

Butte County Waiver Application Cover Form
(for use by a Local Education Agency or equivalent)

Instructions:

Please submit one application for each local educational agency or equivalent. If applying on behalf of a school district please submit one application for elementary schools in the district that are seeking to reopen for in-person instruction. If applying for an independent, private, faith-based, or charter school, please submit an application for each school.

Background Information:

Name of Applicant/District (Local Educational Agency or Equivalent):
Durham Unified School District

School Type: Traditional Public School
 Charter School
 Private, Independent, or Faith-Based School

Number of Schools: 2 Enrollment: 538

Superintendent (or equivalent) Name: John Bohannon

Address: PO Box 300 (Physical: 9420 Putney Drive)
Address Line 1 & 2

Durham, CA, 95938
City State Zip


Proposed Grades Reopening: TK K 1st 2nd 3rd 4th 5th 6th
Proposed # of Students per Grade: 13 77 62 70 80 72 86 78

Proposed Reopening Date: September 2, 2020

School Website Link where the Reopening Plan is Posted:
www.durhamunified.org

Name of Person Completing Application: John Bohannon

Phone Number: 530-895-4675 Email: jbohannon@durhamunified.org

Signature:  Date: 9-14-2020

■ Parent and Community Organizations

A reopening committee was formed in June, 2020, with the first meeting being held on June 19. The members of the committee included district administration, Durham Unified Teacher Association (DUTA), Classified staff (CSEA), and parents, to discuss and plan a reopening plan for the district. Additional meetings were held on June 22, July 15, July 20, Aug. 5, Aug. 12 and August 19. On August 10, 2020 the Superintendent sent a survey to all parents (attached) to gather additional information from families for the committee to review. The results of the survey showed about 80% of families were in favor of the waiver. During the August 19th reopening meeting the committee discussed all survey results and finalized the reopening plan, including the agreement that the waiver to reopen schools should be created for all TK-6th grade students.

II. Elementary School Reopening Plans

Please confirm that elementary school reopening plan(s) addressing following, consistent with guidance from the California Department of Public Health and the local health department, have been published on the website of the local educational agency (or equivalent):

■ Cleaning and Disinfection: How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

■ Cohorting: How students will be kept in small, stable, groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the cohort.

■ Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

■ Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced.

■ Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

■ Healthy Hygiene Practices: The availability of handwashing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

■ **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff, including contact information, to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

■ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

■ **Staff Training and Family Education:** How staff will be trained and families will be educated on the application, enforcement of the plan, and information related to testing and contact tracing requirements.

■ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections in accordance with CDPH guidance.

■ **Triggers for Switching to Distance Learning:** The criteria the superintendent will use to determine when to physically close the school and prohibit in-person instruction.

■ **Communication Plans:** How the superintendent will communicate with students, staff, parents, and the local health department about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Additional Resources:

CDPH and Cal/OSHA Guidance for Schools and School-Based Programs
<https://files.covid19.ca.gov/pdf/guidance-schools.pdf>

California Department of Education Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools
<https://www.cde.ca.gov/ls/he/hn/strongertogether.asp>

CDPH COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, 2020-2021 School Year
<https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Schools%20Reopening%20Recommendations.pdf>



Reopening Plan-Grades TK-6

Introduction

The COVID-19 pandemic has affected many communities, including Durham. Students have experienced academic, social, and emotional challenges during school closure. No one ever imagined that when it was time to return for the new school year, that we would still be facing these challenges. Schools provide more than just academics to students. In addition to reading, writing and math, children learn social and emotional skills and are better able to access mental health supports when they are in school. These important services are more difficult to provide via online. Students continue to struggle, despite our communities resilience, strength, and collaboration during distance learning. This reopening plan will allow students to safely return in person to the school setting to receive the education they want and deserve.



Our Student's Are Eagerly Awaiting to Return to School



Facilities Management

Health and safety measures are top priorities when making the decision to physically reopen school campuses for use by students, staff, and others. Precautions and preparations for a safe return have been a focus since school closure in March. The Maintenance and Operations Department has been strictly adhering to the health department's disinfecting guidelines. All team members have been thoroughly cleaning, sanitizing and disinfecting the school facilities.

