



PETALUMA CITY SCHOOLS

PCS ATHLETICS RETURN-TO-PLAY SAFETY PLAN

2020-2021



May 17, 2021



PCS Athletics Return-to-Play Safety Plan 2021

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PURPOSE

Petaluma City Schools' (PCS) Athletic Program has prepared this plan to facilitate a safe return to play for all athletic programs and establish a comprehensive framework that is compliant with Federal (CDC), state (CDPH) and local (Sonoma County public health) guidelines.

This plan is intended to serve as a guideline in developing a process for safely returning to activities and is not intended to replace guidance issued by state and local county agencies on the reopening of schools, workplaces, public activities, and travel. Petaluma City Schools will continually monitor updates and guidance from state and local county departments of public health, California Interscholastic Federation (CIF), North Coast Section (NCS), Vine Valley Athletic League (VVAL), and the Petaluma City Schools Board of Trustees and make adjustments to this process accordingly to ensure we remain aligned with requirements.

INTENT

The intent of this plan is to provide an adaptable strategy for reintegrating athletics back into school with the primary consideration focused on providing a safe environment for student-athletes, coaches, staff, volunteers and families. This plan establishes a framework that will focus on the following elements: **Maintaining a safe and healthy environment while participating in school athletic activities, reducing risk of infection transmission among student-athletes and the public, and quickly responding to incidents as they occur.**

IMPLEMENTATION

The protocols and practices outlined within this document are effective as of the date noted on the cover page and in the page footers. However, as guidelines and requirements evolve, implementation of this plan and subsequent timelines will be based on the ability to align with Federal, State, County, National Federation of State High School Associations (NFHS), CIF, NCS, VVAL, PCS and local guidelines. Once these criteria have been met, leaders will be able to assess appropriate mitigation strategies to move through a phased approach for safe athletic participation. Therefore, this document is intended to serve as a living and dynamic plan capable of adapting to the many changes we encounter as we transition through each stage. This plan will not address every situation but we will face new challenges with transparency and resilience as we work through this together.

RESOURCES

This plan references guidelines and recommendations from Federal, State, and County health, athletic, and school resources such as the Center for Disease Control and Prevention (CDC), American Academy of Pediatrics (AAP), National Federation of State High School Associations (NFHS), California Department of Public Health (CDPH), and California Interscholastic Federation (CIF).

PRECAUTIONS

The recommendations outlined within this document are not intended or implied to be mandates. Many of these recommendations are based on guidelines set forth by Federal, State, County, and local officials. Despite the detailed planning and safeguards, there is no way to completely eliminate the risk of infection and exposure. It is strongly encouraged that all participants follow these recommendations as safety precautions. The information in this document is not intended or implied to be a substitute for professional medical advice, diagnosis, or treatment, nor does Petaluma City Schools assume any liability or responsibility for the recommendations provided herein.

DISCLAIMER

These guidelines are provided for general informational purposes only and are not intended as, or should be relied upon as, specific medical or legal advice. All participants are strongly encouraged to consult with qualified medical personnel and/or public health officials for medical advice and consult with federal, state and local orders and/or laws for legal considerations. If an individual uses any considerations provided herein, they do so at their own risk and specifically release from any and all liability, Petaluma City Schools, any PCS school and the associated administration, employees, staff, and coaches in connection with use of the enclosed guidelines. PCS make no warranties or statements as to the completeness, reliability, and accuracy of the information contained herein.

General Requirements for All Sports ▾

Regardless of setting (outdoor or indoor), case rate or sport played, the following general guidance requirements must be adhered to at all times across all PCS Athletic Programs:

- Face coverings to be worn when not participating in the activity (e.g., on the sidelines).
- Face coverings to be worn by coaches, support staff and **observers** at all times, and in compliance with the CDPH [Guidance for the Use of Face Coverings](#).
- Observers maintain at least 6 feet from non-household members.
- No sharing of drink bottles and other personal items and equipment.
- Mixing with other households prior to and post any practice or competition must strictly adhere to current gathering guidance.
- Indoor sports activities (practice, conditioning) will comply with capacity limits (which shall include all athletes, coaches, and observers) indicated by CDPH and/or Sonoma County Public Health.
- Associated indoor activities for the team (e.g., dinners, film study) are prohibited if engaged in competition given evidence that transmission is more likely to occur in these indoor higher risk settings.
- No PCS athletic team will participate in out-of-state games and tournaments.

