Interim Guidance for Out of School Time Programs

August 14, 2020

This guidance was developed by the San Francisco Department of Public Health (SFDPH) for local use. It will be posted at http://www.sfcdcp.org/CovidSchoolsChildcare. This guidance may change as new knowledge emerges and local community transmission changes.

AUDIENCE: Out of school time (OST) programs in San Francisco. For the purposes of this guidance, the term “out of school time programs” refers specifically to OST programs as they are commonly known, as well as generally to refer to group care facilities for school-aged children and youth which are not schools. This can include programs that support distance learning, OST programs, after school programs and youth sports programs.

PURPOSE: To help OST programs understand health and safety practices needed to prevent spread of COVID-19 in their programs.

BACKGROUND: San Francisco Health Orders allow OST programs in San Francisco to open. Many OST programs support remote learning for students, and provide additional in person supports. COVID-19 has mainly spread between adults, or from adults-to-children. Spread of symptomatic COVID-19 from children to adults, or between children has occurred but has been observed less frequently. Children, especially younger children, as a group, appear to be less likely to become infected. Children and adolescents are less likely to have symptoms or develop severe COVID-19 illness.

Our understanding of how COVID-19 spreads and how to prevent COVID-19 transmission has also increased tremendously. We now have evidence that certain precautions effectively decrease the risk of COVID-19 transmission. By coordinating and layering effective interventions, we can greatly reduce the risk of COVID-19 for children and for adult staff, whose overall risk of COVID-19 is greater than for children and youth, and their families.

The guidelines below are based on the best science available at this time and the current degree of COVID-19 transmission in San Francisco. They are subject to change as new knowledge emerges and as local community transmission changes.
Contents

Key messages for OST programs .......................................................................................................................... 3
Prepare for opening .................................................................................................................................................. 3
Strategies to prevent spread of COVID-19 in OST programs ............................................................................. 5
  Keep staff and children and youth in small, stable groups ("cohorts"). ......................................................... 5
  Physical distancing ............................................................................................................................................... 7
  Face masks and cloth face coverings .................................................................................................................. 8
  Hand hygiene ..................................................................................................................................................... 9
  Ventilation and outdoor spaces ......................................................................................................................... 9
  Limit sharing .................................................................................................................................................. 10
  Cleaning and disinfection ................................................................................................................................. 10
Specific Situations .................................................................................................................................................. 11
  Transportation .................................................................................................................................................. 11
  Drop-off and pick-up ....................................................................................................................................... 11
  Meals and snacks ............................................................................................................................................ 11
  Staff spaces: offices, break rooms and work rooms ......................................................................................... 12
  Sports activities: ............................................................................................................................................... 12
  Students receiving special services: ................................................................................................................ 13
  Other activities: .............................................................................................................................................. 13
What to do when someone has suspected or confirmed COVID-19 ................................................................. 13
  When a child and youth or staff member has symptoms of COVID-19 ......................................................... 13
  When a child and youth or staff member has a positive COVID-19 test ....................................................... 14
Resources ............................................................................................................................................................. 14
Key messages for OST programs

- Preventing person-to-person transmission via respiratory transmission is more important than frequent cleaning and disinfection. COVID-19 mainly spreads from person-to-person via respiratory transmission.
  - Coronavirus is easy to kill on surfaces compared to norovirus. Most household cleaning products are effective. Professional deep cleaning services are generally unnecessary.
- The use of personal protective equipment (PPE) does not eliminate the need for physical distancing, portable barriers/partitions and universal face coverings. PPE can give people a false sense of security. Physical distancing, barriers and face coverings are important in preventing the spread of COVID-19 in OST programs settings.
- Exposure risk lies along a continuum. A rule of thumb is that a person must spend at least 15 minutes within 6 feet of someone with COVID-19 to be at risk of infection. Brief interactions and interactions at greater distances are lower risk. Smaller group sizes are better than larger, outdoor settings are better than indoor ones. More people using face coverings is better than fewer people using face coverings. Other factors include whether the infected person was sneezing or coughing, or doing an activity that produced more respiratory droplets (singing or shouting has been shown to spread COVID-19 efficiently, particularly in enclosed spaces).
- Adult staff are at higher risk of severe COVID-19 than children. Recommendations for distancing and face coverings should prioritize staff safety and maximal protection of staff.

