmental Protection Agency (EPA)- approved list “N”.
- Custodial staff to clean and disinfect high traffic areas throughout the day using Environmental Protection Agency (EPA) approved/recommended for COVID-19 products, by custodial staff, teachers and/or students.
  - Daily cleaning by custodial staff
  - Weekly deep cleaning on Wednesdays
- Clean and disinfect high traffic and high contact areas by trained custodial staff including student desks, doors, handrails, light switches, desktop computers, countertops, pull handles, faucets, paper dispensers, toilets, air dryer, sinks, etc.
- Shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.
- Custodians will follow product instruction and [OSHA requirements](#) including proper ventilation during cleaning and disinfecting.
- Touchless hand sanitizer readily available in classrooms, hallways, offices and high traffic areas.
- Disinfectant products are available for both staff and students to disinfect classroom surfaces as needed and during passing periods.
  - The disinfectant product provided has a 45 second dwell time and requires no PPE
  - Hands free paper towel dispensers will be provided in classrooms
  - Additional time for passing periods has been created to allow for an 8 minute passing period in order to allow for one-way directional traffic and an opportunity for sanitation of classrooms between classes
  - Students will also have the option to wipe down their work space
- Buses to be thoroughly cleaned and disinfected daily.
- Regularly clean and sanitize shared equipment when transferred between students and/or staff.
- Post signs emphasizing basic infection-prevention measures, including hand-washing signs in restrooms, as recommended by CDC.



## **Social Distancing**

Social Distancing will limit the spread of the virus. Sunny Hills High School will make a concerted effort to:

- Restrict non-essential visitors, volunteers, and activities involving outside groups.
  - The Qualtrics application will be utilized to monitor the passive screening of students, staff and visitors on campus.
    - This screening will occur at home, prior to coming to campus.
      - <https://www.qualtrics.com/support/survey-platform/common-use-cases-rc/public-health-covid-19-pre-screen-routing/>
    - The school site will receive a report with the results of the screening.
- Limit group activities wherever practicable.
- Directional walkways identified; floor markings and stickers for social distancing and traffic flow used throughout campus (see [campus map](#) on page 26).
- Arranged classroom space to remove all non-essential furniture, allowing maximum space for students and staff, in accordance with CDPH guidelines.
- Arranged student desks at least 6 ft. apart, when practicable, in accordance with CDHP social distancing guidelines.
- Visible safety measure signage posted throughout campus.
- Student Restroom Use: When possible, students will use one way entrance and exit. When possible, restroom doors will be left open. In multiple stall bathrooms, students will limit capacity based on social distancing guidelines.
- Water Fountains and Bottle Stations: No water fountains will be permitted for use. All students will need to bring their own reusable water bottle to utilize the bottle filling stations.

## **Breaks and Lunch**

- Closed campus during lunch to minimize outside exposure for students
- Social distancing to be monitored by site administration and campus supervisors before school, at break, during lunch and passing periods, and upon the conclusion of the school day as students exit the campus.
- Discourage any shared food or beverages between students.
- Use of 2 additional mobile food carts to spread out student lunch lines.

## **Before and After School**

- Educate and encourage to avoid congregations of students while arriving to or leaving campus.
- Students will utilize the directional walkways, signage and [campus map](#) in order to determine entry and exit routes in order to maintain social distancing.
- Social distancing to be monitored by site administration and campus supervisors before school, at break, during lunch and passing periods, and upon the conclusion of the school day as students exit the campus.
- Campus drop off/pick up locations as well as student parking can be located on the [campus map](#) on page 26. Student drop off and pick up may occur in front of the main office as well as in the student parking lot next to the PAC.



## Food Service Operations: Online vs Hybrid Schedules

### **Student Online Learning:**

- Participating in the National School Lunch Program (in compliance with all meal patterns)
  - All schools will serve and offer meals during breakfast, lunch, and supper (at 4 qualified schools)
- All schools operating through Grab-and-Go (walk-up or drive thru) and delivering meals to Special Education students
  - Grab-and-Go (walk-up or drive thru)
    - Motorized carts will be set up in student parking lot to serve all meals
  - Meal deliveries to homes of Special Education students
  - PPE's and safety protocols in accordance with CDC, CDPH, CDE, and OCHCA guidelines
    - All Food Service workers will be equipped with adequate disposable PPE's (face masks, face shields, gloves, and gowns)
    - Touchless payment through the use of scanners, student ID cards, and encouraging families to load funds to online account
    - Signage/posters/ and decals with safety measures and protocols for both staff and students (e.g. six-feet apart, washing of hands, COVID-19 symptoms)