Other General Guidance ▾

Physical Distancing

- Sports participants will maintain at least six feet of distance from others to the maximum extent possible, including when on the sidelines.
- Coaches and participants maintain at least 6 feet of distance between them at all times.
- Coaches manage all team-activities (daily check-in, warm-up, practice, games, etc.) in a manner that facilitates physical distancing between participants and coaches to the maximum extent possible (e.g., staggered starts instead of mass starts for races).
- There will be times during play where physical distancing will be impossible to maintain because of the nature of the sport. Nonetheless, programs will avoid team huddles, high fives, handshakes, hugs, and other close contact that infringes on physical distancing recommendations.

Face Coverings

- Athletes are encouraged to wear face coverings at all times (i.e. group training, competition, and on the sidelines) during practice, conditioning, as tolerated. See the [American Academy of Pediatrics Interim Guidance on Return to Sports](#) for specific exceptions where the face covering may become a hazard.

Informed Consent

- Due to the nature and risk of transmission, participation in athletic activities should be seriously considered and discussed with parents and student-athletes. There will always be risk when participating in sports and especially during pandemic outbreaks such as the one we are facing. We (school admin and staff, teachers, athletic director, coaches, etc.) will always place the safety of our student-athletes, staff and community first and foremost. However, PCS cannot assume liability for anyone participating in these activities and require that all participants and a parent/guardian of the student participant review and sign the *PCS Assumption of Risk Waiver* which provides information regarding risk of participating in sports.
- Student athletes are also required to complete and submit a *Student-Athlete COVID-19 Pre-Participation Questionnaire* before beginning any athletic activity regardless of whether for competitive play or conditioning.
- This approach fosters both informed consent and a shared understanding and acknowledgement of the risks inherent to participation in sports during COVID-19.

Hygiene and Sanitation

- When equipment is shared during an activity, participants perform hand hygiene (wash hands with soap and water or use an alcohol-based hand sanitizer) before play, during breaks, at half time, and after the conclusion of the activity.
 - Balls or other objects or equipment can be touched by multiple players during practice and play if the above hand hygiene practices are followed.

Limitations on Mixing by Participants

- **For sports approved to begin competitive play**, mixing by participants and coaches during practice and competition will be minimized. **Players will refrain from participating with more than one team over the same season or time period.** For larger teams, coaches will attempt to limit mixing by establishing stable smaller training groups for drills and conditioning.
- **For sports not yet approved to begin competition** (i.e. “conditioning only”), physical conditioning, practice, skill-building, and training can be conducted outdoors, with 6 feet of physical distancing, and strict limits on small stable groups. For example, “conditioning” workouts will be conducted in “stable groups” of 10 or fewer athletes. Athletes must stay in the same group for a minimum of 2 weeks. This limits exposure if someone develops an infection. Once the 2 week period starts, there is no adding athletes to a “stable group.”

Travel Considerations

- Bus/van travel for members of a team is not permitted for transportation. Participants must find personal transportation to practices or games.
- Travel by private car is limited to only those within the immediate household

Limitations on gatherings

- No gathering of more than allowed by the prescribed local county guidelines (inside or outside).
- Locker rooms and lockers will not be utilized. Student-athletes should report to workouts in proper gear and immediately return home to shower at the end of the workout.
- Workouts should be conducted in “cohorts” of student-athletes with the same student-athletes always working out together. This minimizes possible exposure if someone develops an infection.