Prepare for opening

- Designate a COVID-19 staff liaison to be the single point of contact at each site for questions or concerns around practices, protocols, or potential exposure. This person will also serve as a liaison to SFDPH.
- Establish health and safety protocols to prevent COVID-19 transmission.
  - Train staff and teach children about health and safety practices. Avoid having in-person staff development, meetings, or team-building during the two weeks before the OST program opens or during the program if possible.
  - Create a health and safety plan outlining what the program will do to implement the requirements in this guidance and any relevant Health Officer Directives or orders. Share this plan with staff, families, and other members of the OST programs community.
- Work with SFDPH to support testing strategies to limit spread of COVID-19. This may include testing for staff or children, with parental consent.
- Establish protocols for staff and children and youth with symptoms of COVID-19 and for communication with staff, children and youth and families after COVID-19 exposure or a confirmed COVID-19 case in the facility.

Staff Considerations

*Protect staff, especially those at higher risk of severe COVID-19 illness. See sfcdc.org/covid19hcp for a list of groups at higher risk for severe COVID-19.*
Staff at higher risk for severe COVID-19 illness should not be assigned to screen children and youth for symptoms or monitor/care for sick children waiting to be picked up.

Consider the use of a portable plexiglass barrier or other barrier, or use a clear window for staff when screening for COVID-19 symptoms (persons entering the building, children who feel sick).

Consider the use of face shields, to be used with face coverings, for staff. If supplies of face shields are limited, prioritize them for staff who are in groups at higher-risk of severe COVID-19 illness.

Plan ahead for staff absences in case community transmission of COVID-19 increases. Recruit people experienced caring for children and youth to ensure that you have a roster of substitute caregivers who can fill in. For more information, see SFDPH return-to-work guidelines at https://www.sfcdcp.org/rtw.

Children and Youth Enrollment Considerations

Prioritize enrollment of the following groups:

- At-risk children and youth, including:
  - Children and youth who are clients of Family and Children’s Services (FCS) or are at risk of abuse, neglect, or exploitation
  - Children eligible through the Emergency Childcare Bridge Program for Foster Children
  - Children and youth experiencing homelessness
  - Foster children
  - Children of domestic violence survivors
  - Children and youth with disabilities or special health care needs whose individualized education programs (IEP) and/or individual family support plans (IFSP) include ELC services
  - Children and youth from low-income families, including those who receive or are eligible for free or reduced school lunch, Medi-Cal, SNAP (food stamps), WIC, Head Start, CalWorks and other public assistance programs.
  - Children and youth of people who work in essential businesses or essential governmental functions, followed by people who work in other businesses and organizations that are allowed to remain open or re-open under San Francisco Health Orders.

Do not exclude children and youth because of medical conditions such as diabetes, asthma, leukemia and other malignancies, and autoimmune diseases that may put them at higher risk of severe COVID-19. Allow the child’s medical team and family to determine whether in-person attendance is safe.
Strategies to prevent spread of COVID-19 in OST programs

Screen everyone entering the building for COVID-19 symptoms or exposures.

- Ask all persons entering the OST program facility about symptoms of COVID-19 and exposure to COVID-19—including staff, children and youth, parents/caregivers, contractors, and visitors. Emergency personnel responding to a 9-1-1 call are exempted.
- People who answer “yes” to one or more screening questions should not be allowed to enter.
- Although SFDPH does not require temperature checks, programs may choose to require temperature checks of people entering the building, either on-site or done by parents at home.
  - For specific guidance on conducting symptom screening and temperature checks, see COVID-19 Health Checks at Programs for Children and Youth (children) and Asking COVID-19 Screening Questions at Any Business, Organization or Facility (adults)

Staff and children who are sick should stay home.

