

# Emery Unified School District COVID-19 Reopening Schools Safety Plan 2021-2022



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## Introduction

Emery Unified School District (EUSD) serves 694 students in grades TK-12 and preschool students in our Special Education Program. Throughout the COVID-19 Pandemic the district continued to uphold its commitment to prepare each student for college and career with the skills necessary for a successful citizenship in the global society.

After EUSD pivoted to distance learning on March 16, 2020, the district maintained this mode of instruction through the end of the academic year in June of 2020. The 2020-21 school year was launched with a revised distance learning program that served all of the district's students. The goal of the district during this time of extended distance learning was, to the extent feasible, to provide continuity of high-quality educational offerings for the EUSD students.

In 2021-2022 school year, the EUSD will resume full-time, in-person, 5-days a week instruction. However, students who are unable to return to in-person learning given their medical or other extenuating circumstances will have a remote learning option with support of highly qualified, certificated educators.

This *Reopening School Plan* provides detailed information about resuming in-person learning. With this plan in place, our schools will be able to offer in-person instruction coupled with academic and social-emotional support opportunities for students who need such services. The EUSD values the health and safety of all students, families and staff members. Our Reopening Schools Plan has been developed with the input and expertise of our educators, the EUSD operations staff, and the district nurse who participated in the work of the Reopening Schools Committee, a group representative of all the stakeholders. This plan adheres to the requirements defined in the COVID-19 School Guidance: Alameda County

*School Reopening Plans* document that reflects the most current directives from the State and County health departments. All elements of this plan are in place and will be operational before students return to campus. Implementation of this plan and returning students to the in-person instruction is contingent upon the status of the pandemic in our community.

## **General Information**

**Superintendent Email address:**

quiauna.scott@emeryusd.org

**Name of School/District completing this application (Local Educational Agency or Equivalent):**

Emery Unified School District

**School type:**

Traditional Public School

**Name of person completing this application:**

Quiauna Scott, Ed.D.

**Phone Number of person completing this application:**

(510) 601-4000

**Email Address of person completing this application:**

[quiauna.scott@emeryusd.org](mailto:quiauna.scott@emeryusd.org)

**Date of Submission:**

January 19, 2021

**Superintendent (or equivalent) name:**

Dr. Quiauna Scott

**Email of Superintendent (or equivalent):**

quiauna.scott@emeryusd.org

**Address Line 1:**

4727 San Pablo Street

**City:**

Emeryville

**ZIP Code:**

94608

**Name of COVID-19 liaison for my school/district:**

Hannah Fontanos

**Title of COVID-19 liaison for my school/district:**

District Nurse

**Phone Number of COVID-19 liaison for school/district:**

510-504-9904

**Email Address of COVID-19 liaison for my school/district:**

[hannah.fontanos@emeryusd.org](mailto:hannah.fontanos@emeryusd.org)

**Dates of proposed reopening:**

As of the date of this submission, Alameda County is in Tier 4 ("Minimal Risk" tier).

All school sites will re-open on August 19, 2021. Students who are unable to return to in-person instruction will be offered an Independent Study option.

**Name and address of each school**

Anna Yates Elementary: 1125 53rd Street Emeryville, CA 94608

Emery High School: 1100 47th Street, Emeryville, CA 94608

**Number of students enrolled for each school:**

Anna Yates Elementary School: 329

Anna Yates Middle School: 155

Emery Secondary School: 205

**Number of Staff (include teachers, paraprofessionals, cafeteria workers, custodians, etc.) at each school:**

Anna Yates Elementary School: 44

Anna Yates Middle School: 8 (some staff are shared with Elementary School accounted for above)

Emery Secondary School: 34

**Grade levels served by each school:**

Anna Yates Elementary School: TK-5

Anna Yates Middle School: 6-8

Emery Secondary School: 9-12

**Grade levels proposed to reopen for each school:**

Anna Yates Elementary School: TK-5, up to 329 students

Anna Yates Middle School: 6-8, up to 155 students

Emery Secondary School: 9-12, up to 205 students

The Reopening Schools Plan will be posted to the school sites and district websites.



## **Cleaning, Disinfection and Ventilation**

### **Background**

EUSD has procured equipment and supplies to disinfect its facilities. The maintenance and facilities teams have developed protocols that follow guidance from both the Centers for Disease Control (CDC) and the Environmental Protection Agency (EPA) for cleaning and disinfecting facilities. The exact schedule for cleaning will depend on the schedule that the district adopts for in-person instruction.

### **Cleaning and Disinfecting School Facilities**

Custodial staff will regularly disinfect high-touch surfaces such as light switches, faucets, handrails, and doorknobs in the classrooms and common areas.

### **Cleaning Materials and Supplies**

The District will use Vital-Oxide as its primary disinfectant. Vital-Oxide and the secondary disinfectants chosen by EUSD are registered with the Environmental Protection Agency (EPA). The District currently has ample stock of Vital-Oxide and secondary disinfectants.

In addition, the EUSD has procured electrostatic sprayers for the use by each of its custodial employees and trained staff in their use. Electrostatic spraying represents a new standard of infection control, and moving forward EUSD will employ this technology

daily at all school sites.

Along with these measures, the District will purchase individual boxes of materials to minimize the use of shared items. These will include individual consumable resources (printables and workbooks), individually-assigned textbooks and supplies to allow for single use between cleanings, the sanitizing of the classroom-assigned recess equipment and of the designated recess and lunch areas, and when practicable, shifting to digital resources such as on-line libraries.

More information regarding EUSD's disinfection of equipment, available supplies, and documentation practices is available [here](#).

## **INDOOR AIR QUALITY**

EUSD will use three strategies to improve air quality in our buildings and to help protect occupants by decreasing the spread of the airborne COVID-19 virus: natural ventilation, mechanical ventilation with filtration, and supplemental air cleaning.

### **Background**

As EUSD plans to return to in-person instruction, the indoor air quality is a major consideration. The District will employ three distinct strategies to improve air quality:

- Natural ventilation
- Mechanical ventilation with filtration
- Supplemental air cleaning

All of the classrooms in the district will benefit from at least two of these strategies and some will benefit from all three.

Natural Ventilation is a reliable strategy for maintaining air quality - it entails simply opening of doors and windows to support a consistent flow of new, rather than recycled, air. To rely on natural ventilation this year will also mean that teachers and staff will be asked to make sure that windows are unobstructed and accessible, as they will need to be open as often as possible during this pandemic to maximize fresh air flow into classrooms and workspaces.



Mechanical Ventilation with Filtration - in common areas or classrooms where windows are not present or operable, we will use mechanical ventilation systems which mix indoor warm air with fresh air from outside to maintain a comfortable temperature. To improve the ventilation systems, the District employed the following measures:

- Adjusted equipment to provide the recommended four air changes per hour in most of our buildings
- Upgraded air filtration systems so that they can utilize MERV-13 filters (which collect greater amounts of particles, pollen, aerosols, and other impurities than the MERV-8 filters we currently use).