Spectators

- The number of observers will be limited to ensure physical distance can be maintained, reduce potential crowding, and maintain indoor and outdoor capacity limits.
- Spectators are permitted at games in a reduced capacity. For **outdoor** home games, athletes will be allowed up to 4 spectators from the same household, and up to 2 spectators from the same household for away games (pending approval from the host site).
- Each site will have strict entrance and exit procedures including screening, seating requirements, and all spectators are asked to follow all CDPH and Sonoma County Dept. of Public Health Covid guidance (masks, distancing, etc.).
- Specific policies regarding the number of spectators permitted and requisite safety protocols for **indoor** athletic events will be provided by the host facility.

Physical Activity and Athletic Equipment

- There should be no shared athletic equipment (towels, clothing, shoes, or sports specific equipment) between student-athletes.
- Student-athletes should wear their own appropriate workout clothing (do not share clothing) individual clothing/towels should be washed and cleaned after every workout.
- All athletic equipment, including balls, should be cleaned prior to and after each use.
- Individual drills requiring the use of athletic equipment is permissible, but the equipment should be cleaned prior to use by the next individual.

- Conditioning and workouts should focus on body-weight strength and resistance training.

Hydration

- All student-athletes shall bring their own water bottle. Water bottles must not be shared.
- Hydration stations (water cows, water trough, water fountains, etc.) will not be utilized.

Facilities Cleaning

- Cleaning schedules will be created and implemented for athletic facilities to mitigate risk of transmission.
- Hard surfaces within a facility should be wiped down and sanitized (chairs, equipment, bathrooms, athletic training room tables, etc.) between groups using the facility.
- Equipment should be wiped down thoroughly before and after use.
- Appropriate clothing/shoes should be worn at all times to minimize sweat from transmitting onto equipment/surfaces.
- Student-athletes should be encouraged to shower and wash their workout clothing immediately upon returning to home.

Conditioning for off-season & sports not approved to begin competitive play ▼

PCS recognizes that athletics is an integral part of the high school experience and not all sports have been approved by state and county public health to return to competitive play. Regardless, proper training and conditioning is essential to provide a safe environment. Therefore, the PCS Athletic Trainers and Athletic Directors have developed outdoor conditioning requirements using CDC recommendations, NFHS Guidance for Opening Athletics and Activities, as well as the Sonoma County Guidelines that allows student-athletes to condition and develop skills while practicing social distancing, proper handwashing techniques (use of hand sanitizer if hand washing is not available), proper hygiene, and proper use of PPE.

Coaches wishing to initiate and manage off-season conditioning should coordinate with their site Athletic Director prior to proceeding and ensure compliance with all risk mitigation strategies and safety protocols.

Screening ▾

Self-screening

If/when athletes or coaches feel sick, they must **STAY HOME!**

If the following conditions are present, athletes, coaches or anyone participating in the athletic program must **STAY HOME:**

- **If diagnosed with COVID-19**, individuals must **STAY HOME**, alert their coach or supervisor immediately, follow the guidance from health care professionals and not return until they have met the requirements set forth by their primary care provider and local public health department and cleared by PCS.
- **If exhibiting signs/symptoms of COVID-19 or feeling ill**, individuals must **STAY HOME**, alert their coach or supervisor, follow the guidance from health care professionals and not return until they have met the requirements set forth by their primary care provider and local public health department and cleared by PCS.
- **If “close contact”** (*living with someone who is ill, exposure to someone infected with COVID-19, contact tracing from someone diagnosed with COVID-19, etc.*) with someone diagnosed with COVID-19, individuals must **STAY HOME**, alert their coach or supervisor, follow the guidance from health care professionals and not return until they have met the requirements set forth by their primary care provider and local public health department and cleared by PCS.
- If individuals have returned from a high-risk area or participated in high-risk activities, they must **STAY HOME**, alert their coach or supervisor, follow the guidance from health care professionals and not return until they have met the requirements set forth by their primary care provider and local public health department and cleared by PCS.
- Individuals considered to be a CDC high risk/vulnerable population (*people 65-years and older; medical conditions such as lung disease or asthma, heart conditions, immunocompromised conditions, severe obesity, diabetes, high blood pressure, kidney disease, liver disease, or other underlying medical conditions*) or CDC-identified special population should **STAY HOME** until the primary care provider advises that it is safe to participate in these activities.
- Individuals who live with someone that may be considered a CDC high risk/vulnerable population or CDC-identified special population should assess their ability to participate in these activities for fear of unknowingly spreading COVID-19 to these at-risk individuals. Those individuals should consult with their primary care provider to determine whether it is safe to participate in these activities.