Cleaning and Disinfection



- Hand sanitizer dispensers have been placed at the entry/exit point of each classroom and in common areas of the school grounds.
- Disinfecting is completed daily on high volume touch points throughout the campuses.
- Soap and paper towel dispensers are checked and stocked regularly.
- Training for staff to properly disinfect using spray bottles and paper towels for interim surface cleaning has been provided.
- HVAC filters will be monitored and changed when needed.
- Busses will be cleaned after each use.
- Any shared supplies will be cleaned and disinfected between uses.

Healthy Hygiene Practices



Hand Washing

Regular hand washing is one of the best ways to remove germs, avoid getting sick, and prevents the spread of germs to others. Students and staff will be provided lessons on washing hands that include topics such as: washing hands with soap and water for at least 20 seconds. If soap and water are not readily available, a hand fragrance-free sanitizer, that contains at least 60% alcohol, will be used. Daily modeling of hand washing, scheduled hand washing times throughout the day, and adequate supplies to support healthy hygiene will be provided.



Cover Coughs and Sneezes

Covering coughs and sneezes and keeping hands clean can help stop the spread of germs.

- Students will be reminded to cover their mouths and nose with a tissue when coughing or sneezing.
- Tissues will be thrown away immediately in the trash.
- If a tissue is not readily available, students will be taught to cough or sneeze into their elbow, not their hands.



Face Coverings

Durham Unified will follow face covering guidelines set by the County Health Department. Current guidance requires face coverings for all staff. For students, face coverings are required for 3rd grade and above and recommended for 2nd grade and younger. Additional face coverings will be available in each classroom if a student needs one. If a student is exempt from wearing a face covering due to a medical condition, they may choose to wear a non-restrictive alternative, such as a face shield, as long as their condition permits it. All face

masks, when not being worn on the face will be placed in an individual ziploc baggie, clearly marked for each student.



Personal Protective Equipment

All employees will wear proper personal protective equipment (PPE).

- Food handlers and health care staff will wear all required PPE.
- Disposable gloves will be provided when needed.
- Custodial staff will wear necessary protective equipment to maintain safety precautions.

Practices and Procedures for Designated Areas



Common Areas

- Restrooms will be checked, stocked, and cleaned throughout the day.
- Recess time will be staggered.
- Offices and hallways (one way traffic flow) will have designated signage with reminders to socially distance.

Ingress/Egress

- Parents/visitors will be allowed on campus by appointment only and must use a face covering consistent with state mandates.
- Each cohort will be assigned a designated drop-off/pick up location.
- Before and after school supervision is limited to drop-off and pick-up times only.

School Offices

The Durham District Office and all site offices will continue to support students and parents. To help us do this safely we will implement the following:

- Schools will be limiting outside guests on all campuses to individuals or agencies providing direct services to students.
- Parents and guardians will be limited to designated waiting areas unless they have an appointment with an individual on campus.
- All visitors must adhere to the face covering policy.
- Updated contact information will be needed for all students.

Classroom Organization



- Classroom furniture and equipment will be arranged to the greatest extent possible to adhere to social distancing recommendations of six feet.
- Students will face the same direction, minimizing face to face contact.
- Clear signage for social distancing will be placed on the floor.
- Students will receive individual learning materials to eliminate sharing. When sharing is necessary, disinfecting protocols will be in place.
- Physical barriers will be installed as determined by administration.
- Drinking fountains will be closed, with students being encouraged to bring bottled water, clearly marked with their name.
- Outdoor learning spaces will be utilized when possible.
- All classrooms will have disinfecting supplies available.

Movement Within the School



Physical Distancing

The district will work to meet the physical distancing standards in school facilities and vehicles.

Arrival and Departure

- Space will be maximized between students on the bus and between students and the bus driver, keeping open windows to the greatest extent practicable.
- Contact will be minimized (6 feet distance and face coverings as well) between all students, staff, families and the community at the beginning and end of each school day.
- Arrival and departure times and locations shall be staggered as practical.
- Designated routes for entry and exit, using as many entrances as feasible will be put in place.
- Health screenings will be implemented upon arrival at bus stops and/or school.
- Signage will be clearly marked for students to keep 6 feet apart when lining up.
- Each cohort will remain with the same teacher/staff to the greatest extent practicable, including recess and lunch.