#### Supplemental Air Cleaning and Portable Air Purifiers

The District has purchased individual air purification systems for classrooms. These supplemental air cleaners contain high-efficiency particulate air filters (HEPA) along with bipolar ionization technology that can add another layer of defense against viral transmission within our learning spaces.

## **WILDFIRE SMOKE AND COLD OR RAINY WEATHER RELATED CHALLENGES**

### **Background**

In recent years, wildfires in Northern California have resulted in unhealthy air quality in our region. Yet, open doors and windows can create discomfort and disruption on rainy or cold days. Unfortunately, the strategies we would employ to help mitigate unhealthy/uncomfortable air in our indoor spaces (blocking outside air) are incompatible with the strategies the District must implement during COVID-19 (bringing in outside air). The air purifiers may help by allowing staff to close doors and windows on days of poor air quality or inclement weather conditions so that in-class instruction can continue. These issues will need to be handled thoughtfully on a case by case basis.



# Cohorting

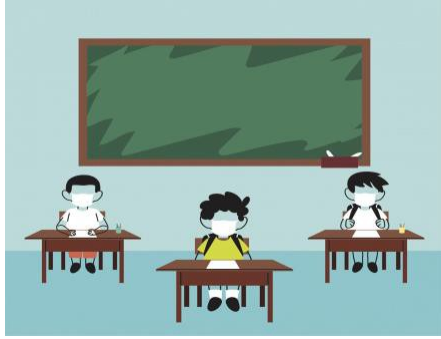
## Background

According to CDC,

Based on studies from 2020-2021 school year, CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms, combined with indoor mask wearing by people who are not fully vaccinated, to reduce transmission risk.

When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully re-open while maintaining these distances, it is especially important to layer multiple other prevention strategies, such as indoor masking, screening testing, cohorting, improved ventilation, handwashing and covering coughs and sneezes, staying home when sick with symptoms of infectious illness including COVID-19, and regular cleaning to help reduce transmission risk. Mask use by people who are not fully vaccinated is particularly important when physical distance cannot be maintained. A distance of at least 6 feet is recommended between students and teachers/staff, and between teachers/staff who are not fully vaccinated.

Due to these new recommendations regarding physical distancing, the EUSD will not be cohorting students in 2021-2022 school year and will proceed with the regular classroom size arrangements. However, the district will adhere to the teacher/student distancing requirements and will, to the extent feasible, follow the recommendation for 3 feet distancing between the students coupled with the indoor masking.



## Physical Distancing

### Background

ACPHD's guidance informs: "Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented."

The EUSD will require all staff and all students to wear masks indoors and will adhere to the ACPHD's suggestion that "In limited situations where a face covering cannot be used for pedagogical or developmental reasons, (e.g., communicating or assisting young children or those with special needs) a face shield with a drape (per CDPH guidelines) can be used instead of a face covering while in the classroom as long as the wearer maintains physical distance from others.

### Cafeteria and Food Services

In order to minimize the risk of virus transmission, a hand sanitizer station will be installed on the column inside the cafeteria to ensure that students' hands are clean before receiving lunch.

The district will follow the current recommendations of the CDPH with regards to food service:

- a. Maximize physical distance as much as possible while eating (especially indoors). Using additional spaces outside of the cafeteria for mealtime seating such as classrooms or the gymnasium can help facilitate distancing. Arrange for eating outdoors as much as feasible.
- b. Clean frequently touched surfaces. Surfaces that come in contact with food should be washed, rinsed, and sanitized before and after meals.
- c. Given very low risk of transmission from surfaces and shared objects, there is no need to limit food service approaches to single use items and packaged meals.



## Face Coverings and Other Essential Protective Gear

The District's expectation is that all students and staff will come to the campus wearing their own face coverings. However, in the event that students or staff may sometimes misplace or forget their masks, the District has built a significant backup inventory to provide masks to the staff and the students, as needed. ACPHD's health orders mandate that all school employees and all students in grades TK-12 wear a cloth or disposable mask indoors at all times while at school. Per ACPHD guidelines, the only exceptions to the mask mandate will be while eating and drinking or for students who are unable to wear them due to "special circumstances such as a particular developmental health diagnosis that would limit their ability to wear a face covering." EUSD will require a physician's note to confirm such exceptions. In these cases, a clear plastic face shield will be considered an acceptable alternative for those students who cannot wear a cloth face covering properly.

If an elementary or middle school student is not adhering to safety measures related to COVID-19, the following steps will be taken:

- Family will be called by office staff to notify of this concern
- Student will be sent home for the remainder of the day or until the end of the week
- Student will be placed in full distance learning for 5 days
- Student will be placed in full distance learning to be evaluated every two weeks

Students with disabilities who may be unable to comprehend the need to wear a face covering for safety reasons and/or will not tolerate the wearing of a face covering, will be explicitly taught to do so. Special education staff and behavioral aides working in the classroom setting will be responsible for teaching the skills as well as for shaping and building up tolerance for wearing a face covering.



## Health Screenings for Students and Staff

### Part 1: Requirements for Self-Screening

#### Background

According to the Alameda County Health Care Services Agency Public Health Department, “screening testing for SARS-CoV-2, the virus which causes COVID-19, refers to testing in persons without symptoms (“asymptomatic”) and without known exposure to an infected person.

The Alameda County Public Health Department (ACPHD) currently recommends that teachers and other staff working in school settings with in-person education receive screening testing at least monthly. When a school is open for in-person education, ACPHD recommends the periodic screening testing of all staff working in settings with students to monitor for the presence of asymptomatic staff who are infectious. Students attending in-person education may be screened for SARS-CoV-2 with the consent of their parent or guardian. “ (Tip Sheet on Screening Testing for SARS-CoV-2 in Alameda County Schools, p. 1)

The following actions will be taken at EUSD to determine whether a student or a staff member has or have been in contact with someone with COVID-19 infection:

#### Component 1: COVID-19 symptoms

- Students or staff will be asked: Since yesterday, have you had any of the following **NEW** symptoms **not caused by other illnesses** (i.e. allergies, asthma) **or activities** (i.e. too much exercise, eating too much)?

Symptoms may include cough, shortness of breath, difficulty breathing, fever (skin is warm to the touch, student or staff member states feeling feverish within the past week), chills, muscle and/or body aches, headache, congestion or runny nose, sore throat, nausea, vomiting, diarrhea, feeling sick or starting to get sick, and new loss of taste or smell. A new loss of taste or smell is the most indicative symptom of COVID-19. The student or staff member's family and/or health care provider may determine if a mild symptom (i.e. headache, runny nose) is attributed to a chronic condition or if it is a new symptom.

A student or staff member who presents with at least 1 symptom will not be allowed on campus.