Pre- workout Screening:

- All coaches and student-athletes will be screened for signs/symptoms of COVID-19 prior to every practice and game. This may include a temperature check and symptom and exposure screening questions.
- Any person who reports or exhibits symptoms consistent with COVID-19 WILL NOT be allowed to take part in workouts and should contact their primary care provider or other local health-care professional. The coach tracks compliance using the Daily Check-In Sheet.

Asymptomatic Testing

If applicable, as determined by criteria established by CDPH, athletes who participate in high-risk sports (e.g. outdoor high-contact sports, indoor sports) may be required to undergo regular periodic COVID-19 testing and provide copies of test results to their coach in accordance with all timelines set forth in the latest CDPH guidance.

Rapid Response, Communication & Contact Tracing ▾

Individuals who are diagnosed with COVID-19, test positive, are symptomatic, or have close contact with an infected person WILL comply with the guidance and recommendations from CDC, CDPH, county public health, and/or primary care providers. This includes quarantine/isolation requirements and contact tracing.

Individual Sickness

An individual who becomes sick during activities will be separated from others as soon as possible and parents/emergency contact will be notified. A clean, disposable facemask or face covering will be provided for the individual. Emergency services will be contacted for those who require urgent care.

Individuals who are diagnosed with COVID-19, test positive, or are symptomatic WILL NOT be allowed to participate in activities until the requirements outlined by CDC, CDPH, local public health officials, or primary care provider have been met.

Exposure to Infected Individuals

If an individual who participated in activities is diagnosed with COVID-19, tests positive, or is symptomatic, the coach will notify the site administrator and school nurse as outlined in the *PCS COVID 19 Rapid Response - Communications - Reporting* protocol contained at the end of this document.

Individuals who had close contact (as defined by CDC) to an individual diagnosed with COVID-19, tests positive, or is symptomatic will be identified and considered a close contact exposure.

Individuals who have a close contact exposure to an infected person will comply with requirements of CDC, local public health, CDPH or primary care provider. Parents should contact their primary care provider or local public health and inform them of the situation for follow-on guidance.

Notification Process and Contact Tracing

Coaches will notify PCS administration of any incident and provide copies of the team roster as well as the Daily Check-In sheets for the prior 48 hours. Coaches will coordinate with district administration to facilitate the notification, communication and reporting processes as outlined in the *PCS COVID 19 Rapid Response - Communications - Reporting* document. In all instances, any person(s) participating in case management and contact tracing will strictly adhere to HIPAA requirements to ensure personally identifiable information (PII) and protected health information will not be disclosed.

Facilities

If indoors, the areas visited by the ill person will be closed off. The areas will be ventilated for increased air circulation. Cleaning staff will clean and disinfect all areas such as offices, bathrooms, common areas, and shared equipment used by the ill persons, focusing on frequently touched surfaces. Activities will not resume until the affected areas have been appropriately cleaned and disinfected.

Activities

All activities associated with the event (conditioning, practices, matches, etc.) will be suspended until appropriate guidelines and recommendations from CDC, local public health officials, and school officials have been met and approval to continue has been granted.

COVID Graduated Return to Play Protocol ▼

Children or adolescents who have tested positive for COVID-19 within the prior 6 months should visit their pediatrician for a post-illness visit prior to return to physical activity.

Both the American Academy of Pediatrics and CIF have published graduated Return to Play protocols which can be referenced here: ([AAP](#)) and ([CIF](#)). It is important to note that the student's primary care provider is responsible for clearing the student's safe return to play and the conditions under which that should happen. Petaluma City Schools will comply with the recommendations of the student's medical provider.

Shared Responsibility for Safe Return to Play ▼

Maintaining a safe and healthy environment will require everyone's best efforts. Precautionary and preventive measures will be implemented with key responsibilities noted below.