Classroom Space

- Signage will be in place within each classroom and in common areas.
- Students will remain with the same cohort and staff to the greatest extent practicable.
- When movement is necessary within the class, social distancing will be in effect with visual signs present as reminders, as well as physical “pool noodles” for spacing visuals.
- Outdoor space will be utilized for activities when practicable.
- Maximized space between desks will be at least six feet apart.
- Students will follow a designated “flow” when moving within the classroom.
- Excess furniture and fixtures will be removed from the classroom.
- All students will remain within the same cohort to the greatest extent practicable. (while at recess, in the cafeteria, or on the playground).

- When practical, activities will be redesigned for smaller groups to maintain distance separation.
- Procedures for turning in assignments will be implemented within each class to minimize contact.
- Privacy boards and/or separation devices will be utilized when appropriate.

Non-Classroom Spaces

- Nonessential visitors, volunteers and activities involving other groups present on campus at the same time will be limited.
- Consideration of non-classroom space for instruction will be considered, weather permitting.
- Minimal movement through hallways will be considered with established schedules for entering and exiting the hallways to the cafeteria or playground staggered.
- *Playground* equipment will be unavailable, however outside spaces will be utilized to provide learning/playing areas for students. All areas will be monitored with only one group of students being present at a time. Sanitizing will be completed between uses.
- During recess time cohorts of students will be assigned a time and a designated area to minimize contact with other cohorts. Students will be taught to stay 6 feet apart using a “pool noodle” as a visual reminder of what 6 feet looks like.
- *Meal* service will be provided using all safety precautions and social distancing guidelines. Cohorts will remain either in their classroom, or at assigned spaces in the cafeteria (to be disinfected following use by each cohort) or outside when practical.

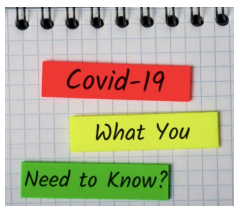


Cohorting

Maximizing the amount of safe and in-person interactions will occur by having half of our students attend on Monday and Wednesday and the other half attend on Tuesday and Thursday. On days a student is not physically attending school, they will be engaged in distance learning. Fridays would be a Distance Learning day for all students, with flexible, small group instructional opportunities.

Sample Cohort Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Group A Students	In-Person instruction at School	Distance Learning	In-Person instruction at School	Distance Learning	Distance Learning LIVE instruction from the teacher
Group B Students	Distance Learning	In-Person instruction at School	Distance Learning	In-Person instruction at School	Distance Learning LIVE instruction from the teacher



Staff Training and Family Education

- District health staff will train other staff in handwashing procedures, local screening procedures and symptom awareness.
- Students will be trained in school routines/procedures through daily instruction and reinforcement.
- Time will be scheduled throughout the day for enhanced sanitation practices. Teachers will review procedures and protocols. This is to include, but is not limited to, each time a student enters or exits the classroom, when a student has coughed or sneezed, walking in

hallways, or other areas across the campus and will include hand sanitizing practice and social distancing.

- Signage will be present throughout the campus to remind students/staff/visitors of healthy hygiene practice.
- A training presentation has been designed to inform and train all staff and families to educate them on following safety actions.
- Training will be offered at staff meetings by the health aide and site administration.
- Staff training will include steps and procedures the school will follow in order to protect employees from COVID-19 related illness. Enforcement of expected procedures will be monitored by the site administration.
- Training will be offered to all families virtually by the site administration during a scheduled YouTube session (recorded for future availability) with the slide presentation posted on the district and school websites.



Health Screenings for Students and Staff

School staff are essential workers, and staff includes teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff.

In accordance with CDC recommendations that acknowledge the importance of transmission of the COVID-19 virus (SARS-CoV-2) from asymptomatic individuals school districts and schools shall "screen" staff periodically as testing capacity permits and as practicable, using only FDA-approved PCR test methods and not "antigen" or "antibody" methods, in accordance with CDPH guidelines for testing symptomatic vs asymptomatic individuals. Examples of recommended frequency include testing all staff over 2 months, where 25% of staff are tested every 2 weeks, or 50% of staff every month to rotate testing of all staff over time. School staff will be tested by collecting specimens on site, or they may choose to go to their primary health care provider, or local community testing site. Available testing sites in Butte County can be found at

<https://www.buttecounty.net/Portals/21/COVID-19/COVIDTestingLocations.pdf?ver=2020-06-26-092239-917>

