Return to School Procedures

October 15, 2020
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Health Check

A Health Check is required for every staff member and student before the start of each school day. Students and staff will be required to check-in each morning prior to entering the building. Staff will be required to self-report their health and exposure status using either a Health Check form or a clearance from a CARE for COVID app on their phone screens. Staff and students’ temperatures will be checked by a staff member using a touchless forehead thermometer. If anyone’s temperature exceeds 100.4ºF, they will not be permitted to enter the building and will leave the premises.

All participating employees will have the CARE for COVID app on their phone screening their symptoms daily before arriving at school. CARE for COVID will be linked to the Human Resources dashboard indicating who is safe to enter campus and who is a potential case for COVID. If an employee is symptom free, they will receive a green badge and if an employee is presenting symptoms, they will receive a red badge. Staff who elect not to participate in the CARE for COVID program will be required to complete a self-reporting check list and submit it at the screening station daily. It is mandatory that all staff be tested for COVID and results recorded prior to the opening of school to students.

All Bridge School students are eligible to participate in the CARE for COVID process. Parents will be given the relevant information and encouraged to have their children tested prior to returning to school. Daily, the parents will complete a self-reporting form indicating the status of their child and return it to the school.

Staff

1. Any staff member feeling sick should remain at home and contact their immediate supervisor to report their absence.

2. Before staff arrives for the day, those who have registered will use their mobile app to check in. A Green Badge indicates the staff member is allowed on campus. A Red Badge indicates that the staff member must stay home because they are presenting symptoms or have had close contact with a confirmed case, and thus have elevated risk. When a Red Badge is received the app will refer the employee to an in-app physician consult and COVID test order, delivered overnight to their home. After the employee self-administers their test, they will mail the specimen back to Ambry with the enclosed prepaid FedEx envelope. Results will be available within 48-72 hours of receipt. The Bridge School will follow the Pandemic Recovery Framework with immediate next steps for either a positive or negative test result.
Students

1. Before students arrive for the day, students (parents) will either complete a self-reporting checklist or use the mobile app to check their child in prior to the start of school. A Green Badge indicates the student is allowed on campus. A Red Badge indicates that the student must stay home because they are presenting symptoms or have had close contact with a confirmed case, thus have elevated risk. There will be a staff member at the front entrance confirming that students have met the health criteria to enter the campus. Parents choosing not to participate in the CARE for COVID program will be required to complete a self-reporting form and submit it daily at the screening station or send it in the notebook for their student.

2. Any student who does not feel well during the school day will be sent to the designated isolation area. A staff member will complete the COVID symptom checklist form, and determine if the student needs to go home.

3. Staff should be alert for symptoms that any student might develop during the day and report this to the site administration for evaluation/action. Watch for fever, cough, or shortness of breath.

Isolation Area

1. An Isolation area will be located outside of the building.

2. Students in the Isolation area will be monitored by school personnel at all times.

3. School personnel will contact parents/guardians to arrange for pick-up of their child as quickly as possible.

4. All staff in the Isolation area shall wear required EPE.

5. The Isolation area will be equipped with materials (tech and other) to keep students calm and “happy” during waiting times. School personnel will make every attempt to minimize the emotional impact to a student from being identified and isolated.

6. Materials used by students in isolation will be sent home with them or set aside for quarantine/disinfecting.

7. When an isolated student departs the staff will make sure that the room and materials are disinfected.

8. Students with the following symptoms at school will be routed to the isolation area for assessment:
   a. fever
   b. cough
   c. body/muscle aches
Parents/Public

1. No one other than staff and students will be admitted to the buildings on a normal basis. If there is a compelling reason for others to enter the building, they will be required to successfully complete a health check form Appendix C and have their temperature taken at the screening station.

2. Admittance to the School is at the discretion of the Executive Director or the Director of Education.

General Hygiene

1. Staff will ensure that all students’ hands are cleaned on a regular basis.

2. Bibs and/or bandanas used for excessive oral discharge will be changed, using appropriate EPE safeguards, on an as-needed basis. Used bibs and/or bandanas will be placed in a sealed bag and returned home at the end of the day.