Athletes and Families

Parents and student-athletes are empowered with the authority and hold the responsibility to exercise their own individual leadership in encouraging health and safety considerations in all aspects of our athletic programs. If any student is uncomfortable participating in activities, they are asked and encouraged to inform their parents, coaches, athletic director, and/or school administration of these concerns so they can be appropriately addressed.

Student Athletes

Return to play mandates that there will be an increased expectation for student-athletes to take care of themselves and take care of one another. Everyone will have added responsibility to practice appropriate hygiene basics, maintain social distancing to the extent possible, wear a face covering, and establish daily habits such as cleaning and/or disinfecting items/areas they use throughout the day. These types of behavioral adjustments can help reduce the spread of COVID-19 and will keep everyone healthy.

In addition to adhering to the mandated safety protocols attendant to their sport, student-athletes will be expected to always:

- Review, sign and submit a *PCS Assumption of Risk Waiver and Pre-Participation Questionnaire* before participating in any athletic program.
- Wear a face covering when not participating in the activity.
- Practice proper hand hygiene.
- Practice appropriate respiratory etiquette when coughing and sneezing and use a tissue or the inside of the elbow (even if using a face covering).
- Follow social distancing guidelines (physical distancing and keeping 6-foot space between yourself and other people) to the extent practical.
- Perform self-monitoring for symptoms throughout the day.
- Limit items to only those essential for practice (mask, hand sanitizer, water bottle, snack, etc.)
- Avoid socializing in groups that do not readily allow for appropriate physical distancing.

PCS Administration

The district understands that athletic programs are important to our students' physical and mental health and is committed to facilitating access to these programs safely and in compliance with applicable health guidelines. As such district support of the athletic programs includes:

- Risk mitigation

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- Publish and communicate important safety protocols
- Assess facility capacity for physical distancing requirements.
- Provide information that communicates best practices including essential CDC COVID-19 information on the following:
 - How COVID-19 spreads:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>
 - COVID-19 symptoms:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - How to protect yourself and prevent exposure:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
- Communicate State, County and League guidelines to the PCS community.
- Post instructions and/or closure signs as needed on shared spaces or high-touch surfaces.
- Custodial Services
 - Daily cleaning and sanitation of facilities and equipment as required by CDC, CDPH and Cal/OSHA guidelines.
 - Prior to the return of student-athletes into PCS athletic facilities, any occupied areas of the buildings will be cleaned/disinfected to allow a “non-contact” period.

Coaches

- Provide a safe environment for student-athletes by complying with all requirements of this plan.
- Review, sign and submit a *PCS Coach Assumption of Risk Waiver* before leading any athletic program.
- Be familiar and comply with all State, County, League and District safety protocols.
- Be prepared to execute the PCS Rapid Response, Communication and Reporting protocol.
- Perform self-observation and self-assessment prior to participating in activities.
- Follow protocols and procedures that permit physical distancing and incorporate other measures to prevent exposure. Consider best practices to:

- Make adjustments to operations that meet physical distancing requirements.
- Adjust practice schedules to limit the number of student-athletes in the same locations.

Visitor(s)

- If visitors are allowed, they should be screened using the screening protocols. Any visitor with a positive response to any screening question will be restricted from accessing the facility.
- All visitors are expected to adhere to all safety protocols outlined herein and/or communicated by the District.

Example Application of Safe Return to Play Protocols ▼

Pre-Activity Preparation

Parents and student-athletes should review this plan and download/complete forms required for participation. Parents and student-athletes will also be able to review guidance provided from CDPH, CIF, NCS, and other references.

Parents will print the all necessary athletic forms, complete the information, and sign. Once signed, forms will be given to the coach and will be kept for all activities pertaining to the sport. Student-athletes WILL NOT be allowed to participate in activities unless this form is provided to the coach.

Day of Activity

A pre-screening process will be initiated by the coach prior to beginning activities. This pre-screening includes asking the student-athlete symptom and exposure screening questions (following CDC guidelines), and taking the student-athlete's temperature using a no-touch thermometer.