#### Component 2: Exposure Check

- Students or staff will be asked:
  1. Have you recently gone home or been absent due to illness?
  2. In the last 10 days, have you had COVID-19 or taken a test that showed you have it?
  3. In the last 14 days, have you been in the same house with someone with COVID-19 or someone who thought they may have the virus?
  4. In the last 14 days, have you been near someone with COVID-19 or possibly sick from it?

“Near someone” is defined as within 6 feet for 15 minutes or longer, with or without masks, or around cough/sneezing droplets.

A student or staff member who answers yes to at least 1 question will not be allowed on campus.

#### Component 3: Temperature check

- Students and staff will perform a temperature check before arriving on campus
- A temperature of 100°F (37.8°C) or greater is considered a fever. Students and staff with this temperature should stay home.
- If a student or staff member is unable to perform a temperature at home, a temperature check should be performed once the student or staff member arrives on campus.

Students and staff with a fever will not be allowed on campus and will be sent home.



## Isolation Room Criteria

The purpose of this protocol is to determine if a student or staff member should be sent to the Isolation Room while awaiting transportation off campus.

### Criterion 1: COVID-19 Symptoms

Inquire:

Since yesterday, has the student or staff member displayed any of the following **NEW feelings not caused by other illnesses** (i.e. allergies, asthma) **or activities** (i.e. too much exercise, eating too much)?

Symptoms include cough, shortness of breath, difficulty breathing, fever (skin is warm to the touch, student or staff member states feeling feverish within the past week), chills, muscle and/or body aches, headache, congestion or runny nose, sore throat, nausea, vomiting, diarrhea, feeling sick or starting to get sick, and **new loss of taste or smell**. If the student or staff member **has at least 1 of these symptoms**, they should be sent to the isolation room.

### Criterion 2: Exposure Check

Inquire:

1. Have you recently gone home or been absent due to illness?
2. In the last 10 days, have you had COVID-19 or taken a test that showed you have it?
3. In the last 14 days, have you been in the same house with someone with COVID-19 or someone who thought they may have the virus?
4. In the last 14 days, have you been within 6 feet for 15 minutes or longer, with or without masks, or around cough/sneezing droplets of someone with COVID-19 or possibly sick from it?



If the student or staff member **answers yes to at least 1 of these symptoms**, they must be sent to the isolation room.

#### Criterion 3: Temperature Check

Determine:

- Does the student or staff member have a **temperature of 100°F (37.8°C)** or greater?

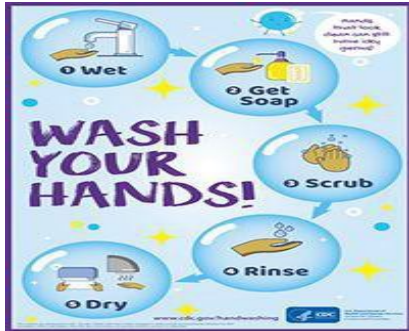
If yes, they should be sent to the isolation room. If not, inquire if the student or staff member have been feeling feverish within the past week. If they report these symptoms, they must be sent to the isolation room.

#### Criterion 4: Access to Transportation

Determine:

- Does the student or staff member **have their own means of transportation** to get home? If yes, is the student or staff member well enough to drive home?

If they have their own means of transportation and are well enough to get home, the student or staff member should go home immediately. If no, the student or staff member will stay in the isolation room while they wait for transportation.



## Healthy Hygiene Practices

### Background

Handwashing is considered one of the primary ways to reduce the risk of COVID-19 transmission. In addition to purchasing hand sanitizer to outfit schools and classrooms adequately, the District strongly recommends that students bring personal containers of hand sanitizer with them to school and clean their hands prior to entering the classroom.

EUSD maintenance and operations teams have spent several months securing supplies and personal protective equipment (PPE) that will be necessary to support regular and effective handwashing. As part of these efforts, the maintenance department:

- Installed wall-mounted touchless hand sanitizer dispensers in all classrooms across the district, in school offices and the common areas, such as break rooms.
- Purchased and/or repurposed portable hand wash sinks to place at campus entry points and other outdoor areas on district grounds.
- Installed paper towels and soap dispensers in all classrooms to facilitate handwashing.
- Acquired 3,000 16-ounce bottles of sanitizer from state agencies in September. These will be held in reserve in the event that the District experiences malfunctions or damage to the wall-mounted touchless units in each classroom.
- Disabled all automatic hand dryers to prevent use in all restrooms district-wide, as they may facilitate the spread the COVID-19 virus.

The District will utilize a “Consumables Supply Log” which will be completed daily by custodial staff at all sink locations to ensure adequate supply of consumables. Protocols for handwashing will be sent home prior to the resumption of in-person instruction and will also be reviewed with students upon return to campus. Ongoing reminders and messaging will be shared with students and parents via social media platforms, site websites, and regular site-based announcements. EUSD leadership will work with the district nurse and campus health center to educate students about the importance of handwashing both prior to the reopening and once the learning resumes on campus.

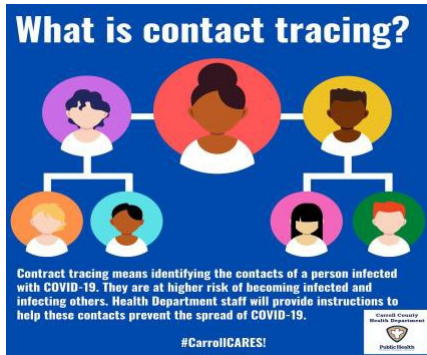


## **Efforts to Provide Vaccination to the School Community**

According to CDPH, "COVID-19 vaccination is strongly recommended for all eligible people in California, including teachers, staff, students, and adults sharing homes with these members of our K-12 communities."

All the EUSD staff was encouraged to get vaccinated and was provided with opportunities for free vaccination. The EUSD cannot guarantee that all the adults on campus are fully vaccinated.

Students who are eligible for vaccination are encouraged but not mandated to get a vaccine in order to attend school in-person.



## Identification and Tracing of Contacts

### Background

A Close Contact (CC) is defined as someone who has been within 6 feet of an infected person for at least 15 minutes within the last 14 days, regardless of face coverings. A person is also considered a CC if they have short, intense exposure with an infected person, e.g., if a person with COVID coughs in the contact's face. Additionally, an individual may be considered a CC if they had multiple shorter periods of contact with an infected person that add up to 15 minutes.

A Positive Case is defined as a person who tested positive for COVID-19 virus.

ACOE Guidance states that individuals who have completed the 10-day isolation period or the 14-day quarantine period may return to school without proof of a negative COVID-19 test and a medical note.