### **Hybrid Schedule:**

- Participating in the National School Lunch Program (in compliance with all meal patterns)
  - All schools will serve and offer meals during breakfast, lunch, and supper (at 4 qualified schools)
- All schools will have on-campus operations & Grab-and-Go (walk-up or drive thru)
  - Grab-and-Go (walk-up or drive thru)
    - Motorized carts will be set up in student parking lot to serve all meals for cohorts online that day
  - On-campus operations
    - Meals will be served at the cafeteria, snack bars, motorized cart in the quad (every other cashier/POS will be closed in accordance with social distancing guidelines)
- PPE's and safety protocols in accordance with CDC, CDPH, CDE, and OCHCA guidelines
  - 
  - All Food Service workers will be equipped with adequate disposable PPE's (face masks, face shields, gloves, and gowns)
  - Touchless payment through the use of scanners, student ID cards, and encouraging families to load funds to online account
  - Signage/posters/ and decals with safety measures and protocols for both staff and students (e.g. six-feet apart, washing of hands, COVID -19 symptoms)

### **Worksite Specific Plan**

Who is the person(s) responsible for the plan?

Director of Purchasing, Contracts & Food Services

Edgar Manalo

714/870-2820 (office)

[emanalo@fjuhsd.org](mailto:emanalo@fjuhsd.org)

View full plan here:

[2020/21 Food Services Department Safety Plan](#)



## **District Transportation Protocol During COVID 19**

The FJUHS District Transportation Department will utilize the California Association of School Transportation Officials (CASTO) [Road Map on Guidance to Reopening Pupil Transportation](#)

The District will implement the recommendations and guidelines for best practices outlined by CASTO to establish sustainable mitigation efforts, engage and train all staff against COVID-19 within the Districts Transportation Department.



## **Suspected Cases**

Staff will follow the protocols on the [COVID-19 Screening Flow Chart](#) listed on page 23 (CDPH).

## **Confirmed Cases**

When SHHS receives information regarding an employee or student testing positive for COVID-19 the following steps will be taken:

- Contact SHHS Principal, Mr. Allen Whitten at [awhitten@fjuhsd.org](mailto:awhitten@fjuhsd.org) or 714-626-4201, or Assistant Principal, Dr. Melissa Stinson at [mstinson@fjuhsd.org](mailto:mstinson@fjuhsd.org) or 714-626-4205. Please include the following information:
  - The name of the person confirmed
  - Date of diagnosis
  - If known, date of potential exposure
  - Date of first sign of symptoms
  - Date of test
  - Last date on the Sunny Hills High School Campus
  - Determine if personal protective equipment used and social distancing guidelines followed
  - Names of any individuals who had physical contact with the infected person or spent 15 minutes or more within a six feet distance

Administration will contact Human Resources (HR) immediately.

Human Resources will contact OC Healthcare Agency (OCHA) for guidance.

The District will follow OCHSA guidance regarding notification and will make sure the individual is quarantined until sent home utilizing the [COVID-19 Screening Flow Chart](#) found on page 23.

If notification is required, FJUHSd will send information to those impacted in accordance with OCHCA agency guidelines in regards to reporting.

If additional measures need to be taken, we will follow the state and local guidelines.

## **Student or Staff Becomes Ill During the Day**

If a staff member or student becomes ill during the school day a site nurse will be responsible for overseeing the following steps:

The ill person will be taken to the isolation area in the lobby of the PAC, which is separate from the nurse's station.

Temperature and symptoms will be evaluated.

- While checking temperatures and symptoms - must be in a mask, gloves, and/or shields.
- Student's parents will be notified to pick the student up (see [Student Return to School Guidelines](#)).
- If the parent does not respond or arrive and symptoms become worse, then 911 will be called.
- Staff members will be released to return home (see [Staff Return to Work Guidelines](#)).
- If too sick to drive, then 911 will be called.
- The impacted classroom or area will be evacuated and left unoccupied for 24 hours before sanitation.
- Custodial staff will be notified of potential cases in order to properly disinfect the area.
- It will be recommended that students and staff in prolonged, close contact with the impacted individual isolate until results of the test are returned (see [Isolation Protocols](#)).

## **FJUHSD School Isolation Protocols**

Some students may develop symptoms of infectious illness while at school. In the event that this occurs the following isolation protocols will be implemented. Each campus will be equipped with a predetermined isolation location for use by school site administration and nursing staff to ensure proper isolation of any suspected COVID-19 case. This location has been established using a CDE adapted checklist for isolation.