- Students and staff are actively encouraged to stay home if they have symptoms, are sick or have recently had close contact with a person with COVID-19.
- To monitor daily wellness, staff and the student’s parents/guardians will be asked to complete a daily wellness screening *prior* to coming to school. (Appendix A).
- Anyone with a fever of 100.4 degrees or higher or if staff or students are experiencing COVID-19 symptoms, they may not come to the school site. They will be asked to seek medical attention.
- Additional wellness checks (oral questions and no-touch thermometer) for staff will be conducted upon arrival by the school secretary, Yolanda Prentice, the health aide, Carina Ellis, or by the site administrator, Lisa Atlas.
- Additional wellness checks for students will be conducted upon *arrival* at the bus stop or school, depending on how students are transported to school. Students will be orally screened by the first adult they come in contact with (bus driver, food service, teacher, or other staff) and will have their temperatures checked using a no-touch thermometer. (Appendix A)
- Any student or staff person with Influenza-like or COVID-19-like symptoms that have not been explained by another condition as diagnosed by a medical professional needs to be tested for COVID-19 with an FDA EAU-authorized test, according to the most up to date guidance from CDC and CDPH.
- Should a student require distance learning based on individual circumstances that would put the student at-risk by an in-person instructional model, the district will provide the necessary materials needed for distance learning.



Identification and Tracing of Contacts

Staff is encouraged to obtain periodic testing as precautionary measures and to follow all outlined safety precautions as listed in the training COVID-19 Powerpoint.



In most cases an infected student will notify the school office at 530-895-4697. All employees will notify the site administrator,

In some cases, Butte County Public Health (BCPH) will be the first to notify a school that a student/employee tested positive.

Lisa Atlas, and/or the COVID Coordinator, District Health Aide, Carina Ellis, if there is a positive test result. The District Health Aide will then notify Butte County Public Health at 530-552-3050.



If the infected employee/student is at home, they will be instructed to stay at home and to seek medical attention. If the symptomatic/infected employee is at school, the employee will continue to wear their mask, avoid contact with people and the touching of items, and will be sent home immediately. The employee will be encouraged to seek medical assistance. If a symptomatic/infected student is at school, the student will immediately wear a mask (if one is not already worn) and will be isolated immediately to the designated isolation room (Room 2), until the parent/guardian arrives. The District Health Aide, Carina Ellis will supervise students until the parent picks up students at the outside door leading out into the courtyard, minimizing contacts. Should more than one student need supervision the room will be set up to accommodate 6 feet of distancing.



BCPH will determine whether the infected student/employee had prolonged direct contact (within 6 feet for more than 15 minutes) with other students/employees during the two days before symptoms first started or since the case tested positive.



In conjunction with BCPH, the school will identify students and employees who may have had close contact with the infected Student/Employee and the last date of exposure. All contacts will be listed in the Excel Contact Monitoring document. (Appendix B)

BCPH and school will assess full or partial closure of the school based on employee/student close contact during infectious period and physical presence on campus.



School performs assessment of the facility and arranges for thorough cleaning and disinfecting of areas where the infected student/employee was present while infectious.

BCPH will work with the school to notify close contacts of infected employees.



Staff and Students will be referred for rapid testing to their own personnel doctor's office. Alternate testing sites include: Chico Immediate Care, CVS, Ampla Health Care, and Optum Serve testing site at 900 Mangrove Ave, Chico. All testing sites require a phone call prior to an in person visit.



Schools may allow infected students/employees to learn/work remotely if they are well enough and are able to do so from home.



Infected students/employees should not return to work until meeting safe and healthy criteria set forth by the CDC, including at least 3 days with no fever with symptoms improving, including at least 10 days since symptoms first appeared. Contact will be made with the school to discuss when individuals may return.



BCPH will determine when the infected student/employee is released from isolation.



The District Health Aide, Carina Ellis, will **complete the Excel Contact List Monitoring Document** (Appendix B), submitting all gathered information to the District and to the Butte County Public Health. All staff and families will be notified by the school if an exposure occurs via email (mailed if needed) and/or phone call.



Classroom or Distance Learning



The BCPH office submits updates and provides guidelines and considerations

for schools based on the best available public health data at the time. Within those guidelines practical realities for managing school operations are addressed. Day-to-day site-based logistics, including the social and emotional well-being of students and staff is considered. All updated information, templates, and suggestions are reviewed on a regular basis and the reopening plan will be modified as necessary. The following information will guide DUSD to determine whether in person, classroom instruction or distance learning would be required.