Suspected or Confirmed Cases of COVID

1. Students or staff should get tested as soon as possible after they develop one or more COVID-19 symptoms or if one of their household members or non-household close contacts tested positive.

2. Positive test results require notification to school administration.

3. Scenarios for positive and negative test results can be found in Appendix B (Page 17) of this document.

Staff Training and Family Education

1. Staff will receive training at staff meetings and through online education regarding safety protocols prior to all students returning to in-person learning.

2. Information will also be sent to parents regarding the protocols and procedures The Bridge School is using to ensure safety on the campus.

3. Students will be welcomed back to campus in a measured, sequential approach. Due to the limited number of students, all are welcome to return at the opening of the school. Parents who do not want their child to return to school will be given the option of
Essential Protective Equipment (EPE)

**Face Masks**

1. All staff will be required to wear face masks at all times while in their classrooms, in the parking lot, in any public areas, while moving around the school site, in restrooms, in workrooms, and in any face-to-face meetings.

2. Students will not be required to wear face masks due to their age and to the guidelines established by the California Department of Public Health. *Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.*

3. The Bridge School will provide face masks and other protective equipment to the staff.

**Hand Washing**

1. Staff will assist students to wash their hands for a minimum of 20 seconds when arriving at school.

2. Staff will be trained on proper hand washing at the beginning of the school year and on a regular schedule as needed.

3. All bathrooms will be supplied with adequate soap and paper towels to support regular hand washing. A shortage of these supplies should be reported immediately to the school office.

4. Hand washing protocols will be followed every day, with students and staff washing their hands frequently with soap and water, and every time they enter the classroom.

5. Signage will be placed at each sink to inform and remind staff about the importance of hand washing.

**Hand Sanitizing**

1. All classrooms have a hand sanitizing dispenser installed.

2. Staff will use hand sanitizer as needed.
Face Shields
1. Face shields have been provided for each classroom.

2. Staff should always wear face masks when using these devices.

Other EPE Equipment

Other EPE equipment will be provided by the school based on the needs of staff members and students. Movable plexiglass shields will provide barriers between students in a cohort.

Movement/Physical Distancing Requirements

Meetings and Gatherings

1. All meetings (trainings, grade-level meetings, teacher collaborations, etc.) will be conducted via WebEx.

2. Meetings of staff on-site will be conducted in locations that allow for social distancing.

Visitors at School

1. Only necessary visitors will be allowed on campus. Unless there is a compelling reason that the visit cannot be conducted via WebEx, visitors will not be admitted to the school.

2. Any observations of students and/or classrooms will be accomplished through WebEx.

3. Parents will not be allowed on campus, except to drop off and pick up students.

4. Access to the school office will be restricted. Drop-off or pick-up of materials will be facilitated with racks or tables outside the school office.

5. Parents, bus drivers, bus aides, etc. will not be allowed into any classrooms, restrooms, or common areas on campus.

6. Admittance to the School is at the discretion of Executive Director or the Director of Education.

Student Arrivals and Departures

1. General
Once students have been screened, they are to proceed directly to their classrooms. All mobility devices will be disinfected prior to entering the classroom.
Classroom staff will wait at the screening station and take students to their classrooms.

2. Arrival
   - By Car
     • Drivers are to remove students from their cars and take them to the screening station. Drivers must wait until the student has passed the screening procedure in the event the student needs to return home.
   - By Bus
     • Drivers must remove the student from the bus, take them to the screening station and wait until the student has passed the screening procedure.

3. Departure
   - By Car/Bus
     • Staff members will bring students to the parking lot for pick-up. Once the student is in the custody of the driver, the staff member returns to the classroom. Unless there are extenuating circumstances, staff members will not assist in the loading of the student into the vehicle.

**Classroom Settings**

Students will be placed in stable cohorts, keeping the same students and staff together for the entire day. Students will not mix with other stable classroom cohorts.