- Students with any of the symptoms in Section 1 (see below) should follow their school's current illness management policy to minimize transmission to others, to optimize learning opportunities, and to allow for these symptoms to resolve (at least 24 hours without fever reducing medications or in accordance with existing school illness policy).
- Students who develop any of the symptoms in Section 1 (see below) while at school should be placed in the isolation area located in the lobby of the PAC Office separate from staff and other students:
  - School staff (e.g., workers, teacher aides, school health staff) who interact with a student who becomes ill while at school should use [Standard and Transmission-Based Precautions](#) when caring for sick people.
  - Students who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow [CDC guidance for caring for oneself and others](#) who are sick.
- Students identified at school who develop any of the symptoms in Section 1 or to any of the questions in Section 2 (See below) should be placed in an isolation area separate from staff and other students (e.g., a designated health office, or designated location on each site) and then sent home or to a healthcare facility if symptoms indicate a need for further evaluation:
  - If a school needs to call an ambulance or bring a student to the hospital, they should first alert the emergency / hospital healthcare staff that the student may have been exposed to someone with COVID-19.
  - After the student is placed in an isolation area, school staff who work in the isolation area should follow CDC's [Considerations for Cleaning and Disinfecting your Building or Facility](#).
  - Note: In developing plans for placing students with symptoms in an isolation area, schools should be mindful of appropriate safeguards to ensure that students are isolated in a non-threatening manner, within the line of sight of adults, and for very short periods of time.

**(Reference Below from CDC [Daily Home Screening Doc](#))**

## **Symptom Reference Guide**

### **SECTION 1: Symptoms**

If a child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others.

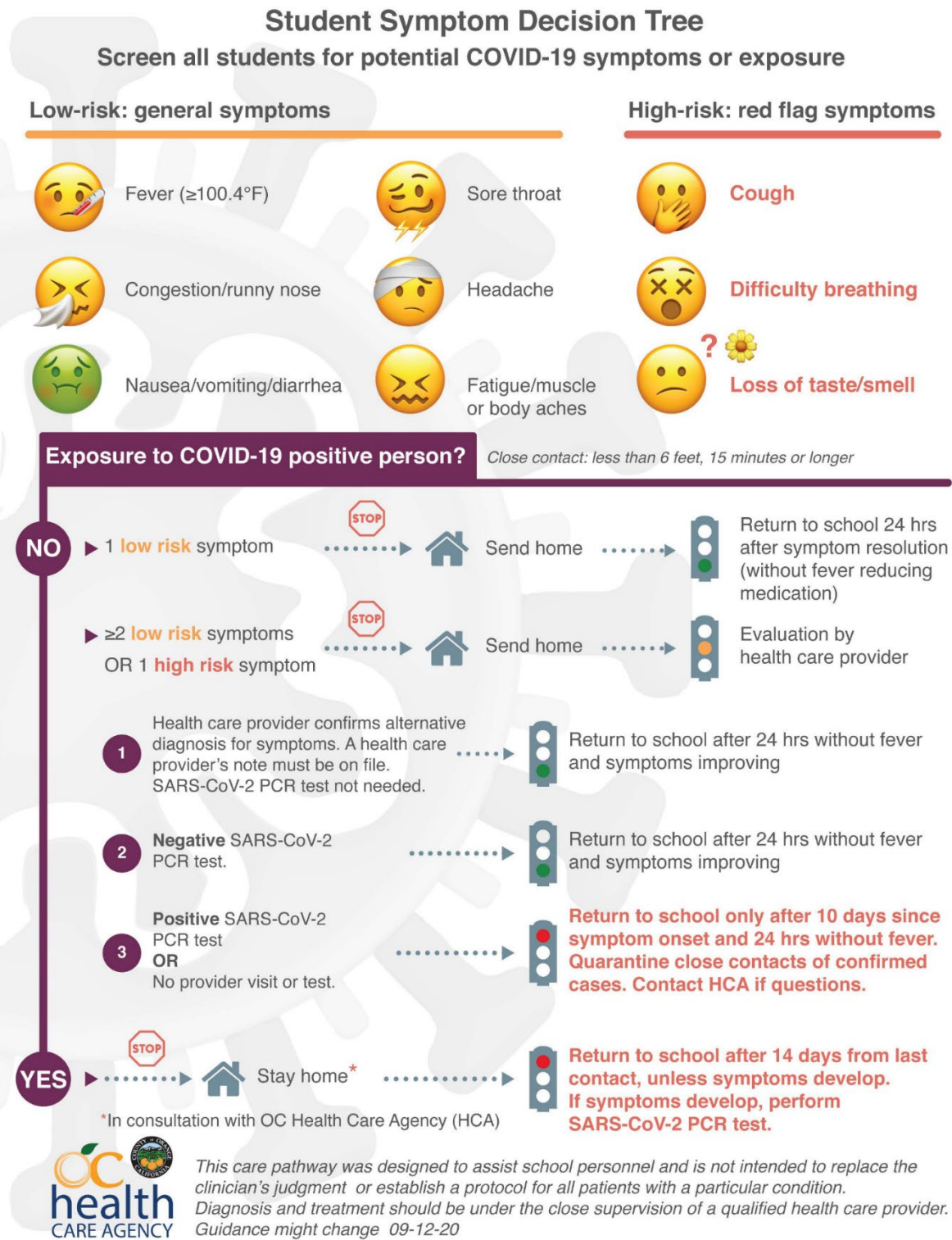
- Temperature 100.0 degrees Fahrenheit or higher if taken with a non-contact thermometer.
- Sore throat.
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or new onset of severe headache, especially with a fever.