Student-athletes will be screened every day prior to the beginning of activities. If a student responds "Yes" to the Symptom Check, he/she must stay away from group activities until written clearance is provided from a physician on the "Physician's Referral Form". If the student responds "Yes" to the Symptom Check for the household, he/she must stay away from group activities until the household member is fever free for 72 hours or has written documentation of a negative COVID-19 test.

In the event a coach or athlete has a temperature reading of 100.4°F (38°C) or greater with no other symptoms present, they may be retested in 10 minutes. If a second reading is still 100.4°F (38°C) or greater, the individual will not be allowed to participate.

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Parents who bring their student-athlete to the school should not leave until their student-athlete has completed the pre-screening process. If the student-athlete has not turned in their waiver form, has not completed pre-screening, or their temperature exceeds 100.4°F, the student-athlete WILL NOT be allowed to participate in activities.

An attendance log will be kept each day in the event a parent and student-athlete need to be notified of a suspected exposure.

Coaches will ensure that equipment is cleaned/disinfected prior to, during, and at the conclusion of activities.

Student-athletes will bring their own water bottle to activities and will not share with others. Parents shall ensure that student-athletes have sufficient water and snacks for the duration of activities. Water fountains WILL NOT be used.

Everyone is responsible for items they bring to athletic facilities and the proper disposal of items (trash, tissues, water bottles, etc.). Anything left in the gym will be properly disposed of.

Students and coaches will not share. They will not share germs (by wearing a mask or face covering, covering all coughs and sneezes, and washing hands regularly); they will not share stuff (no sharing of food, water, clothes, etc.); and they will not share their space (by applying appropriate social distancing at all times).

Post-Activity Actions

Student-athletes should immediately return home to shower and wash all clothing and clean any equipment used.

Parents and student-athletes should continue to self-monitor for symptoms and complete the daily screening requirement.

PCS COVID 19 Rapid Response - Communications - Reporting ▼

This protocol will be used as the PCS district and school sites receive information about students or staff who have been diagnosed with COVID-19 or have been in close contact with someone who has been diagnosed.

RAPID RESPONSE

When you become aware of a possible case: Affected person/persons report their medical status to a designated person at the school site. We recommend that these reports be shared directly with site administration, however, if this information is reported to someone other than the site administrator (e.g. coach), that person is to **report it to their site administrator immediately**, and **keep the information strictly confidential**. The list below outlines each site's COVID-19 contacts should you learn about a case or contact. Secondary assistant principals should inform their site principal of all cases.

If possible, the staff person collecting information should request the following information about the case or close contact:

- A. Name of student or staff and whether they have been diagnosed as a positive case or are a close contact
- B. Date of diagnosis or last exposure
- C. If close contact, do they continue to have contact with the infected person?
- D. Date of symptom onset
- E. Date of last day at school
- F. Does the student have any siblings who attend PCS schools?

If unable to collect the information (e.g. coach receives an email): Please do not delay in reporting the case to the site administrator until this information is collected. Just provide the student name and contact information to the site administrator **right away**.

When reporting to the site administrator: Please include a copy of the team roster (with accurate player contact information) and a copy of the team's *Athletic Training Department Daily Check-In Sheet* for the date of the report and the prior 2 days.

Contact tracing: The district will lead outreach to the student for case investigation, guidance on appropriate next steps, contact tracing and communication protocols. Of course, the district will work in collaboration with each site/team through each step, but please do not try to perform contact tracing prior to reporting the case. This can cause delays in the process. It is best to report the case immediately above all else.