1. Class sizes will be as small as possible/practical. Parents were able to choose a robust virtual program and approximately 20% of all Bridge School students chose this program and are not scheduled for in-person instruction at this time.

2. Cohort sizes range from 2 students to 3 students. Proper distancing, as far as possible/practical will be enforced. See Appendix B for classroom configuration and cohort definitions.

3. There will be no sharing of high-touch materials (art supplies, writing utensils, reading materials, electronic devices, etc.). Each child will have a basket where their individual materials are placed each day and disinfected at the end of the day.

4. Student personal belongings will be kept in each students’ cubicle or in appropriate storage spaces (bathroom supplies in individual storage containers).

**Non-Classroom Settings**

1. Each classroom has its own bathroom. All Bridge School students require assistance with toileting and, in some instances, require a two-person lift for transferring from their
mobility device to a changing table. Staff will be provided with appropriate EPE protection including, but not limited to, gloves, face shields and masks. Changing tables will be disinfected after each use.

2. Use of play structures will not be allowed.

3. Each cohort will be assigned an outdoor area and a time for them to allow students to be outside for “recess” during the day. This will be coordinated with North School to limit contact among groups.

**School Office**

1. Office staff will remain socially distanced while working.

2. Plexiglas barriers have been provided at the front office area.

**Social Distancing (Special Circumstances)**

1. Students at The Bridge School all have severe physical impairments and use individualized mobility devices (wheelchairs, strollers, walkers). This requires that the staff transfer them from their various mobility devices multiple times each day. Many of the students require a two-person lift which eliminates any opportunity for social distancing. All students have to be assisted with toileting which requires transferring the student to a changing table, replacing soiled diapers and transferring the student back into their mobility device. This also requires a two-person lift. All staff will have the appropriate EPE to perform these tasks to include masks, face shields and gloves. They will continue to exercise proper hygiene and safety procedures for ensuring the health and safety of the students.

2. Students at The Bridge School use alternative and augmentative systems to communicate and to actively participate in their educational program. Most of the students need physical assistance to access their communication tools. Staff are required to be in close proximity in order to provide this assistance. This is also true for physically managing any educational materials for activities. EPE will be worn at all times and staff will wash their hands/use hand sanitizer on a regular basis.

**Signage**

Signage will be placed outside each entryway reminding everyone about social distancing, hand washing/sanitizing and cleaning/disinfecting of surfaces.
Outdoor Space

Recess

1. The use of the playground will be coordinated with North School to ensure that Bridge students are not outside at the same time as North cohorts. The garden and deck area at The Bridge School will be used as the primary recreation area for our students.

2. A schedule of outdoor use will be developed to ensure that cohort integrity is maintained when students are outside and traveling to/from these areas.

Lunch

Students will be dismissed prior to lunch time.

Transitioning to Distance Learning

When to Close a School Site

1. The decision to close The Bridge School will be based on the number of cases in the school and the percentage of the teacher/students/staff who are positive for COVID-19.

2. The decision will be made following consultation with San Mateo County Health.

3. The closure of a school may be appropriate when there are multiple cases in multiple cohorts at the school.

4. San Mateo County Health may also determine whether school closure is warranted for other reasons, including results from a public health investigation or other local epidemiological data.

5. Once closed, a school may typically reopen after 14 days and the following have occurred:
   a. Cleaning and disinfection
   b. Public health investigation
   c. Consultation with San Mateo County Health

6. If closed to on-site instruction, all students will be served via distance learning options until such time as the school is allowed to reopen.

Cleaning and Disinfecting

Schools will be cleaned and disinfected nightly following all health protocols
Cleaning

Cleaning means sweeping, vacuuming, removing trash, cleaning sink areas, and spot mopping as needed. This will be done every night in all rooms.

During Virtual Classroom Learning

1. Normal cleaning of classrooms being used by teachers will be conducted daily.
2. Disinfecting will be done as required.
3. All classrooms will receive nightly cleaning and disinfecting.
4. All restrooms will be cleaned/disinfected throughout the day as used by staff. Instructions and supplies needed to clean are located in each bathroom.