The following actions will be taken by the district staff in the event of a confirmed case of COVID -19 (the protocol will be the same for all individuals with confirmed cases - students or staff):

- Site administration and office staff at each school site will act as School Site Liaisons (SSLs)
- SSLs will track and report positive COVID-19 cases to the COVID Liaison (CL), Hannah Fontanos, the school nurse. This will trigger the CL's reporting of the positive case(s) to the Superintendent and to the Alameda County Public Health Department (ACPHD). The CL will notify ACPHD via email or phone:
  - Email: [safelearning@acgov.org](mailto:safelearning@acgov.org)

- Phone: 510-268-2101
- School Site Liaisons will provide COVID Liaison with a list of the names and phone numbers of Close Contact within the campus (ACPHD will conduct contact tracing of contacts outside of the district.)
- The COVID Liaison will complete the Initial Case Investigation with the individual who tested positive and will fill out the relevant documents, such as the *COVID-19 Safelearning Case and Contact Reporting Form*.
- The confirmation of positive cases will be completed within 24 hours of a positive COVID case report.
- The COVID Liaison will follow an internal notification protocol for positive case reporting. Staff and a student's family, the school site, and the district will be informed using relevant protocols.
- The CL will determine the dates for the quarantine period for the Close Contact (a 14 days period after the date of the last exposure).
- Within 48 hours of a positive case report, the School Site Liaison will send an exposure letter to staff and families; the letter will include the beginning and ending dates for the quarantine.

#### Re-Entry Protocol

- For individuals who wish to return to school before the end of their isolation or quarantine period, a negative COVID-19 test and a medical note are required.
- EUSD may choose a stricter re-entry protocol:
  - Individuals who have completed the 10-day isolation period or the 14-day quarantine period must present a negative COVID-19 test and a medical note before returning to school.
  - For individuals who wish to return to school before the end of their isolation or quarantine period, a negative COVID-19 test and a medical note are required.



## Staff Training and Family Education

One week prior to students' return to campus our staff and families will receive training focusing on relevant protocols and procedures to ensure successful resumption of in-person teaching and learning. In addition, all the staff will have an opportunity to refresh their understanding of the *COVID-19 Awareness, Use of Disinfectants* webinar provided by Keenan & Associates in August 2020. The training for our staff and families will follow the guidance of the US Department of Labor Occupational Safety and Health Act (OSHA) Office, Alameda County Department of Public Health (ACPHD), California Department of Public Health (CDPH), the Center for Disease Control (CDC) and other government agencies. The district leadership will receive training materials from the Covid Liaison. The EUSD will conduct professional development for our staff focused on the Reopening Plan which will include the information contained in the [School Reopening Checklist](#) from ACOE-ACPHD. Additionally, the reopening information will be available for a review on the district website.

Families and students will get access to resources and training webinars about topics related to enhanced sanitation practices, physical distancing guidelines, the proper use, removal, and washing of face coverings, how COVID-19 is spread, and the COVID-19 specific symptom identification.

The district COVID-19 Liaison will partner with school principals to create protocols for actions related to safe on-campus practices and procedures during the COVID-19 pandemic, including communications with Positive Cases and Close Contacts as

outlined in this document. The most up-to-date protocols for resuming an on-campus instruction will be available on the district and schools' websites.

Parents will complete an on-line acknowledgement form stating that they have reviewed reopening school commitments and will follow the guidelines for health and safety.

The following videos about the importance of wearing a mask will be linked to the district website:

[PBS - Why It Is Important to Wear a Mask](#)[Wear a Mask in Spanish](#)

[How to Safely Wear a Mask in Arabic](#)

[COVID-19 Proper Face Mask Usage PSA \(Spanish\)](#)

**Staff Training**

<b>Content</b>	<b>Audience</b>	<b>Delivery Method</b>	<b>Timeline</b>
<ul style="list-style-type: none"> <li>● Cleaning, Disinfection and Ventilation</li> </ul>	Certificated and classified staff	Virtual meeting	Date TBD but prior to reopening (during District Led PD)
<ul style="list-style-type: none"> <li>● Cohorting</li> <li>● Physical Distancing</li> <li>● Entrance, egress, and movement within the school</li> </ul>	Teachers and Students	Virtual meeting(s); Practice routines with students in-person	Date TBD but prior to reopening (during District Led PD)
<ul style="list-style-type: none"> <li>● Health screenings, testing procedures for staff, students, and visitors</li> <li>● Face coverings and other essential protective gear</li> <li>● Protocols: Identification and Tracing of Contacts</li> <li>● Triggers for Switching to Distance Learning</li> </ul>	All staff	Virtual	Date TBD but prior to reopening (during District-Led PD)





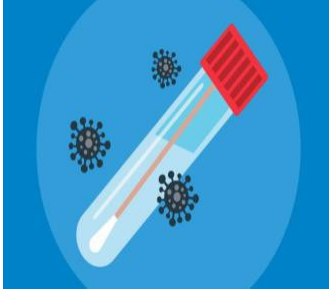
## Family Education

Families will continue to receive information related to reopening and to hybrid instructional model via schools' websites, the district website, and social media platforms. All schools will hold a hybrid model orientation for parents prior to the transition from full distance learning; all materials related to the orientation, including the slide show, will be shared via schools' newsletters and websites. Hybrid model orientations will include daily schedules, students drop off and pick up protocols, safety protocols, cohorting logistics, materials needs, etc. Additionally, all sites will hold virtual question and answer sessions to ensure that all related questions and concerns are addressed. The district will hold a separate orientation for those students who will not return to the hybrid model in 2020- 2021.

### Timeline for Family Communications:

Strategy	Employees (by grades and function)	Families	Platform
<b>Present proposed next steps to the Board</b>	4-6 weeks prior to Reopening	4-6 weeks prior to Reopening	Virtual Board meeting
<b>Surveys about in-person instruction</b>	4-6 weeks prior to Reopening	4-6 weeks prior to Reopening	EUSD email (staff and families)
<b>Release the Reopening Plan</b>	4-6 weeks prior to Reopening	4-6 weeks prior to Reopening	EUSD email (staff and families)
<b>Town Hall with district leadership</b>	2-4 weeks prior to Reopening	2-4 weeks prior to Reopening	Virtual
<b>Present final Reopening Guide to Board of Trustees</b>	2-4 weeks prior to Reopening	2-4 weeks prior to Reopening	Live Board meeting

<b>Communication regarding final Reopening Plans</b>	After Board decision	After Board decision	All communication platforms
<b>Reopening Training</b>	1-2 weeks before schools re-open	1-2 weeks before schools re-open	Multi-modal



## Testing of Staff

### Background

Alameda County Public Health Department recommends that the following individuals must be tested:

- Anyone experiencing COVID-19 symptoms (see below)
- Anyone, who is not vaccinated, regardless of symptoms, who has come in close contact (within 6 feet for 15 minutes or longer) with someone confirmed to have COVID-19 within the past 14 days
- Healthcare workers
- Employees of long-term care facilities and skilled nursing facilities
- First responders (firefighters, EMTs, police, etc.)
- Anyone with chronic medical problems that impact the immune system
- Essential and frontline employees (grocery store, restaurant, delivery drivers, security, construction, etc.)
- People who have participated in protests within the past 14 days.

The EUSD will encourage passive screening (the public will be asked to answer a set of questions posted for the community to review and not to enter if experiencing any of those symptoms.)

The EUSD installed temperature screening stations at the 47th and 53rd street entrances.