Petaluma City Schools

| Secondary Schools | | | | |
|-------------------------------|--|------------------|---------------------------|-------------------------|
| School Site: | Contact: | School Nurse: | Phone: | Email: |
| Casa Grande High | Dan Ostermann Principal | Kristin Bianchi | 707-778-4679 | dostermann@petk12.org |
| | Linda Scheele Asst. Principal | Kristin Bianchi | | lscheele@petk12.org |
| | Samantha Azofeifa Asst. Principal | Kristin Bianchi | | sazofeifa@petk12.org |
| | Christina Lee Asst. Principal | Kristin Bianchi | 707-778-4681 | clee@petk12.org |
| Petaluma High | Justin Mori Principal | Genevieve Foster | 707-778-4652 | jmori@petk12.org |
| | Giovanni Napoli Asst. Principal | Genevieve Foster | 707-778-4944 | gnapoli@petk12.org |
| | Erin Dinday Asst. Principal | Genevieve Foster | 707-778-4651 | edinday@petk12.org |
| Kenilworth Junior High | Bennett Holley Principal | Dana Rodriguez | 707-778-4710 ext. 1000 | bholley@petk12.org |
| | William Ortlinghaus Asst. Principal | Dana Rodriguez | 707-778-4710 ext. 1000 | wortlinghaus@petk12.org |
| Petaluma Junior High | Kelly Kriss Principal | Genevieve Foster | 707-778-4724 | kkriss@petk12.org |
| | Danna Rocca Asst. Principal | Genevieve Foster | 707-778-4724 | drocca@petk12.org |

| COVID-19 Coordinator | | | |
|----------------------|--------------|--------------|--------------------|
| COVID-19 Coordinator | Brian Dufour | 707-778-4626 | bdufour@petk12.org |

When the designated administrator receives this information: They should **immediately report it to their school nurse (for students) or COVID Coordinator (for staff)**. The following details about the case should be provided, if possible:

- a) Name of the potentially infected student or staff member
- b) When they were diagnosed. When they may have become infected.
- c) Where was testing done, if any, and on what date?
- d) What was the date of symptom onset?
- e) What was the date they last attended school?
- f) Who are potential contacts with this person at the site since the time of infection?
 - i) How many students are in their cohort/team/activity?
 - ii) Have they intermingled with any other cohorts/teams?
 - iii) Have they been in contact with someone who has gone between cohorts?
 - iv) Any other information that may be helpful to the nurse in their contact with the county.

Additionally, the site administrator should **provide a copy of the team roster as well as the team's Athletic Training Department Daily Check-In Sheet for the date of the report and the prior 2 days.**

If the case involves an employee, the site administrator should contact Brian Dufour, the COVID-19 Coordinator (707) 778-4626. If the case involves a student, the site administrator should contact their school nurse as well as Brian Dufour. Brian will notify PCS District leadership of the situation as necessary including Gary Callahan, Chris Thomas and Cliff DeGraw.

REPORTING

For Student Cases

The school nurse will report this information to the Sonoma County Health Department (for positive cases). The nurse will share information about the case (as presented by the site administrator) and get clear direction from the county on next steps. The nurse will collect detailed information from the Sonoma County Health Department on the following:

1. Which students / staff members will need to go home?
2. When can they return to school / work?
3. Who should be notified about the case?
4. What recommendations do we provide to the family of the infected person?
5. What recommendations do we provide to anyone else that may have been exposed?
6. What message do/can we share with our school-wide community?

The nurse then contacts the infected/exposed family directly to discuss next steps with them personally, sharing information about when they can return to school / work, best practices for isolation/quarantine, and recommendations for dealing with COVID-19.

The nurse reports the county information back to the site administrator and to the COVID Coordinator.

For Staff Cases

The COVID Coordinator follows the same procedure for staff members.

COMMUNICATION

If recommended by the county, the COVID Coordinator will work with the District Communications Coordinator, Ashley Collingwood, to contact students and staff that may have come into contact with the person with COVID-19 (cohort/stable group members, team, trainers, etc.) and provide them information regarding next steps and procedures, as recommended by the county. This information may come via email, text, or app notification depending on the individual's selected preference.

If a whole site or cohort/stable group/team is to be sent home and/or practice/conditioning is to be suspended, the COVID Coordinator, Student Services, Human Resources, and the Superintendent's Office will confer with the principal on any other district/school-wide communications that should be shared. The District Communications Coordinator, Ashley Collingwood, will send communications out from the district, according to the chart below, as situations arise.