Cleaning During the School Day

1. All classrooms will be supplied with cleaning materials for teacher use during the day as needed. This will include a disinfecting solution in a spray bottle and paper towels.
2. Plexiglas barriers may be cleaned by teachers as needed, using the spray bottle and microfiber cloths. No alcohol-based cleaner should be used on these barriers.
3. Staff will monitor all dispensers daily to ensure that hand washing supplies (soap and towels) and hand sanitizer is available at all times in classrooms. If additional supplies are needed, staff reports to the Administrative Assistant who replenishes the supply.
4. Isolation area will be cleaned and disinfected after each use, and will be closed for 10 minutes after this work.
5. Students’ mobility devices will be disinfected prior to entering the building.

Nightly Cleaning and Disinfecting (When In-Person Instruction Resumes)

1. All areas (classrooms, restrooms, offices, common spaces, staff areas, etc.) will be cleaned nightly using standard cleaning protocols, paying particular attention to common touch surfaces.

Disinfecting of Classroom Materials

1. During nightly disinfecting, materials left out on student/teacher desks will also be disinfected.
2. All equipment is disinfected daily after each use and nightly by the cleaning crew.

**Air Quality**

1. Teachers should expect to have doors and windows open as much as possible to increase fresh air in classrooms.

2. HVAC units campus-wide will all be inspected and adjusted to provide maximum outdoor air coming into classrooms.

3. Air filters in all HVAC units will be the highest MERV number possible, and will be changed accordingly.

4. Air purifiers with HEPA filters will be installed in all learning spaces and school offices. We are using MedifyAir purifiers with H13 true HEPA filters. [https://medifyair.com/pages/needtoknow](https://medifyair.com/pages/needtoknow).

5. We will use the [HCSD Air Quality FAQs](https://medifyair.com/pages/needtoknow) to determine whether to keep students in school during poor air quality days.

**Messages to the School Community**

In the event of a reported case of COVID-19, the case information will be reported to the Executive Director who will follow the San Mateo County Health Department’s directive as to relaying the information to the appropriate office.

Sample messages from the [Pandemic Recovery Framework](https://medifyair.com/pages/needtoknow) will be used as the foundation for communications sent to The Bridge School community with regard to a CASE or a CONTACT.
Appendix A - Site Map - The Bridge School
Appendix B – Classroom Configuration and Cohort Details
Appendix C - COVID Testing & Contact Tracing

The Bridge School is a participant in the HCSD COVID Screening & Testing Program: Increasing Safety for Staff & Families

Importance of Screening / Testing Program for Return to In Person School (RTS):

• While The Bridge School cannot require families to be tested, staff would have an increased feeling of safety and security if this is done.

• After reviewing multiple providers, HCSD has chosen a provider offering an integrated program of screening, testing and cohort risk profiling and The Bridge School is included in their testing program.

• The greater the proportion of the whole community gets tested, the more effectively the program can keep our community safe.

• All staff will be asked to be tested every month at a minimum to detect possible cases. The Bridge School will provide the testing kits for staff through Ambry Genetics.

Ambry CARE 4 COVID Screening App

• All students’ caregivers will have a mobile app that obtains appropriate consents, HIPAA compliant, houses student’s COVID risk status (“badge” or “passport”), and recent COVID test results provides real-time data of staff & student status to the school so The Bridge School knows cohort COVID risk status at any time. Staff will also have the app and will be asked to screen every school day.

• Each morning participating families will complete a COVID screening in the app including temperature and symptoms check, to confirm they are clear to come to school. (e.g. “green badge” shown to staff at the morning drop-off traffic circle). Staff will do the same. Those who elect not to participate in the Ambry program will be required to complete a self-report checklist on a daily basis. Parents will include the checklist in the student’s home-school notebook.

• If a student presents symptoms that flag risk (e.g. “red badge”) app will notify the caregiver that the student is not allowed to come to school. Staff will do the same.

  • App will refer caregiver or staff member to have physician consult (own choice or in-app telehealth consult)

  • “Red badge” alerts HCSD that there is an elevated risk student and/or staff member.
• Test kit available for pickup at District Office or option to order it shipped to the home; FedEx prepaid envelope included.