Stage 1: Safety and Preparedness

- Making essential workforce environments as safe as possible

DUSD Plan: This is the most restrictive stage and would require **distance learning only**. Districts are required to implement this plan if the county is on the state's watchlist for COVID-19.

Stage 2: Lower Risk Workplaces

- Creating opportunities for lower risk sectors to adapt and re-open
- Modified School Programs and Childcare re-open

DUSD Plan (If Butte County is not on the state's watchlist, this is the plan that will be implemented in order to meet guidance):

- **Modified Blended Program** with only half of the student population on campus at any given time
- Distance Learning Online Learning Program for families that want to choose this option

Stage 3: Higher Risk Workplaces

- Creating opportunities for higher risk sectors to adapt and re-open

DUSD Plan:

- **Traditional Program with COVID-19 safety guidelines in place**
- Distance Learning Online Learning Program for families that want to choose this option

Stage 4: End of Stay at Home order

- Return to expanded workforce in highest-risk workplaces

DUSD Plan

- **Traditional Program**
- Distance Learning Online Learning Program for families that want to choose this option



Communication Plans

Parents are an integral part of the success of reopening schools. The importance of strong school/home communication is essential. The school will communicate clearly and timely when information becomes available, including measures to ensure their child's health and safety. Working in partnership to focus on solutions will be key. At the same time, schools will need to be clear with parents and caregivers that it is their responsibility to ensure their child fully participates in their daily learning, whether from home or at school.



Home Learning Options

Although we believe that classroom-based learning instruction is still the best option for students from an educational, social, and emotional standpoint, and that our campuses will provide a safe learning environment for our students, we are aware and prepared for students and parents who may not feel ready to physically return to school daily.

Remote Learning: This option is for cohorts of students and teachers that may have to self-isolate or quarantine for a short period of time due to a COVID 19 exposure.

Long-Term Learning Program/Continued Distance Learning: This option is for those students who are not ready or are unable to physically return to school.

- Each family must enroll their student for Distance Learning and commit to the 2020-2021 school year.
- The program will consist of a parent/guardian delivering instruction from CA state adopted curriculum provided by DUSD, supported by a certificated teacher.
- Students will have the opportunity for live interaction with peers and teachers through Google Classroom.

Appendix A

Wellness

Checks

**Durham Unified School District
Staff Daily COVID-19 Self Checklist**

Please review this COVID-19 Daily Self Checklist each day **before reporting to work.**

If you reply YES to any of the questions below, STAY HOME and follow the steps below:

- Step 1: Call your supervisor immediately to plan for alternate ways to ensure our students receive distance learning and/or if a substitute teacher is required for in person instruction.

If you start feeling sick during your teaching day, follow step 1 as well.

Do you have a fever (Temperature over 100.4) without having taken any fever reducing medications?

Yes
 No

Loss of Smell or Taste?

Yes
 No

Muscle Aches?

Yes
 No

Sore Throat?

Yes
 No

Cough?

Yes
 No

Shortness of Breath?

Yes
 No

Chills?

Yes
 No

Headache?

Yes
 No

Have you experienced any gastrointestinal symptoms such as nausea/vomiting, diarrhea, loss of appetite

Yes
 No

Have you, or anyone you have been in close contact with, been diagnosed with COVID-19, or been placed on quarantine for possible contact with COVID-19?

Yes
 No

Have you been asked to self-isolate or quarantine by a medical professional or local public health official?

Yes
 No

Durham Unified School District
Daily Home Screening for Students

***Parents:** Please complete this short check each morning **prior** to your child leaving for school. **IF** your child is experiencing symptoms, please keep them home and call the school to report your findings.*

Section 1: Symptoms

Please keep your child at home if your child has **ANY** of the following symptoms which may indicate a possible illness that could decrease your student's ability to learn as well as putting them at risk for spreading illness to others.

_____ Temperature of 100.4 or higher when taken by mouth.

_____ Sore Throat

_____ New cough that causes difficulty breathing (If your child has allergies or asthma and usually coughs, this would be a change in their cough).

_____ Diarrhea, vomiting, or abdominal pain

_____ 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) with a person with confirmed COVID-19.

_____ Traveled to or lived in an area where the local or state health department is reporting large numbers of COVID-19 cases.

