



RESPONSE TO COVID-19 PLAYBOOK

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UPDATES- 2/5/2024

Topic	Updated Guidelines
Isolation	COVID-19 isolation recommendations move away from five days of isolation and instead focus on clinical symptoms to determine when to end isolation.

INTRODUCTION

This playbook has been developed based on guidance from the California Public Health Department (CDPH), the Santa Clara County Public Health Department, and other local, state, and federal laws and regulations.

GUIDING PRINCIPLES

Alpha Public Schools will follow the following guidelines when considering how to safely respond to COVID-19:

- The safety of our students and staff is paramount
- We follow science and public health guidelines
- We seek to maximize students being in person

SECTION 1: HEALTH & SAFETY OF STUDENTS, STAFF, AND VISITORS

HEALTH SCREENING

HEALTH SCREENING QUESTIONNAIRE

Every employee, student, and visitor must self-screen for the following question prior to entering an Alpha Public School site location.

If you answer YES to any of the below questions please stay home, do not enter the school site, and seek medical care.

*If you are an Alpha employee answering YES to any of the below questions, please contact the HR department for additional instructions immediately.

1. Have you had one or more of these symptoms today or within the past 24 hours and that are new or not explained by another reason: fever/chills, cough, loss of taste/smell, shortness of breath/difficulty breathing, fatigue, muscle aches, headache, sore throat, nausea, vomiting, or diarrhea?

If you answered YES to any of the above questions, please notify the Alpha staff member who provided you this form and DO NOT ENTER the school site.

STUDENT SCREENING

All students will be screened prior to campus entry in the following ways:

- Families will ask/consider the self-screening questions prior to arriving on campus.
- Answers "no" to all questions on the health screening survey prior to arriving to campus (see below).
- Staff will visually check for symptoms

VISITOR POLICY & SCREENING

Alpha will accept visitors, at the discretion of school leadership on campus, beyond the main office.

Please note that all visitors are strongly recommended to adhere to masking, hand washing, social distancing and health and safety recommendations.

MASKS

Stakeholder	Requirement
Staff	<ul style="list-style-type: none">• Indoor masking is optional. Particular sensitivity should be taken for those unvaccinated, immunocompromised, and/or in spaces where distancing/ventilation procedures are unavailable.
Students	<ul style="list-style-type: none">• Indoor masking is optional. Particular sensitivity should be taken for those unvaccinated, immunocompromised, and/or in spaces where distancing/ventilation procedures are unavailable.*

Visitors	<ul style="list-style-type: none"> Indoor masking is optional. Particular sensitivity should be taken for those unvaccinated, immunocompromised, and/or in spaces where distancing/ventilation procedures are unavailable.*
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These are the masks that provide the best protection against COVID-19

Good	Better	Best
<ul style="list-style-type: none"> Fabric mask with three or more cloth layers 	<ul style="list-style-type: none"> Double mask (surgical mask + cloth mask) Fitted medical mask (surgical mask) 	<ul style="list-style-type: none"> N95 (also best for wildfire smoke) KN95 KF94

Guidance for Mask Distribution

All families will be advised that they are able to provide their own student with a face covering, if desired. The school will provide disposable masks if requested.

HYGIENE

In addition to masks, it is critical that all staff, students, and visitors practice good hygiene. All Alpha schools will ensure the following practices are followed through training, signage, and access to masks, hand washing sinks or hand sanitizer, and disinfecting agents:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Proper face covering usage
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow; wash your hands with soap and water for at least 20 seconds after coughing or sneezing

In addition, the following guidelines around hand-washing and/or hand sanitizer use is below:

- Students will have the option to wash their hands/use hand sanitizer upon entry to campus or classroom, before lunch, and at dismissal (at minimum).
- Visitors will be recommended to use hand sanitizer upon entry.
- Bathroom use will recommend proper hand-washing / hand sanitizer use upon exit.

- Staff are recommended to wash hands upon entry and exit, before and after eating, after cleaning high-touch areas (at minimum).

PHYSICAL SPACE ARRANGEMENTS

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Alpha Public Schools employees, students, parents, and visitors, should maintain as much distancing as possible.

CLASSROOM ARRANGEMENTS

Alpha follows CDPH guidelines regarding distancing. Each classroom will be slightly different given the size of cohort and rooms. Principals will be the decider on classroom set up. All classrooms must follow the guidelines below:

- Classroom seating is recommended to be at least 3 feet apart, however, should not be a barrier to full in-person classrooms.
- Ensure proper ventilation: HVAC unit is on and/or window is open (to the greatest extent possible). If applicable, wall ventilation fans (facing outwards) should be turned on.