### **SECTION 2: Close Contact/Potential Exposure**

- Had close contact (within 6 feet of an infected person for at least 15 minutes without PPE) with a person with confirmed COVID-19: OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes without PPE) with person under quarantine for possible exposure to SARS-CoV-2; OR
- Traveled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the [Community Mitigation Framework](#)
- Live in areas of high community transmission (as described in the [Community Mitigation Framework](#)) while the school remains open



# Student Return-to-School Guidelines



## School Reopening/Closure Protocol

FJUHSD will follow all reopening recommendations specified by the California Department of Public Health as noted under section 12 of the COVID-19 INDUSTRY GUIDANCE: Schools and School Based Programs. See link to the specific Schools Reopening Recommendations [here](#) and on the following 5 pages.



SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

# State of California—Health and Human Services Agency California Department of Public Health



GAVIN NEWSOM  
Governor

## **COVID-19 and Reopening In-Person Learning** **Framework for K-12 Schools in California, 2020-2021 School Year**

July 17, 2020

### **Overview**

California schools have been closed for in-person instruction since mid-March 2020 due to the COVID-19 pandemic. School closures to in-person instruction were part of a broader set of recommendations intended to reduce transmission of SARS-CoV-2, the virus that causes COVID-19. CDPH developed the following framework to support school communities as they decide when and how to implement in-person instruction for the 2020-2021 school year. New evidence and data about COVID-19 transmission, including variations by age, and the effectiveness of disease control and mitigation strategies continues to emerge regularly. Recommendations regarding in-person school reopening and closure should be based on the available evidence as well state and local disease trends.

The CA [School Sector Specific Guidelines](#), and the Centers for Disease Control and Prevention [CDC](#) have published additional guidance on school re-entry.

### **In-Person Re-Opening Criteria**

**Schools and school districts may reopen for in-person instruction at any time if they are located in a local health jurisdiction (LHJ) that has not been on the county<sup>1</sup> monitoring list within the prior 14 days.**

If the LHJ has been on the monitoring list within the last 14 days, the school must conduct distance learning only, until their LHJ has been off the monitoring list for at least 14 days.<sup>2</sup>

<sup>1</sup> School districts in LHJs that are cities are considered to be included as part of the county if the county is on the monitoring list.

<sup>2</sup> A waiver of this criteria may be granted by the local health officer for elementary schools to open for in-person instruction. A waiver may only be granted if one is requested by the superintendent (or equivalent for charter or private schools), in consultation with labor, parent and community organizations. Local health officers must review local community epidemiological data, consider other public health interventions, and consult with CDPH when considering a waiver request.





SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

# State of California—Health and Human Services Agency California Department of Public Health



GAVIN NEWSOM  
Governor

## **Guidance Once Re-Opened to In-Person Instruction**

*How should schools think about testing?*

Once schools are re-opened to at least some in-person instruction, it is recommended that surveillance testing be implemented based on the local disease trends. If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows.

*Who should be tested and how often?*

School staff are essential workers, and staff includes teachers, para-professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate testing of all staff over time.

*What if a school or school district reopens to in-person instruction, but the county is later placed on the county monitoring list?*

Schools should begin testing staff, or increase frequency of staff testing but are not required to close.



SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

# State of California—Health and Human Services Agency California Department of Public Health



GAVIN NEWSOM  
Governor

*What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?*

	Student or Staff with:	Action	Communication
1.	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)  Symptom Screening: Per CA <a href="#">School Sector Specific Guidelines</a>	<ul style="list-style-type: none"> <li>Send home</li> <li>Recommend testing (If positive, see #3, if negative, see #4)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>No Action needed</li> </ul>
2.	Close contact (+) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Send home</li> <li>Quarantine for 14 days from last exposure</li> <li>Recommend testing (but will not shorten 14-day quarantine)</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification of a known contact</li> </ul>
3.	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>Notify the local public health department</li> <li>Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>Identify contacts (+), quarantine &amp; exclude exposed contacts (likely entire cohort (++)) for 14 days after the last date the case was present at school while infectious</li> <li>Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)</li> <li>Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>School remains open</li> </ul>	<ul style="list-style-type: none"> <li>School community notification of a known case</li> </ul>
4.	Tests negative after symptoms	<ul style="list-style-type: none"> <li>May return to school 3 days after symptoms resolve</li> <li>School/classroom remain open</li> </ul>	<ul style="list-style-type: none"> <li>Consider school community notification if prior awareness of testing</li> </ul>





SONIA Y. ANGELL, MD, MPH  
State Public Health Officer & Director

# State of California—Health and Human Services Agency California Department of Public Health



GAVIN NEWSOM  
Governor

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school 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.

(††) 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.

## **Guidance on School Closure**

*What are the criteria for closing a school?*

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

*If a school is closed for in-person learning, when may it reopen?*

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

*What are the criteria for closing a school district?*



**SONIA Y. ANGELL, MD, MPH**  
*State Public Health Officer & Director*

# State of California—Health and Human Services Agency California Department of Public Health



**GAVIN NEWSOM**  
*Governor*

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.

*If a school district is closed, when may it reopen?*

Districts may typically reopen after 14 days, in consultation with the local public health department.

## **State Resources for Case, Contact & Outbreak Investigations**

California is committed to supporting local health departments with resources and other technical assistance regarding school case, contact, and outbreak investigations.



## **What do I do if my child is experiencing COVID-19 Symptoms while at home?**

If your child is experiencing COVID-19 symptoms (see [COVID-19 Screening Flow Chart](#) on page 23), please keep them at home and contact your child's health care provider. Please contact our Assistant Principal of Student Services, Mr. John Oldenburg, at 714-626-4207 or [joldenburg@fjuhsd.org](mailto:joldenburg@fjuhsd.org) to report the absence; a COVID-19 related absence is excused.

## **What if someone in our household tested positive for COVID-19?**

If someone in your household tested positive for COVID-19 and is currently under quarantine or self-isolation, you should follow the advice as prescribed by your health care provider, along with the guidelines from the Orange County Health Care Agency (OCHCA) on how long to remain at home and when to return to school. Please make sure to contact the school.

## **What happens if a student demonstrates COVID-19 symptoms while at school?**

If a child becomes ill during the school day, the following steps will be taken:

- The student is to go to the designated location for students who exhibit symptoms.
- The student will be taken to an isolation area where temperature and symptoms will be evaluated; student will remain in the isolation area outside of the Attendance Office until they are picked up by a parent or guardian.
- If the parent/guardian does not respond or arrive and symptoms become worse, then 911 will be called.
- The school site will notify our District Office regarding the suspected case and all confirmed COVID-19 cases with OCHCA, who will assist the District in the developing course of action for a positive school or classroom dismissal.

## **What happens if a positive COVID-19 case occurs at Sunny Hills High School?**

For any positive COVID-19 case the following protocol will be followed:

In accordance with state and local laws and regulations, Sunny Hills High School administration will notify FJUHS Human Resources for staff and Educational Services for students with the following information:

- The name of the person confirmed
- Date of diagnosis
- If known, date of potential exposure
- Date of first sign of symptoms
- Date of test
- Last date on the Sunny Hills High School Campus
- Names of any individuals who had physical contact with the infected person or spent 15 minutes or more within a six feet distance
- Determine if personal protective equipment used and social distancing guidelines followed.

The District Office will coordinate a response with OCHCA. After receiving direction from OCHCA, the District designee will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance from OCHCA.

A positive COVID-19 case may lead a classroom, multiple classrooms, or a school to return to distance learning for a period of time. Our Superintendent and Board of Trustees will determine any closure after consultation with local and state guidelines.

The impacted areas or classrooms will receive intensive cleaning and sanitation prior to reopening.

### **How are others notified they were in contact with an individual who tested positive for COVID-19?**

FJUHSD will work with OCHCA to determine close contact and low risk contacts. Individuals identified will be contacted and outlines specifics regarding how long the individual must quarantine, steps to mitigate contracting the coronavirus, and list symptoms associated with virus will be reviewed.

All HIPPA notifications guidelines for privacy are always followed.