## **Continuity of Services**

This plan provides that once the district resumes in-person instruction, the groups that experienced significant learning loss due to school closures such as English learners, students with disabilities, Foster Youth, students experiencing homelessness, and youngsters who were disengaged during distance learning will be prioritized in receiving individualized and/or small group supplemental services such as after-school tutoring and support from the intervention specialist during the intervention blocks. Decisions about these essential services will be based on assessment as well as on the teachers' recommendations.

When students return to in-person instruction, the teachers will continue implementing the district-adopted CA standards-based curricula and will infuse their instruction with acceleration strategies such as content chunking, prioritizing essential standards that needed to be learned during the pandemic, and mini-lessons. Teachers will assess student learning following the school cycles of assessment. The assessments will be multidimensional and of various forms, including programmatic formative and summative assessments, diagnostic and progress monitoring assessments, performance assessments, paper-and-pencil, digital adoptive, and student self-assessments. The data collected by teachers will inform and modify the consequent instructional planning. Finally, schools will schedule intervention blocks to help accelerate learning and mitigate learning loss due to COVID-19.

Teachers will continue student outreach in close communication with parents via phone calls, open hours, virtual conferences and with physical correspondence. The district will provide a comprehensive, ongoing, and embedded professional development for teachers and staff which will be offered virtually and/or in person. This professional learning will be flexible, responsive, and based on

teachers' needs as determined by surveys and classroom observations. Equally important, the district will use multiple surveys and other instruments to gauge the teachers' and students' social and emotional needs. Every school will implement a social/emotional learning program to address students' emotional, social, and mental health needs. The EUSD Health Center will provide counseling and mental health services to students offered by the social work and psychology interns under the supervision of the EUSD behavior health manager.



## Communication Plans

### Background

According to Alameda County Office of Education *COVID-19 School Guidance and School Reopening Plan*, COVID Liaisons within a school district or a school must track and report positive COVID-19 cases to the Public Health Department. Districts are directed to develop a communication protocol for COVID Liaisons to notify the pertinent school and district staff. In developing communications, the districts are encouraged to consider:

- Confidentiality balanced with transparency when releasing details about the case
- Preparing a template notification letter that can be easily tailored to different incidents and which should be translated into languages based on the identified need of each school site, district-wide
- Messaging for different audiences
- Avoiding messages that stigmatize a site or a group of people
- Intentionality about “concentric circles” of information, who needs to be informed, when they will be informed, and in what order:
  - District Senior Leadership team
  - Board Members
  - Union leadership
  - Staff of impacted site
  - Families of impacted site
  - District community via letter
  - Social media

When a COVID-19 case has occurred, the districts are instructed to obtain relevant documentation. School or EUSD leadership will communicate with students, staff, and parents about cases and exposures at the school(s) within the parameters of privacy requirements, such as FERPA and HIPAA.

The following letter templates have been created by the District for distribution to staff, students, and the community. These communications will be shared in compliance with state and federal laws:

- Student Exposure (for families/students of Close Contacts)
- Community (for families/students of Non-Close contacts and staff non-close contacts that were not on campus during a Positive Case's infectious period)
- AB 685 Staff Exposure (Close Contacts on campus with a Positive Case during infectious period)
- AB 685 Staff (non-close contacts, but on campus during a Positive Case's infectious period)



## Additional Resources



To: **<insert name of student's parent/guardian here>**

From: Marian Harrell

RE: Exposure to COVID-19

Date: ---

Dear **<insert name of student's parent/guardian here>**:

Your child was possibly exposed to an individual with COVID-19 who was present at **<insert name of school site here>** We are working closely with the Alameda County Public Health Department (ACPHD).

### WHAT YOU SHOULD DO:

- Keep your child home and do not have any visitors. Your child will be under home quarantine through **<date>**, which is 14 days after the date of last exposure at school. See ACPHD quarantine instructions at:  
<http://www.acphd.org/2019-ncov/resources-residents/quarantine-and-isolation.aspx>
  - Your child will be able to return to school on **<date>**
- Monitor your child for fever or COVID-19 symptoms through **<date>**:
  - Fever ( $\geq 100^{\circ}\text{F}/37.8^{\circ}\text{C}$ ), cough, and/or shortness of breath
  - Other symptoms such as chills, body aches, fatigue, sore throat, headache, runny nose, nasal congestion, loss of taste or smell, nausea, vomiting, and/or diarrhea. For more information about symptoms, see:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- If your child becomes sick or develops a fever or any of the symptoms listed, contact your child's healthcare provider to request testing for COVID-19



- Even if your child develops no symptoms, it is strongly recommended to obtain COVID-19 testing for your child 4-10 days from the date of last exposure
  - If your child tests NEGATIVE for COVID-19, your child must still stay in home quarantine through **<date>**
  - If your child tests POSITIVE for COVID-19, please inform the School Nurse at [hannah.fontanos@emeryusd.org](mailto:hannah.fontanos@emeryusd.org) or at 510-504-9904. **These communications are confidential**
  - For more information about what to do if your child gets sick with COVID-19 symptoms, see <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>
- If your child requires urgent medical attention, please call the healthcare facility where your child will be seen BEFORE you leave home and tell them that your child may have been exposed to COVID-19. If your child has a medical emergency and you need to call 911, notify the dispatcher that your child may have been exposed to COVID-19

**PEOPLE AT HIGHER RISK OF SEVERE COVID-19 INFECTION**

- Your child may become seriously ill with COVID-19 if your child has a serious medical condition (i.e. diabetes, lung disease/asthma, or a weakened immune system). Please see: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

Everyone’s best defenses are practicing good hand washing, mask wearing, maintaining safe distancing, and monitoring one’s own health. Emery Unified is committed to supporting our students and community, but we are also fully supportive of each other as colleagues and friends. Stay safe and continue to work together to slow the spread.

For additional information, we have provided you with the following resources: **(Link or attach ACPHD chart on quarantine & testing sites)**

[California Department of Public Health Quarantine Information](#)



To: <insert name of staff or student's parent/guardian here>  
From: Marian Harrell  
RE: Potential Exposure to COVID-19  
Date: ---

We have been notified that an individual has been <insert diagnosed with COVID-19 or in close contact with someone diagnosed with COVID-19>. As such, <insert employees working at or students of> <insert office or school> may have been exposed to this virus. The name of this individual and their condition will be kept confidential. We extend our well wishes to them <insert (if individual has tested positive for COVID) in their recovery efforts>.

According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another through respiratory droplets produced when an infected person coughs or sneezes. Close contact is defined as within 6 feet for 15 minutes or longer. We are in the process of determining who, if anyone, has potentially been exposed. Direct communication has been made with individuals that were identified in this contact tracing process. **If you were not contacted, then you were not determined to have a risk of contact exposure.**

We also want to assure you that we have continued to perform very strict safety protocols. The <insert office or school> has been sanitized nightly since employees returned to work this past spring. We will be isolating <insert this individual's work station or student's classroom (or the place where the student spent the most time while on campus)> and completing additional cleaning in the next 24 hours. The <insert office or classroom> will be deep cleaned and disinfecting of our offices, restrooms, and shared spaces will be conducted.