• Results will be available within 48-72 hrs after Ambry receives sample.

• Families or staff who choose another testing provider should note that wait times for tests and results may vary, and test results must be sent to HCSD for approval and manual entry.

Test Results and Contact Tracing

The following Immediate Actions will be taken as shared below from the Pandemic Recovery Framework.

GENERAL PLANNING ASSUMPTIONS

The regulations/guidelines for how to handle various situations are still in flux, but we will follow the most current ones in regard to the testing results, exposure, and resulting actions. This set of guidelines, “Pandemic Recovery Framework”, was published on September 15, 2020 by the San Mateo County Coalition for Safe Schools and Communities. The following terminology is used:

• Case: A Case refers to a person who tests positive
• Close Contact: A Close Contact refers to a person who is within 6 feet of a confirmed case for more than 15 minutes, regardless of face covering use.
• Indirect contact: Indirect contacts are people who may have been in proximity to a close contact

Table 1: Steps to Take in Response to Confirmed or Suspected COVID-19 Cases and Close Contacts to Known CPVID-19 Cases

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Immediate Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scenario 1: A student or staff member either exhibits COVID-19 symptoms,</td>
<td>• Send home</td>
</tr>
<tr>
<td>answers &quot;yes&quot; to a health screening question, or has a temperature of</td>
<td>• Recommend testing (if positive, see Scenario 3; if negative see Table 2)</td>
</tr>
<tr>
<td>100.4°F or above</td>
<td>• School/classroom remain open</td>
</tr>
<tr>
<td>Scenario 2: A family member of a student or staff member OR someone in</td>
<td>• Send home</td>
</tr>
<tr>
<td>close contact with a student or staff member (outside the school</td>
<td>• Contacts should be quarantined for 14 days from the last exposure to the case</td>
</tr>
<tr>
<td>community) tests positive for COVID-19</td>
<td>• Testing can be considered but will not shorten 14-day quarantine. One cannot test</td>
</tr>
<tr>
<td></td>
<td>out of quarantine.</td>
</tr>
<tr>
<td></td>
<td>• School/classroom remain open</td>
</tr>
</tbody>
</table>
Scenario 3: A student or staff member tests positive for COVID-19

- The school Principal or designee must immediately notify SMC CD Control
- Case should be isolated and excluded from school for at least 10 days after symptoms first appeared and at least 3 days (72 hours) after recovery, or date of positive test if case is asymptomatic
- **Quarantine and exclude the effective cohort/pod** for 14 days after the last day the case was present at school while infectious. Specific questions should be directed to SMC CD Control.
- Testing of contacts can be considered. Symptomatic contacts should be prioritized for testing (but a negative test will not shorten 14-day quarantine)
- Thorough cleaning and disinfecting of classroom in primary spaces where case spent significant time
- Other cohorts/pods continue in-person instruction. The entire school does not need to close.
- Send notification to affected cohort/pool

Table 2: Steps to Take in Response to Negative Test Results

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Immediate Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A <strong>symptomatic</strong> student or staff member tests negative for COVID-19 and was a <strong>household contact</strong> to a case</td>
<td>• Student/staff must remain in quarantine for a full 14 days after the COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.</td>
</tr>
<tr>
<td>A <strong>symptomatic</strong> student or staff member tests negative for COVID-19 and was a <strong>non-household close contact</strong> to a case</td>
<td>• Student/staff must remain in quarantine for a full 14 days after the date of last exposure. One cannot test out of quarantine.</td>
</tr>
<tr>
<td>A <strong>symptomatic</strong> student or staff member tests negative for COVID-19 <strong>without close contact</strong> to a case</td>
<td>• Student/staff may return to school 72 hours after resolution of symptoms</td>
</tr>
<tr>
<td>A <strong>symptomatic</strong> student or staff member who is <strong>not a close contact</strong> to a known COVID-19 case tests negative for COVID-19 after Scenario 1</td>
<td>• Student/staff may return to school 72 hours after resolution of symptoms</td>
</tr>
<tr>
<td>A symptomatic or asymptomatic student or staff member who is a <strong>close contact</strong> to a known COVID-19 case tests negative after Scenario 2</td>
<td>• Student/staff must remain in quarantine for a full 14 days after: 1. date of last exposure to COVID-19 positive non-household close contact OR</td>
</tr>
</tbody>
</table>