### **Employee Screening**

Employees must monitor themselves for the following symptoms:

- Fever above 100.4 (with an oral thermometer)
- Chills or unexplained fatigue
- Sore throat
- Cough
- New loss of taste or smell
- Other flu-like symptoms

### **Employee Possible Exposure**

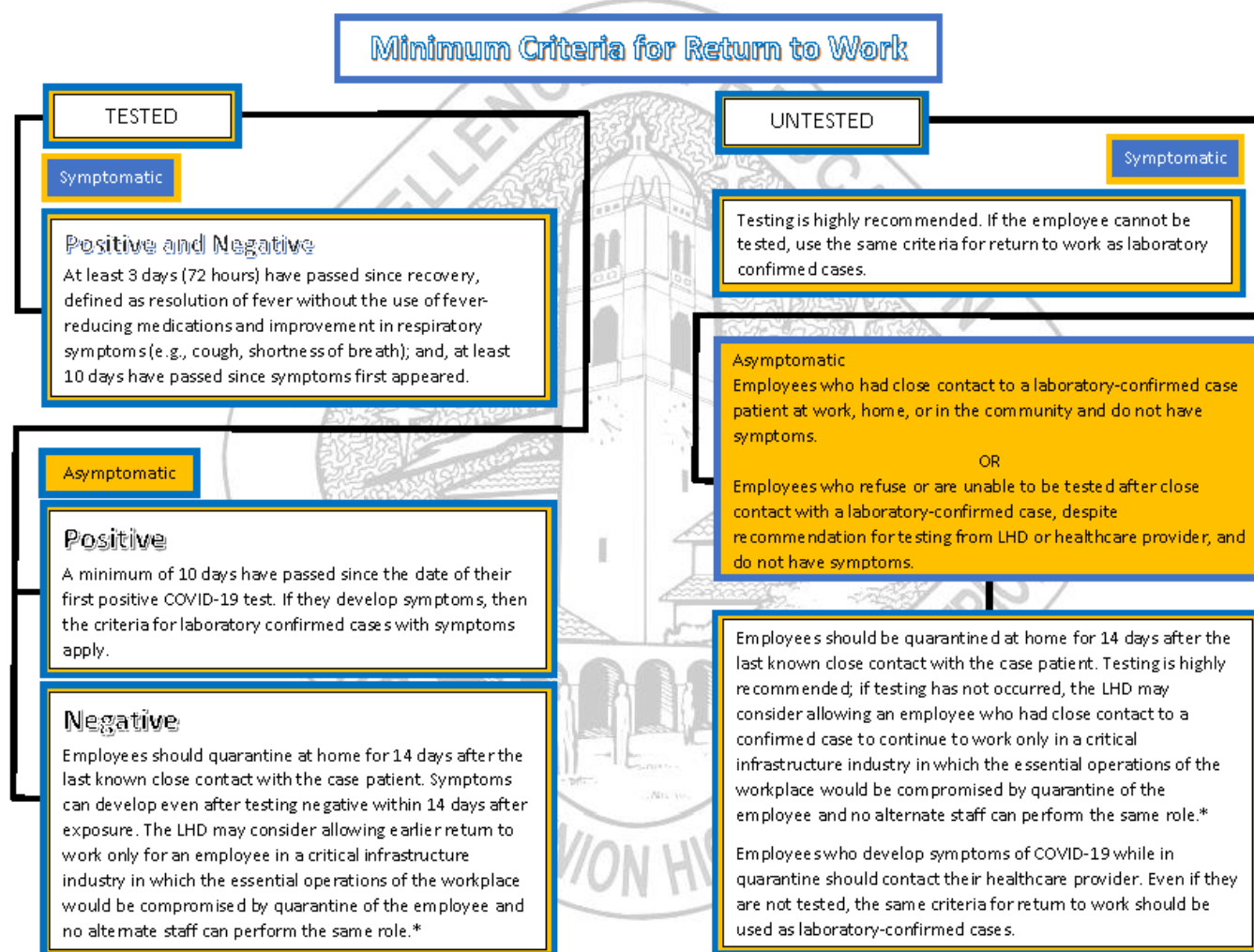
Employees who believe they may have been exposed should follow these steps:

Contact SHHS Principal Mr. Allen Whitten or Assistant Principal Dr. Melissa Stinson with the following information:

- Date of diagnosis
- If known, date of potential exposure
- Date of test
- Last date on the Sunny Hills High School Campus
- Names of any individuals who had physical contact with the infected person or spent 15 minutes or more within a six feet distance
- Principal Whitten will contact HR with this information
- HR will coordinate responses

After reviewing the situation, HR will only notify students, staff, and families who have been potentially exposed to COVID-19 and provide health recommendations and guidance.

See [Employee Return to Work Guidelines](#)











## FJUHSD COVID-19 Exposure Screening Flow Chart

Student or staff share they have been exposed/in close contact, within 6 feet for 15 minutes or greater (Without PPE), with someone who...