Please know that we are in regular contact with the public health authorities to ensure all employees are aware of the necessary precautions and preventive measures, as well as the steps necessary in the event of a possible exposure. Everyone's best defenses are practicing good hand washing, mask wearing, maintaining safe distancing, and monitoring one's own health.

Emery Unified is committed to supporting our students and community, but we are also fully supportive of each other as colleagues and friends. Stay safe and continue to work together to slow the spread.

For additional information, we have provided you with the following resources: (Link or attach ACPHD chart on quarantine & testing sites)



To: <staff name>  
From: Marian Harrell  
RE: AB 685 Notice & Exposure to COVID-19 Positive Case  
Date: ---

Dear <staff name>:

We have recently received information that there was an individual confirmed to have COVID-19 or ordered to isolate at your worksite. This notice is being provided to all employees who were at that worksite within the potentially infectious period and who may have been potentially exposed. Given recent changes in the law, you will receive this type of notice each time a similar event occurs at your worksite.

We are not able to identify the person due to the confidential nature of this information and ask that you be courteous and respectful and not speculate as to the identification of the individual referenced in this notice.

You were possibly exposed to an individual with COVID-19 who was present at <insert name of school or work site here> We are working closely with the Alameda County Public Health Department (ACPHD). Persons that have been identified as having close contact (within 6 feet for at least 15 minutes) with any infected individual will likely be contacted by the County Public Health Department.

#### WHAT YOU SHOULD DO:

- Stay home and do not have any visitors. You will be under home quarantine through <date>, which is 14 days after the date of last exposure at school. See ACPHD quarantine instructions at:  
<http://www.acphd.org/2019-ncov/resources-residents/quarantine-and-isolation.aspx>
  - You will be able to return to work on <date>
- Monitor yourself for fever or COVID-19 symptoms through <date>:
  - Fever ( $\geq 100^{\circ}\text{F}/37.8^{\circ}\text{C}$ ), cough, and/or shortness of breath
  - Other symptoms such as chills, body aches, fatigue, sore throat, headache, runny nose, nasal congestion, loss of taste or smell, nausea, vomiting, and/or diarrhea. For more information about symptoms, see:  
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- If you become sick or develop a fever or any of the symptoms listed, contact your healthcare provider to request testing for COVID-19

- Even if you develop no symptoms, it is strongly recommended to obtain COVID-19 testing 4-10 days from your date of last exposure
  - If you test NEGATIVE for COVID-19, you must still stay in home quarantine through <date>
  - **If you test POSITIVE for COVID-19, be sure to contact your site liaison and your site administrator immediately. These communications are confidential**
  - For more information about what to do if you get sick with COVID-19 symptoms, see <https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html>
- If you require urgent medical attention, please call the healthcare facility where you will be seen BEFORE you leave home and tell them that you may have been exposed to COVID-19. If you have a medical emergency and you need to call 911, notify the dispatcher that you may have been exposed to COVID-19

### **PEOPLE AT HIGHER RISK OF SEVERE COVID-19 INFECTION**

- You may become seriously ill with COVID-19 if you have a serious medical condition (i.e. diabetes, lung disease/asthma, or a weakened immune system). Please see: <https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html>

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. Employees should not report to work if they are sick or have received a quarantine or isolation order. **Should you test positive for COVID-19, be sure to contact your site liaison and your site administrator immediately.**

### **COVID-19 Related Benefits and Leaves**

Employees that need to take leave for COVID-19-related reasons due to their own illness, quarantine or isolation order, or to care for family members, may be eligible to take leaves pursuant to federal and state law and the District's collective bargaining agreement.

These leaves include:

- Family Medical Leave Act (FMLA)
- California Family Rights Act (CFRA)
- Unpaid Leave of Absence
- Industrial Accident and Illness Leave and Workers' Compensation Benefits

Leaves are also available pursuant to the Education Code and collective bargaining agreement and include, among others, sick leave, extended sick leave, and personal necessity leave. Information about these leaves is available in your collective bargaining agreement and/or District policy.

Classified Employees: [CSEA Contract](#)

Certificated Employees: [ETA Contract](#)

### **Disinfection and Safety Plan**

We also want to assure you that we have continued to perform very strict safety protocols. The district has been sanitized nightly since employees returned to work this past spring. We will be isolating this individual's **<insert classroom or work space>** and completing additional cleaning in the next 24 hours. The district will be deep cleaned and disinfecting of our offices, restrooms, and shared spaces will be conducted. If you have any questions about the District's safety protocols, please review our Cleaning Guidelines and Procedures manual which is available at [EUSD Cleaning Guidelines & Procedures Manual](#).

### **Prohibition Against Discrimination and Retaliation**

Please note that federal and state laws, as well as District policy, prohibit discrimination or retaliation against any employee who contracts COVID-19 or exercises his/her rights under the applicable laws and policies. The District takes these prohibitions very seriously. If you have any questions about the District's Nondiscrimination Policy, please review the Emery USD Board Policy at [EUSD BP 4030 Personnel](#).

If you have any questions or concerns, please contact me directly at 510-601-4915 or at [marian.harrell@emeryusd.org](mailto:marian.harrell@emeryusd.org).

Sincerely,

Marian Harrell, Director of Human Resources

For information on free COVID-19 testing, we have provided you with the following resources:  
**(Link or attach ACPHD chart on quarantine & testing sites)**  
[California Department of Public Health Quarantine Information](#)



To: <staff name>  
From: Marian Harrell  
RE: AB 685 Notice of COVID-19 Positive Case  
Date: ---

Dear <staff name>:

We have recently received information that there was an individual confirmed to have COVID-19 or ordered to isolate at your worksite. This notice is being provided to all employees who were at that worksite within the potentially infectious period and who may have been potentially exposed. **This is not intended to notify you of actual exposure or a close contact with the individual, but rather to inform you that someone at your worksite has or had COVID-19.** Given recent changes in the law, you will receive this type of notice each time a similar event occurs at your worksite.

We are not able to identify the person due to the confidential nature of this information and ask that you be courteous and respectful and not speculate as to the identification of the individual referenced in this notification. Although you are receiving this notice as required by law, you may or may not have had any contact with the individual related to this notice. In addition, our regular cleaning protocol, use of masks and social distancing, and other safety protocols and prevention procedures taken by the District help to reduce the risk of contracting the virus as your worksite. Persons that have been identified as having close contact (within 6 feet for at least 15 minutes) with any infected individual will likely be contacted by the County Public Health Department.