Appendix B

Contact Monitoring

Appendix B

Close Contact List for COVID-19 Tracking: How to Use this Document

The purpose of the Case & Close Contact Lists are to:

1. Provide Durham Unified School District with a list of all confirmed and suspected COVID-19 cases in the district.
2. Help Public Health – Butte County Public Health COVID-19 Coordinators conduct contact tracing for confirmed COVID-19 cases
3. Identify any close contacts who might have interacted with a staff or student with COVID-19

Below are instructions on how to fill out the different tabs and make copies. There are three primary tabs:

1. Confirmed Cases List (Required)
2. Suspected Cases List (Optional)
3. Close Contact List (Required) (use this template to make a copy of the close contact list for each person confirmed to have COVID-19).

Using the CONFIRMED CASES Tab - Required

The information included in the Confirmed Cases tab must be completed.

A confirmed case is a person (with or without symptoms) who received a positive result from a COVID-19 laboratory test.

The confirmed cases tab should include the complete list of all staff and students confirmed to have COVID-19. The more information you include, the more useful it is for tracking.

This tab will be completed by the District COVID-19 Coordinator and information that Public Health – Butte County Public Health will need to help with case investigation.

Using the SUSPECTED CASES Tab - Optional

The Suspected Cases tab is optional to complete, but may be helpful in tracking potential cases.

A suspected case is a person who shows symptoms of COVID-19 but has not been tested or is waiting for test results.

The Suspected Cases tab can include the full list of all staff and students suspected to have COVID-19.

Using the CLOSE CONTACT LIST Tab - Required

The Close Contact List is where you have a full list of student and staff who might have interacted with a person confirmed to have COVID-19.

*A close contact is any person exposed to someone with COVID-19 and meets all of the following criteria: *

- Within 6 feet of a person with COVID-19
- Spent 15 minutes or more near the person with COVID-19
- Was around the person anytime between the 2 days before the COVID-19 symptoms began to the time the person was isolated.

(For people with COVID-19 who have no symptoms, this includes 2 days before the person with COVID-19 was tested).

This tab is required for contact tracing.

We recommend that you create a separate close contact list for each student or staff with COVID-19.

Below are instructions on how to make copies of that tab.

Add a new tab for each new staff or student's close contact list by "duplicating" the BLANK template.

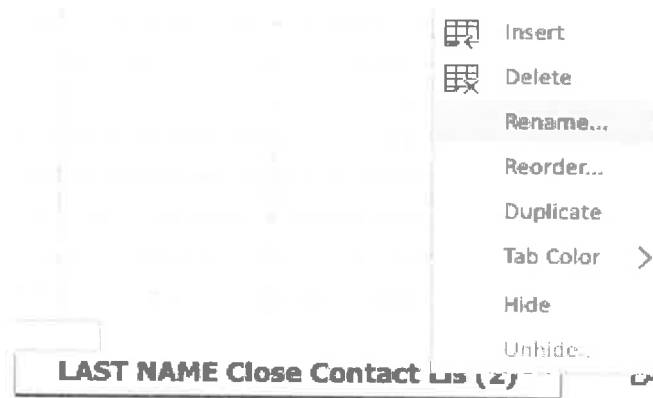
LAST NAME Close Contact List

1. First, Right click on the tab and click on "Duplicate."

Insert



2. Right click on the new copy of the Template to rename it with the last name of the staff or student. (Note that Excel automatically titles the duplicate template as "LAST NAME Contact List (2)").



3. Rename the copy of the template tab to include the staff or student's last name.



4. Fill out the top part of the spreadsheet by adding the name of the student or staff with COVID-19. This helps everyone make sure they are using the correct tab when filling out the close contact list.