\*Adapted from CA School Nurses Association Guidance





## **Hybrid Bell Schedule**

Bell schedules for the transition from distance learning to a hybrid learning model continue to be negotiated by the District and FSTO; once the hybrid bell schedules have been determined, they will be communicated with staff, students and parents and made available on the District's and schools' websites.

Bell schedules will be posted on the [Sunny Hills High School](#) website when finalized.



## ORANGE COUNTY TOGETHER

### SCHOOL REOPENING CHECKLIST



In accordance with the [OC Health Officer's Orders](#) effective June 20, 2020, all businesses, industries and entities that reopen in Orange County shall post an industry-specific checklist and attestation at a visible location at the public entrance of each property. The OC Health Care Agency and the Orange County Department of Education recommend county schools follow this checklist that is supplemental to the [COVID-19 California Department of Public Health \(CDPH\) Industry Guidance: Schools and School-Based Programs](#). The checklist is a summary. Districts and schools should familiarize themselves with the complete CDPH guidance before using this checklist.

### 1. Develop a Written Worksite Specific Plan

- ✓ Identify the person(s) responsible for implementing the plan.
  - ✓ Perform a risk assessment and identify the measures that will be taken to prevent spread of the virus. (May be completed by the school or district)
  - ✓ Develop a plan that is consistent with recommendations by the [California Department of Public Health \(CDPH\)](#) for when a staff member, child or visitor becomes sick or tests positive for COVID-19. The plan should include the following:
    - ☐ Identify a process to investigate COVID-19 cases, alert the local health department, and identify and isolate close contact with students or staff until they are tested.
    - ☐ Considerations for a partial or total closure in response to a student, teacher or staff members testing positive for COVID-19.
    - ☐ A plan for communicating positive cases to staff and parents, and for the return of students or employees who have recovered from the illness.
  - ✓ Develop a plan for maintaining healthy operations that is consistent with recommendations by the CDPH.
  - ✓ Train and communicate the plans with employees and employee representatives.
  - ✓ Develop a process to check for compliance and to document and correct deficiencies.
- Develop a plan for distance learning should school(s) need to temporarily close due to COVID-19.

## 2. Provide Relevant Training for Employees and Students

- ✓ Train all staff and students and provide educational materials to families in the following safety actions:
  - ✓ Enhanced sanitation practices
  - ✓ Physical distancing guidelines of six feet and their importance
  - ✓ Use of face coverings including proper use, removal, and washing of cloth face coverings according to CDPH guidelines.
  - ✓ Use a tissue to wipe their nose and to cough/sneeze inside a tissue or elbow. Throw tissues away and wash hands immediately.
  - ✓ Screening practices using CDC guidelines.
  - ✓ Information related to COVID-19 including the following:
    - ✓ Specific symptom identification
    - ✓ Emphasis on not coming to work or school when exhibiting signs or symptoms of COVID-19
    - ✓ Practices for preventing spread
    - ✓ When to seek medical attentions
    - ✓ Vulnerable populations
- ✓ Provide information to staff regarding:
  - ✓ Leave and workers' compensation benefits.
  - ✓ For janitorial workers and plumbers, communicate the hazards associated with working on sewage or plumbing, and performing janitorial services, since COVID-19 has been found in feces of infected persons.

## 3. Plan Individual Control Measures and Screening

- ✓ Identify a process for symptom screenings and/or temperature checks for all staff and students.
  - ✓ Students and staff who have a temperature 100.4 or higher will be sent home and remain home until fever free without using fever reducing medications for 72 hours.
- ✓ Require staff or students who are sick or exhibiting symptoms of COVID-19 to stay home.
- ✓ Food service workers and staff in routine contact with the public (e.g., front office) should use gloves and facial coverings.
  - ✓ Gloves should be disposed of immediately after use and not be worn for extended periods of time unless being changed frequently.
- ✓ Face coverings should be worn by students, staff and visitors when six feet of distancing is not feasible and other exemptions do not apply. In some circumstances, Cal/OSHA standards may require respiratory protection for staff.
- ✓ Develop routines enabling students and staff to regularly wash their hands at staggered intervals.
- ✓ Post signage to remind students, staff, family members and any authorized visitors to wear face coverings and practice physical distancing according to CDPH guidelines and Executive Orders.

## 4. Implement Thorough Cleaning and Disinfecting Protocols

- ✓ Perform thorough cleaning in high traffic areas.
- ✓ Clean and disinfect frequently touched surfaces within school and on school buses at least daily and, if practicable, frequently throughout the day by trained custodial staff.
- ✓ Buses should be thoroughly cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19.
- ✓ Limit use of shared playground equipment and objects and encourage physical activity that requires less contact with surfaces.
- ✓ Regularly clean and sanitize shared equipment when transferred between students and/or staff.
- ✓ Provide time for workers to implement cleaning practices during their shift.
- ✓ Ensure that sanitary facilities stay operational and stocked at all times.
- ✓ Ensure adequate supplies to support healthy hygiene behaviors.