BATHROOMS/RESTROOM USAGE

Key Guidance:

- Post the maximum capacity sign on the door. The maximum capacity in shared bathrooms will vary according to bathroom size, but congregation should be minimized and capacity should allow for ample distancing.
- Custodial staff is in charge of replenishing all supplies.
- Consider staggering restroom use by groups/grades of students to the extent practicable.
- Consider assigning certain groups of students to use certain restrooms.
- Consider creating staff schedule for bathroom supervision (table/chair/tent outside of bathrooms to monitor)

MAIN OFFICES

Main offices should be set up in order to limit the number of people in the main office.

SHARED SPACES

- **Recess, Playground & Basketball Structures:** Playground structures may be used, and will be cleaned on a weekly basis.
- **Drinking Fountains:** Given the very low risk of transmission from surfaces and shared objects, drinking fountains may be used, and will be cleaned on a weekly basis.

FOOD, CAFETERIA AND MEAL PERIODS

Alpha will follow the below recommendations:

- Frequently touched surfaces will be cleaned frequently by staff.

COVID-19 CASE RESPONSE

PROTOCOL/GUIDANCE IF EXPOSED (OFF CAMPUS)

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in close contact with has been exposed to the virus, our first concern is for your health and safety and those around you. If you have been exposed, please get tested within 5 days and wear a mask whenever near others through day 10 of exposure.

ISOLATION & QUARANTINE PROTOCOLS

INDIVIDUALS WHO ARE SYMPTOMATIC (NOT CLOSE CONTACT)

- Isolate immediately
- Get tested
- Remain in isolation until results are received.
- If positive, follow the next section.
- If negative, stay home until symptoms improve & no fever for 24 hours. Wear a mask until symptoms resolve.

INDIVIDUALS WHO TEST POSITIVE FOR COVID-19

This applies to all individuals (both students and adults*):

- Stay home if you have COVID-19 symptoms, until you have not had a fever for 24 hours without using fever reducing medication AND other COVID-19 symptoms are mild and improving.
 - If you do not have symptoms, you should follow the recommendations below to reduce exposure to others.
- Mask when you are around other people indoors for the 10 days after you become sick or test positive (if no symptoms). You may remove your mask sooner than 10 days if you have two sequential negative tests at least one day apart. Day 0 is symptom onset date or positive test date.
- Avoid contact with people at higher-risk for severe COVID-19 for 10 days. Higher-risk individuals include the elderly, those who live in congregate care facilities, those who have immunocompromising conditions, and that put them at higher risk for serious illness.
- *The potential infectious period is 2 days before the date of symptoms began or the positive test date (if no symptoms) through Day 10. (Day 0 is the symptom onset date or positive test date).

INDIVIDUALS WHO ARE CLOSE CONTACTS TO COVID-19-INFECTED CASE

- If you have [new COVID-19 symptoms](#), you should [test](#) and mask right away.
- If you do not have symptoms, and are at higher risk of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
- If you do not have symptoms and have contact with people who are at higher risk for severe infection, you should mask indoors when around such people for 10 days. Consider testing within 5 days after the last exposure date (Day 0) and before contact with higher-risk people.


PROTOCOL FOR SUSPECTED OR CONFIRMED STUDENT OR STAFF COVID-19 CASES

Procedures for a Suspected COVID-19 Case(s):


- For suspected or confirmed COVID-19 infection, follow CDPH [COVID-19 Isolation Guidance](#).
- Follow [guidance for when a child has symptoms of illness in a school or child care](#) to support decision-making about whether to send children home or permit them to remain on site.

Procedures for a Confirmed COVID-19 Case(s):

- Principal or designee should inform covid designees of confirmed student case, and include HR if confirmed staff case.
- Communicate with family of infected student/staff, and send/share the appropriate information around isolation rules.

- **Only if in a cluster (3+ related cases):** Communicate the following letter to exposed students or share to the impacted community and/or class:
 - [Letter to School Community \(Recommended\)](#)
 -  Notification to Class of Positive Case

Procedures for Exposed Individuals/Close Contacts

- Principal and/or designee will work to identify and notify students and staff who have been exposed.
- For Students: **Only if in a cluster (3+ related cases):** Communicate the following letter to exposed students or share to the class and/or entire school community:
 - [Letter to School Community \(Recommended\)](#)
 -  Notification to Class of Positive Case
- For Staff: Follow isolation rules shared above.