Please remember, COVID-19 is a viral infection that can spread from person-to-person when people cough or have close contact with an infected person. Symptoms include fever, cough, shortness of breath, loss of taste or smell, headache, muscle aches, and can sometimes cause very mild illness in children. If you experience these or any other symptoms, please contact your healthcare provider and let them know that you may have been exposed to COVID-19. Employees should not report to work if they are sick or have received a quarantine or isolation order. **Should you test positive for COVID-19, be sure to contact your site liaison and your site administrator immediately.**

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If you have any questions or concerns, please contact me directly at 510-601-4915 or at [marian.harrell@emeryusd.org](mailto:marian.harrell@emeryusd.org).

Sincerely,

Marian Harrell, Director of Human Resources

For information on free COVID-19 testing, we have provided you with the following resources:  
**(Link or attach ACPHD chart on quarantine & testing sites)**



## Free COVID-19 Testing Sites in Alameda County

Community testing sites are free. Individuals do not need a doctor's note or medical insurance to get tested and will not be asked about their immigration status. Most test results are available within 2-5 days.

Please visit the Alameda County Public Health Department COVID-19 testing page:  
<https://covid-19.acgov.org/testing.page?#Community>

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### Oakland

#### Allen Temple Baptist Church

8501 International Blvd, Oakland, CA, 94621

Tuesday and Thursday: 2 PM - 6 PM

Register here: [Fulgent Booking System 1.0 - Appointment](#)

#### Asian Health Services Community Testing

Madison Square Park - 810 Jackson St, Oakland, CA, 94607

Tuesday: 12 PM - 7 PM, Thursday & Friday: 8 AM - 4 PM

Register here: [COVID-19 Testing AHS - Color](#) or call: 510-735-3222

Language assistance available at 211

#### La Clinica de la Raza - parking lot

35th Ave & E 12th St, Oakland, CA, 94601

Monday - Friday: 8:30 AM - 12 PM, 1 PM - 5 PM

Call: 510-535-3370

The call center is closed for lunch from 12 PM - 12:30 PM

#### LifeLong Medical Care

10700 MacArthur Blvd, Oakland, CA, 94605

Monday - Friday: 9 AM - 12 PM, 1 PM - 3:45 PM

LifeLong members call: 510-981-4100, Non-members call: 510-981-4199

Appointment only

[LifeLong Medical Care COVID-19 Updates](#)

#### Native American Health Center - parking lot

3050 International Blvd, Oakland, CA, 94601

Tuesday and Thursday: 9 AM - 7 PM, Saturday: 10 AM - 4 PM

Register here: [COVID-19 Testing in Fruitvale - Color](#)

Language assistance available at 211

#### Native American Health Center - parking lot

3050 International Blvd, Oakland, CA, 94601

**For healthcare workers and staff, congregate facility workers, public safety, first responders**

Monday & Friday: 9 AM - 7 PM

Register here: [COVID-19 Testing in Fruitvale - Color Flyer - Essential Worker COVID-19 Testing NAHC](#)

Roots Community Health Center

9925 International Blvd, Oakland, CA, 94603

Monday & Wednesday: 9:30 AM - 4 PM, Friday: 9:30 AM - 1 PM

Appointments are preferred, but not required

Register here: [COVID-19 Testing](#) or email: [admin@rootsclinic.org](mailto:admin@rootsclinic.org)

West Oakland Health Center

700 Adeline St, Oakland, CA, 94607

Monday, Wednesday, & Friday: 8:30 AM - 5:30 PM, Saturday: 8:30 AM - 12:30 PM

Register here: [COVID-19 Testing WOHC - Color](#)

Language assistance available at 211

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**Berkeley**

LifeLong Medical Care

1900 6th St, Berkeley, CA, 94710

Monday - Friday: 9 AM - 4 PM

LifeLong members call: 510-981-4199

Berkeley referrals call: 510-981-5380

**Must be a LifeLong member or work or live in Berkeley**

Martin Luther King Jr. Youth Center

1730 Oregon St, Berkeley, CA, 94703

Monday - Friday: 8 AM - 8 PM

Register here: [LHI Care COVID-19 Testing](#) or call: 888-634-1123

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**Fremont**

Bay Area Community Health Liberty Clinic

39500 Liberty St, Fremont, CA, 94538

Monday - Friday: 1 PM - 5 PM, Saturday: 9 AM - 12 PM

Call: 510-770-8040

Language assistance is available

Los Cerritos Community Center  
3377 Alder Ave, Fremont, CA, 94536  
Every Saturday in October: 9 AM - 3 PM  
Register here: [COVID-19 Testing LCCC - Color](#) or call: 510-735-3222

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## Hayward

Eden United Church of Christ  
21455 Birch St, Hayward, CA, 94541  
Friday: 3 PM - 7PM, Saturday: 10 AM - 4 PM  
Register here: [COVID-19 Testing EUCC - Fulgent](#) or call: 408-409-4671

Glad Tidings International Church of God in Christ  
Drive-thru: 1000 Glad Tidings Way, Hayward, CA, 94544  
Walk-thru: 1027 West Tennyson Rd, Hayward, CA, 94544  
Wednesday - Saturday: 11 AM - 4 PM  
Register here: [COVID-19 Testing GTICGC - Fulgent](#)

Skywest Golf Course  
1401 Golf Course Rd, Hayward, CA, 94541  
Monday - Friday: 9 AM - 4 PM  
Register here: [Hayward COVID-19 Testing Center](#) or call: 510-583-5333

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## Livermore

Axis Community Health (at Ashbury Methodist Church)  
4743 East Ave, Livermore, CA, 94550  
Monday, Wednesday, & Friday: 8:30 AM - 12:30 PM  
Call: 925-462-1755  
Language assistance is available

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## Pleasanton

Alameda County Fairgrounds - Gate 12  
Road 12, Valley Ave, Pleasanton, CA, 94566  
Monday - Friday: 9 AM - 12 PM

Register here: [Valley Care Regional COVID-19 Testing Site](#)

**Must be a resident of Pleasanton, Livermore, or Dublin**

No appointment required

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### **San Leandro**

San Leandro Marina Community Center

15301 Wicks Blvd, San Leandro, CA, 94579

Tuesday - Saturday: 7 AM - 7 PM

Register here: [LHI Care COVID-19 Testing](#) or call: 888-634-1123 (English & Spanish)

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### **San Lorenzo**

San Lorenzo Community Church

945 Paseo Grande, San Lorenzo, CA, 94580

Drive-thru testing

2nd and 4th Saturdays: 12 PM - 4 PM

[COVID-19 Testing SLCC - Fulgent](#)

## **Free COVID-19 Testing Sites in Contra Costa County**

Community testing sites are free. Individuals do not need a doctor's note or medical insurance to get tested and will not be asked about their immigration status. Most test results are available within 2-5 days.