- Implement sick leave policies that support OST programs providers to stay home when ill.
- Encourage family members of children and youth and staff to get tested promptly if they have symptoms of COVID-19, to lower the risk of spread to children or staff at the OST programs.
- Staff and students should follow San Francisco Health Orders regarding quarantine after travel outside of the San Francisco Bay Area. Consider asking staff and students to stay at home for 14 days before returning to OST programs if they have traveled to areas with high levels of COVID-19 transmission, even if not required by local or state health orders. This does not apply to staff and children who regularly commute to the program from places outside of San Francisco.

Restrict non-essential visitors.

- If volunteers are necessary for program implementation, have volunteers commit to regular, scheduled participation for at least 3 weeks to avoid too much mixing of cohorts.
- Therapists who are not OST programs employees but work with children and youth on-site at OST programs, such as ABA therapists, occupational therapists and physical therapists, are considered essential staff and should be allowed to provide services. See section titled “Students receiving special services”
- Discourage parents and other family members from entering the building.

Keep staff and children and youth in small, stable groups (“cohorts”).

A cohort is a stable group that has the same staff and children and youth each day, stays together for all activities (e.g., snacks, recess, etc.), and avoids contact with people outside the group. Keeping OST programs providers and children and youth in the same small cohort each day lowers their exposure risk by limiting the number of people they interact with.
Limit cohort size

- Limit group size to a maximum of 20 children or youth per room or space. Group size should also be limited by the number of children or youth able to maintain 6 ft social distancing, which may be lower than 20.

- Have a minimum of 2 staff persons per group. Minimum staffing may include trained volunteers.

- Minors ages 14-17 years of age who are employed as program staff, including interns, are not included in the maximum number of children per group.

- The maximum cohort size applies to all children and youth in the cohort, even if not all children attend the OST program at the same time. For example,
  - A cohort may not include 8 children who attend full-time, 8 children on Mon/Wed/Fri, and 8 children on Tue/Thu.. This cohort would consist of 24 children who are mixing with each other.
  - A cohort may include 12 children who attend for the entire day, 4 who attend mornings only, and 4 who attend afternoons only (total of 20).

Maintain stable enrollment and staff within each cohort

- Newly enrolled children and youth may join a cohort at any time, but they must enroll for a period of at least 3 weeks to maintain the stability of the cohort group.

- Children and youth should only enroll in one program at one time. Concurrent participation in multiple youth programs at one time contributes to the spread of COVID-19 in the community.

- Staff should be assigned to one cohort and must work solely with that cohort. Avoid changing staff assignments if possible.
  - Substitute providers who are covering for short-term staff absences are allowed, but should only work with one cohort of children per day.
  - “Floaters,” who provide brief coverage for providers throughout the day, should only work with one cohort of children per day.
  - For specialist activities, cross-over of staff between cohorts is permitted to meet children’s educational and enrichment needs. Limit cross-over of students and staff to the extent possible. Staff should document visits that are not part of their cohort. Consider a sign-in sheet/log for contact tracing purposes.

Keep cohorts from mixing.

- Each cohort must be in a separate room or space; keep cohorts separate from each other during activities such as art, music, and exercise.

- Stagger playground time and other activities so that no two cohorts are in the same place at the same time.

- Minimize interactions between cohorts, including interactions between staff assigned to different cohorts.

- Assign children and youth who live together or carpool together to the same cohort, if possible and if consistent with age and learning concerns.
• Avoid moving children and youth from one cohort to another, unless needed for a child’s overall safety and wellness.

Partition large indoor spaces to prevent direct air flow between cohorts.

A room divider or partition may be used to allow more than one cohort to use a large indoor space if the following requirements are met:

• All cohorts are from the same OST program.

