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**Guidelines**

- All principals need to ensure understanding of and compliance with the following guidelines:
  - CDPH Guidelines
    - [CDPH Guidance for TK-12 Schools](#) (effective 7.1.22)
    - [CDPH Guidance for Childcare Providers](#) (updated 3.12.22)
    - [CDPH Recommendations for Events](#)
  - DSJ Guidelines
    - [DSJ Website - COVID-19 School Safety Plan](#) (updated 8.1.22)
    - [School Mass](#) (updated 8.1.22)
    - [School Visitors, Extracurricular Activities, and Events](#) (updated 8.1.22)
    - [Field Trips](#) (updated 8.1.22)
    - Athletics (to be updated by 9.1.22)

**COVID Designee**

- Update your [COVID Designee Information](#) with SCC prior to August 11. It is possible to designate both a primary and back-up Designee.
- Update your [COVID Designee Information](#) with DCS to ensure your Designee can be added to the appropriate documents.
- Ensure attendance at all Designee Meetings (Thursdays 10-11am)
  - Aug 11, Aug 25, Sep 8, Sep 22, Oct 13, Oct 27, Nov 10, Dec 8
- Ensure Designees and school employees review the [Module I Training Slides](#) to learn essential COVID-19 symptoms in school settings

**Positive/Suspected Cases**

1. Follow the steps outlined in the [SCC Decision Tree](#) (updated 5.6.22)
2. Send the appropriate Notification Letters
  - [Positive Case Notification](#) - Students and Employees
    - Positive employees must also be sent the [Cal/OSHA Requirements for Isolation and Quarantine](#) (updated 5.6.22)
  - [Exposure Notification](#) - Student

- [Exposure Notification](#) - Employee
- 3. Complete the DSJ Reporting Requirements
  - All cases must be reported to Joanne Miley and recorded on the [COVID Case Rates spreadsheet](#)
  - Employee cases must also be submitted to Theresa LaVoun and Zarina Asghar via the [COVID Incident Report](#) and follow the [DSJ Checklist](#)
- 4. Complete the [SCC Reporting Requirements](#) (effective 7.26.22)
  - Schools are no longer required to report individual cases.
  - Instead, schools are required to report the following outbreak situations via the [SPOT portal](#) within 48 hours of identification:
    - 3 or more employee cases in a 14-day period
    - 5% or more adult/student cases in a 14-day period
- 5. Follow cleaning protocols

### Cal/OSHA

- Ensure employee compliance with [Cal/OSHA Requirements for Isolation and Quarantine](#) (updated 5.6.22)
  - Please note - Employees who end their isolation before 10 days and employees who are close contacts must wear a mask for the required period. It is the principal's responsibility to ensure communication of and compliance with this Cal/OSHA requirement.
- Ensure compliance with Cal/OSHA requirements for employers
  - The [COVID Protection Plan \(CPP\)](#), including all supporting documents, must be kept in a CPP binder accessible to all administration. Ongoing documentation includes the chart below:
  - Contact for Questions: Theresa La Voun <[theresa.lavoun@dsj.org](mailto:theresa.lavoun@dsj.org)>

Topic	Resource	Frequency
Risk Assessment	Appendix A	Upon opening
Inspections	Appendix B	As needed
Trainings	Online course	Annually
Employee Cases	Log of Work-Related Injury/Illness	Each positive case

### Vaccination Verification

- The [CDPH Vaccination Verification Requirement](#) issued on 7.11.21 is still in effect. This includes a weekly testing requirement for all adults (employees and volunteers) who are not fully vaccinated (boosters are currently not required to be considered “fully vaccinated”). The following forms need to be completed by all adults who do not already have a verification on file at the school.

- [School Employee Form](#)
- [School Volunteer Form](#)
- [School Vendor Form](#)
- **Please note** - The information on these forms is protected by HIPAA and should only be viewed by the Principal, COVID Designee, and HR. The forms must be kept on file in a secured school location only accessible to the Principal and COVID Designee. Copies of vaccination cards should not be kept on file.

### **Signage**

- Schools are required to maintain the following signage:
  - School COVID Safety Plan (school website - be sure to update for 22-23)
  - Indoor masking strongly recommended (entrances)
  - Safe hygiene practices (restrooms/classrooms)
- All other signage may be determined at the principal's discretion