Please visit the Contra Costa County Public Health Services COVID-19 testing page to schedule an appointment: <https://www.coronavirus.cchealth.org/get-tested> or call: 844-421-0804

For more testing sites in Contra Costa County, visit:

<https://cocogis.maps.arcgis.com/apps/webappviewer/index.html?id=269b1aca83734878b72937c734f848f>

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## **CCHS Testing Locations**

### **Antioch**

1201 West 10th Street

Walk-up Site Type

Monday - Friday: 8 AM - 3:30 PM

**Bay Point**

215 Pacifica Avenue

Walk-up Site Type

Saturday - Sunday: 7:45 AM - 3:15 PM

**Concord - Central**

1034 Oak Grove Road

Walk-up Site Type

Monday - Friday: 8 AM - 4 PM

**Concord - North**

2500 Bates Avenue

Drive-Thru Site Type

Monday - Sunday: 8 AM - 3:30 PM

**Martinez**

2500 Alhambra Avenue

Drive-Thru Site Type

Monday - Friday: 8 AM - 4 PM

**North Richmond**

1547 2nd Street

Walk-up Site Type

Monday: 1 PM - 4:15 PM

Tuesday - Friday: 8 AM - 11:30 AM

**Pittsburg**

2311 Loveridge Road

Drive-Thru Site Type

Monday - Saturday: 8 AM - 4 PM

**Richmond**

25th Street and Nevin Avenue

Walk-up & Drive-Thru Site Types

Monday - Friday: 8 AM - 3:30 PM

**San Pablo**

13601 San Pablo Avenue

Drive-Thru Site Type

Monday - Saturday: 8 AM - 4 PM

**San Pablo - Davis Park**

1665 Folsom Avenue

Walk-up Site Type

Monday, Wednesday, Thursday, & Sunday: 7:30 AM - 4 PM  
Tuesday: 10:30 AM - 7 PM

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State of California Testing Locations:

**Brentwood**

193 Griffith Lane  
Walk-up Site Type  
Tuesday - Saturday: 7 AM - 7 PM

**Pinole**

2935 Pinole Valley Road  
Walk-up Site Type  
Monday - Saturday: 7 AM - 7 PM

**Walnut Creek**

2661 Oak Grove Road  
Walk-up Site Type  
Monday - Saturday: 7 AM - 7 PM

## Free COVID-19 Testing Sites in Solano County

Community testing sites are free. Individuals do not need a doctor's note or medical insurance to get tested and will not be asked about their immigration status. Most test results are available within 2-5 days.

Please visit the Solano County Public Health Department COVID-19 testing page:  
[https://www.solanocounty.com/depts/ph/coronavirus\\_links/faq\\_community\\_testing\\_sites.asp](https://www.solanocounty.com/depts/ph/coronavirus_links/faq_community_testing_sites.asp) or call:  
888-634-1123. You will need to schedule an appointment online to get tested.

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**CVS Minute Clinic**

CVS is offering free testing to Solano County residents. Visit:  
<https://www.cvs.com/minuteclinic/covid-19-testing> to schedule an appointment and find a location near you.

**Verily Baseline COVID-19 Program**

Visit: <https://www.projectbaseline.com/study/covid-19/> to determine your eligibility and to set up an appointment.

**McBride Senior Center**

91 Town Square, Vacaville  
Walk-through Test Site

Monday - Friday: 7 AM - 7 PM

**Norman King Community Center**

545 Magazine Street, **Vallejo**

Walk-through Test Site

Monday - Friday: 7 AM - 7 PM

**Dunnell Nature Center**

3351 Hillridge Drive, **Fairfield**

Walk-through Test Site

Monday - Friday: 7 AM - 7 PM

## Priority Resources

- CDC: [How COVID-19 Spreads](#)
- CDC: [Enhanced sanitation practices](#)
- CDC: [Social Distancing Guidelines](#)
- CDC: [Proper use of face coverings](#)
- CDC: [COVID-19 specific symptom identification](#)
- CDC: [Preventing COVID-19 if you are sick or were in contact with someone infected](#)
- OSHA: [Guidance on Preparing Workplaces for COVID-19](#)
- CDC: [Coronavirus: Managing Stress and Anxiety](#)
- CDPH: [Guidance on Returning to Work or School Following COVID-19 Diagnosis](#)
- [SSL Training Document](#)

## Additional Resources

- [ACOE/ACPHD School Reopening Plans](#)
- [CDC COVID-19: Considerations for Schools](#)
- [CDPH Guidance for Schools](#)
- [Coronavirus: Additional CDC Guidelines for Making & Using & Maintaining Cloth Face Coverings](#)

## Protocol: Actions Following the Identification of a Positive COVID-19 Test Result

1. Start the process within 24 hours of report of positive case
- Interview the positive case to identify exposed groups and individuals:
  1. Determine the Positive Case's infectious period
    - Identify dates the Positive Case was at the facility while infectious

- Infectious period of a person with COVID symptoms: 2 days prior to start of symptoms and 10 days after the start of symptoms
  - Infectious period of a person with no COVID symptoms: 2 days before they are tested and 8 days after test date
2. Determine the Case's isolation period and share isolation instructions
    - Provide Positive Case with isolation instructions
    - Inform Positive Case that ACPHD will call for a follow-up
  3. Elicit Close Contacts
    - A Close Contact (CC) is defined as:
      - 1. Someone who has been within 6 feet of an infected person for at least 15 minutes within the last 14 days, regardless of face coverings
    - A person is also considered a CC if they have short, intense exposure with an infected person, e.g., a person with COVID coughed in the Contact's face
    - A person may also be considered a CC if they had multiple shorter periods of contact with an infected person that add up to 15 minutes
  4. Create a line list of Close Contacts:
    - These should include the name and phone number of every Close Contact of the Positive Case
    - Line lists may be made by entering this information into the ACPHD Positive Case Form or into a spreadsheet, or a document
  5. Identify exposed cohort and group(s) that must receive contact notification (breakout groups) - refer to "School Scenarios and Protocols for Symptoms and Positive Cases" in the Guidance
  6. Submit the case information and line list of Contacts to ACPHD
  7. The CL will submit the case information and the list of contacts to ACPHD



- The CL will complete Initial Case Investigation with the Positive Case
- The CL will complete online COVID-19 Safelearning Case and Contact Reporting Form for communication with ACPHD

8. If a staff member or a student were in contact with a Positive Case, they will be required to complete the quarantine period, even if they have a negative test result and a medical note.

9. If the staff/student wishes to return to school before the end of their isolation period, they will be required to provide a negative COVID-19 test and a medical note.

### **Protocol: Picking up a Student from the Isolation Room**

- Once a student has been placed in isolation due to having COVID symptoms, the SSL will call their parent/guardian to inform them of the need to pick up the student. The parent/guardian will be instructed to come to the school's main office.
- Once the parent has arrived at the main office, they will follow the standard procedures for signing out a student.
- The SSL or their designee will then escort the parent outside to the front of the school
  - for the Emery Secondary School it will be the area adjacent to the parking lot off of 47th St.
  - For the AYMS and AYES this will be the area outside the double doors of the school's main entrance in front of the garden area.
- The nurse or the nurse's designee who is monitoring the student in the isolation room will escort the student to the area outside of the main office to release the student to the parent/guardian.