- ✓ Post signs in schools, workplace and common areas emphasizing basic infection-prevention measures, including posting hand-washing signs in restrooms.
- ✓ Use products approved for use against COVID-19 on the Environmental Protection Agency-approved list, and follow product instructions and Cal/OSHA requirements including proper ventilation during cleaning and disinfecting. Keep products away from students.
- ✓ Discontinue any shared food or beverages by students and/or staff.
- ✓ Check air filters and filtration systems to ensure optimal air quality.

## 5. Promote Physical Distancing Guidelines

- ✓ Implement measures to promote six feet of physical distancing in accordance with [the Orange County Health Officer's strong recommendation effective June 20, 2020](#).
- ✓ For classroom space, consider the following:
  - ✓ Limit the number of students/staff in enclosed areas.
  - ✓ Students remaining in the same space and group as small and consistent as practicable, and minimize movement of students and teachers/staff as much as practicable.
  - ✓ Consider ways to establish separation of students through other means if practicable such as:
    - ✓ Six feet between desks
    - ✓ Partitions between desks; use clear plastic, study carrels or other barriers where six feet of physical distancing cannot be maintained
    - ✓ Markings on classroom floors to promote distancing
    - ✓ Arranging desks in a way that minimizes face-to-face contact
    - ✓ Space teacher and other staff desks at least six feet apart from student desks.
- ✓ Use non-classroom space for instruction.
- ✓ In non-classroom spaces, consider the following:
  - ✓ Establish directional hallways and passageways for foot traffic, if possible, to reduce instances where individuals pass one another face-to-face.
  - ✓ Clearly mark areas where students, staff and visitors must queue to maintain physical distancing, or use alternative entry requirements.
  - ✓ Limiting nonessential visitors, volunteers, and activities. Use an appointment system, stagger appointments and reduce walk-ins.
  - ✓ Reconfigure waiting areas, lobbies, workstations and employee break rooms, if possible, to allow for at least six feet of distance.
  - ✓ Limiting communal activities where practicable
  - ✓ Minimizing congregate movement as much as possible.
  - ✓ Serving meals in classrooms or outdoor areas where practicable.
  - ✓ Adjust staff meetings to ensure physical distancing, and use phone or webinars if possible.
  - ✓ For arrival and departure, consider the following:
- ✓ Minimize contact at school between students, staff, families and the community as much as practicable.
- ✓ Designate drop-off and pick-up locations that discourage large gatherings. Consider alternate scheduling.
- ✓ Clearly designate entrances and separate exits if possible.



On behalf of the Fullerton Joint Union High School District/LEA, I attest that I have taken the steps necessary to reopen school in a safe and responsible manner and completed the following measures in accordance with the industry-specific guidelines from the California Department of Public Health and the requirements of the Orange County Health Care Agency:

1. Develop a Written Worksite Specific Plan
2. Provide Relevant Training for Employees and Students
3. Plan Individual Control Measures and Screening
4. Implement Thorough Cleaning and Disinfecting Protocols
5. Promote Physical Distancing Guidelines

Allen Whitten

9/15/2020

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Site Administrator

Date

Scott Scambray, Ed.D.

9/15/2020

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Local Educational Agency Official or Designee

Date

Sunny Hills High School

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School

Fullerton Joint Union High School District

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District



- [Sunny Hills High School Website](#)
- [FJUHSD Website](#)
- [FJUHSD Health and Safety Committee Presentation to the Board \(8/4/20\)](#)
- [COVID-19 Training Videos for Students, Parents, and Staff Members](#)
- [FJUHSD Reopening of Athletics and Activities Plan Update \(8/6/20\)](#)
- [CIF SS Sport Calendar for 2020/2021](#)
- [Center for Disease and Control Prevention \(CDC\) Guidance for Schools](#)
- [California Department of Public Health- COVID-19 Industry Guidance Schools and School-Based Programs](#)
- [California Department of Education- Stronger Together](#)
- [Orange County Department of Education-Together](#)
- [Surface Cleaning Guidance from Harvard University from the California Teachers Association Conference](#)
- [COVID-19 Screening Flow Chart from the National Nursing Association](#)
- [Guidance from other countries which reopened schools safely](#)
- [2020/21 Food Services Department Safety Plan](#)
- [OSHA Info Sheet](#)
- [ECOLAB Safety Data Sheet](#)
- [Disinfecting Products](#)





# Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



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

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