CLOSE CONTACT LIST FOR: [INSERT STAFF OR STUDENT'S NAME]					
Last Name			First Name		Date of Birth
Role (Student, Staff, Teacher)			Parent or Guardian Name		Home Phone Number
Home Address				Classroom/Grade	

5. Fill out the individual cells below for each close contact. The more information you have, the better for tracking.

CLOSE CONTACT DEMOGRAPHIC INFORMATION							
Last Name	First Name	Date of Birth	Role (Student, Staff, Teacher)	Parent or Guardian Name	Home Phone Number	Home Address	Classroom /Grade

6. Some cells will have a drop down menu with options. Select one of the options when applicable. For example:

Earliest Date for Return to School (14 days since last exposure to confirmed COVID-19 case)	Location of Illness Onset	First Date of Infectious Period (2 days before symptom onset)
	<div style="border: 1px solid black; padding: 2px;"> Home School Campus School Transportation </div>	

CONFIRMED CASE DEMOGRAPHIC INFORMATION

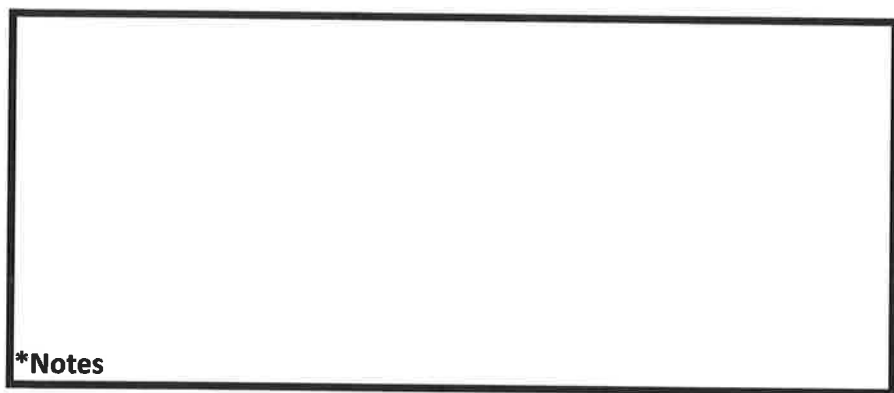
Last Name	First Name	Date of Birth	Role (Student, Staff, Teacher)	Parent or Guardian Name	Home Phone Number	Home Address	Classroom/ Grade	Date parent, guardian or school were notified
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QUARANTINE & ILLNESS ONSET INFORMATION

Date student or staff was last at school	Close contact of (name of person who has confirmed COVID-19)	Date Symptom(s) Began	Location of Illness Onset	First Date of Infectious Period (2 days before symptom(s) began)	Last Date of Infectious Period (10 days after symptom(s) began)	Date Fever Resolved (without fever-reducing medication)	Date Symptom(s) Improved	Date of COVID- 19 Testing	COVID-19 Test Result	Earliest Date for Return to School (refer to Return to School Guidance document in toolkit)
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CONFIRMED COVID-19 CASE INFORMATION

Fever	Cough	Shortness of breath or Difficulty breathing	Chills	Fatigue	Muscle Pain or Body Ache	Headache	New loss of Taste or Smell	Sore Throat	Congestion or Runny Nose	Nausea or Vomiting	Diarrhea	*Other	No Symptoms (asymptomatic)
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***Notes**

SUSPECTED CASE DEMOGRAPHIC INFORMATION

Last Name	First Name	Date of Birth	Role (Student, Staff, Teacher)	Parent or Guardian Name	Home Phone Number	Home Address	Classroom/ Grade	Date parent, guardian or school notified
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QUARANTINE & ILLNESS ONSET INFORMATION

Date student or staff was last at school	Date Symptom(s) Began	Location of Illness Onset	First Date of Infectious Period (2 days before symptom(s) began)	Last Date of Infectious Period (10 days after symptom(s) began)	Date fever resolved (without fever-reducing medication)	Date symptom(s) improved	Date of COVID- 19 Testing	COVID-19 Test Result	Earliest Date for Return to School (See Return to School Guidance document in toolkit)
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SUSPECTED COVID-19 SYMPTOM INFORMATION

If someone with symptoms of COVID receives a positive test result, track on the Confirmed Cases tab and report to your District COVID-19 Coordinator.

Fever	Cough	Shortness of breath or Difficulty breathing	Chills	Fatigue	Muscle Pain or Body Aches	Headache	New loss of Taste or Smell	Sore Throat	Congestion or Runny Nose	Nausea or Vomiting	Diarrhea	*Other	*Notes
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Last Name		First Name		Date of Birth		
Home Address				Classroom/Grade		

CLOSE CONTACT DEMOGRAPHIC INFORMATION

Last Name	First Name	Date of Birth	Role (Student, Staff, Teacher)	Parent or Guardian Name	Home Phone Number	Home Address	Classroom/Grade	Date parent, guardian or school were notified
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