PROTOCOL FOR WHOLE CLASS, GRADE, OR SCHOOL GROUP QUARANTINE (TRANSITION TO DISTANCE LEARNING)

The below will be considered in the decision to have a group quarantine based on the case specifics, but will not solely determine whether there is a group quarantine. Any group quarantine decision will consult with various stakeholders, including CDPH.

Group	Threshold
Class	<ul style="list-style-type: none"> ● 25% or more positive connected COVID-19 cases among students or staff in a class (not from the same household), within a 7-day period of each other
Grade	<ul style="list-style-type: none"> ● 25% or more positive connected COVID-19 cases among students or staff in a grade (not from the same household), within a 7-day period of each other
School	<ul style="list-style-type: none"> ● When an outbreak requiring class or grade quarantine has occurred in 25% or more classes in the school within a 7-day period.

LETTER TEMPLATES

- [Letter to School Community \(Recommended\)](#)

- [Letter to Class/Non-Close Contacts](#)

TESTING

For 2023-24, Alpha will no longer perform professional Binax NOW COVID-19 tests on site. At-home tests will be available for impacted individuals to perform themselves.

Alpha has adopted the [CDPH Testing Framework for k-12 Schools for the 2022-23 School Year](#), formally by our board on 2/8/2023.

Returning From School Break

Due to the increased travel and social interactions that often occur during school-breaks, Alpha recommends that students and staff complete COVID-19 testing prior to returning to school following major breaks (e.g., summer, winter, spring).

- Pending availability of tests, each school will be directed to organize an at-home test distribution or pick up centers after all other major breaks.

VACCINATION EFFORTS

Alpha Public Schools has worked with Santa Clara County Office of Education (SCCOE), to promote the vaccine amongst our families and students (12+), by a variety of means, including phone calls, direct messages, announcements during events, and social media.

To get find and schedule a vaccine appointment near you, go to <https://vax.sccgov.org/>.

FACILITIES

DISINFECTION MEASURES

The safety of our employees and students are our first priority. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

Frequency	Who	Areas
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Daily (Evening)	Janitorial Crew	<ul style="list-style-type: none"> • Student Desks / Tables • Student Chairs • Teacher Desks & Chair • Light Switches • Handrails • Restroom surfaces (toilet, countertop, faucet)
Weekly	Groundskeeper	<ul style="list-style-type: none"> • Gate entrances • Outdoor tables • Playground Equipment • Drinking Fountains
Weekly	Operations Team	<ul style="list-style-type: none"> • Appliances (microwave, refrigerator, coffee machine) • Copy Machine • Doorknobs • Kitchen surfaces • Keypads

DISINFECTION PROTOCOL

Disinfection is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

- Use disposable gloves and masks while cleaning the area.
- Close off the area used by sick person
- Open doors/window, use air filter, or turn on AC to encourage ventilation of the area.
- After proper ventilation has occurred, disinfect all surfaces using the guide here: [link](#).
- Allow all surfaces to dry completely.
- Confirm cleaning with SOM before anyone is allowed to enter.

VENTILATION

All classrooms are well-ventilated with HVAC units. Filters meet the SCC-recommended specifications, and are changed every 90 days.

Windows are kept open to increase air circulation, weather permitting. In rooms with inadequate ventilation, window fans (facing outwards) or portable HEPA air filters will be installed.

SECTION 2: EXTRACURRICULAR ACTIVITIES

FIELD TRIPS

Field trips may resume in full, at the discretion of the school principal and active community health conditions.

CLUBS & EXTRACURRICULAR ACTIVITIES

Masks:

- Masks are optional indoors for all participants or observers.

EVENTS / FAMILY GATHERINGS

In-person events held, with the the discretion of the school principal and current community health conditions, must follow the safety considerations:

- Masks are optional.
- Families should self-screen before arrival.
- Food & drink may be provided, while practicing our safety protocols as much as practicable (ie. distancing)
- *Max capacity aligns with regular fire requirements*

SECTION 3: APPENDIX & ADDITIONAL RESOURCES

- [California Department of Public Health Guidance](#)
- [Center for Disease Control and Prevention \(CDC\) K-12 Guidelines](#)
- [Santa Clara County School Guidance](#)