2. date that COVID-19 positive household member completes his/her isolation. One cannot test out of quarantine.

| A staff member tests negative after routine surveillance testing (no symptoms and no close contact to a confirmed COVID-19 case) | • Can return to school/work immediately. |

AND IF....

As more is learned about this virus and as more guidelines/regulations are handed down, The Bridge School may need to adjust our plans accordingly. We will be in contact with parents and staff throughout this process. Our first responsibility is to ensure the health and safety of our students and our staff.
Appendix D - Health Check Forms

The following forms will be used for students and employees until the Ambry Genetics mobile app is ready for use and for those staff members and students who opt out of that program.

**Employee Self-Check form**

**Parent Reporting Self-Check form (Spanish)**

This form will be used when parents are scheduled to bring their child to The Bridge School for an assessment, evaluation, equipment check/update and material/equipment pickup or dropoff.
EMPLOYEE
COVID-19 DAILY SELF-CHECK

Review this COVID-19 Daily Self Check each day before reporting to work. When you report to work, please bring this completed checklist - signed and dated. The information you provide will be kept confidential.

If you reply YES to any of the questions below, STAY home and call the school to report your absence.

If you start feeling sick during the day, notify your supervisor and the appropriate steps will be taken.

Do you have a fever (temperature over 100.3°F) without having taken any fever reducing medications?

☐ Yes
☐ No

Loss of Smell or Taste?

☐ Yes
☐ No

Muscle Aches? Sore Throat?

☐ Yes
☐ No

Cough?

☐ Yes
☐ No

Shortness of Breath?

☐ Yes
☐ No

Chills?

☐ Yes
☐ No

Headache?

☐ Yes
☐ No

Unusual Fatigue?

☐ Yes
☐ No

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

☐ Yes
☐ No

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

☐ Yes
☐ No

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

☐ Yes
☐ No

Signature _______________________________ Date _______________________________
AUTOEVALUACIÓN DIARIA DEL COVID-19

Revise esta autocomprobación diaria COVID-19 antes de su visita.

Si responde Sí a cualquiera de las preguntas a continuación, MANTÉNGASE en casa y llame a la escuela para reprogramar su visita.

¿Tiene fiebre (temperatura superior a 100.30 F) sin haber tomado ningún medicamento para reducir la fiebre?
- [ ] sí
- [ ] No

¿Pérdida del olfato o del gusto?  ¿Dolores musculares?  ¿Dolor de garganta?  ¿Tos?
- [ ] sí  [ ] sí  [ ] sí  [ ] sí
- [ ] No  [ ] No  [ ] No  [ ] No

¿Dificultad para respirar?  ¿Resfriado?  ¿Dolor de cabeza?  Fatiga inusual?
- [ ] sí  [ ] sí  [ ] sí  [ ] sí
- [ ] No  [ ] No  [ ] No  [ ] No

¿Ha experimentado algún síntoma gastrointestinal como náuseas / vómitos, diarrea, pérdida de apetito?
- [ ] sí
- [ ] No

¿A usted o alguien con quien ha estado en contacto cercano se le ha diagnosticado COVID-19, o se le ha puesto en cuarentena por un posible contacto con COVID-19?
- [ ] sí
- [ ] No

¿Un profesional médico o un funcionario de salud pública local le ha pedido que se aísle o se ponga en cuarentena?
- [ ] sí
- [ ] No
Appendix E - CARE 4 COVID FAQ

Please click the LINK to the HCSD CARE 4 COVID Frequently Asked Questions document. Specific questions on health and safety can be directly sent to Dr. Vicki Casella <vcasella@bridgeschool.org>.