• Staff, children and youth do not need to enter another cohort’s space to access bathrooms, kitchens, other common areas or exits. If one cohort must pass through another cohort’s space to access bathrooms, kitchens, exits or other common areas, use partitions to separate the pass-through space from both cohorts.

• The room divider must prevent direct air flow between cohorts.
  o Best Practice: Solid, non-permeable, cleanable partitions extending to as close to the ceiling as practical to reduce direct and indirect air flow between cohorts.
  o Minimum Requirement: Solid non-permeable, cleanable partitions extending from the floor and at least 8 feet high.

• The room divider must not:
  o Interfere with ventilation of each space. If mechanical ventilation is used, supply and return diffusers must be present on each side of the partitions
  o Obstruct sprinkler systems, access to emergency exits and other fire and building codes.

If smoke detectors are required and/or are in use in the building, separate smoke detectors may be required on each side of the room divider. Seek consultation as needed for each facility.

Physical distancing

Physical distancing decreases the risk of COVID-19 from respiratory droplets.

Considerations for maintaining physical distancing between children and youth include:

• During individual activities, such as when using a computer, space children at least 6 feet apart.

• Have students sit in the same seats each day if feasible.

• Rearrange furniture and work/play spaces to prevent crowding and promote physical distancing between children who are not playing together. Arrange desks/computer stations facing in the same direction, so that students do not sit facing each other.

• Offer more opportunities for individual activities, such as reading, workbooks, painting or crafts. Choose group activities that do not involve close contact between children.

• Do not hold gatherings like sing-alongs, and other activities that bring different cohorts together, even if outdoors wearing face coverings.

• During group activities, such as playtime, physical distancing may be relaxed, especially for younger children who may have difficulty staying 6 feet apart from each other, especially if children are wearing face coverings or outside.
• If it is not possible to stay 6 feet apart, keep the interaction as short as possible, make sure to wear face coverings, and consider wearing a face shield in addition to a face covering, to further provide eye protection.

*Physical distancing between adults should be maintained as much as possible.*

• Adults should stay at least 6 feet from other adults, including staff in the same cohort, as much as possible.
  
  o Set up offices and staff rooms so that staff do not work or sit within 6 feet of each other.
  
  o Encourage virtual meetings using video conferencing apps for parent-provider meetings and staff meetings, even when all staff are present.

• Adults should stay at least 6 feet away from children and youth when and to the extent feasible.

**Face masks and cloth face coverings**

*Face coverings keep people from spreading the infection to others, by trapping respiratory droplets before they can travel through the air. In the OST programs setting, when physical distancing is not possible, face coverings are very important to protect staff from COVID-19 infection.*

• All adults and children 10 years and older must wear face masks or cloth face coverings over both their nose and mouth at all times.

• Staff, family and visitors may not enter the building unless they are wearing a face covering or have documentation of a medical contraindication to face coverings (in which case, they must wear an alternative face covering, such as a face shield with a drape on the bottom edge, unless a medical professional has provided a written exemption to this alternative face covering requirement). Keep a supply of face coverings for individuals who have forgotten to bring one.

• Family members must wear face coverings when dropping-off or picking-up a child and youth.

• Children 2-9 years old should use face coverings as much as feasible, especially during the following times:
  
  o During group activities or playtime when children are not physical distancing, especially indoors.
  
  o In situations where children may encounter staff and children from other cohorts, for example, at drop-off and pickup, and in hallways, bathrooms and outside play areas.
  
  o If a child becomes ill after arriving and is waiting for pick-up.

• Make efforts to avoid excluding children from OST programs or using punitive measures if they will not wear a face covering. Continue to encourage and remind them to wear their face covering.

*The widespread use of face coverings can significantly reduce the spread of infection, even if a few children are unable to wear face coverings. Consistent face covering use by adults is very important in preventing the spread of COVID-19, since many cases of COVID-19 in youth settings so far have been adult staff who were infected in the community.*
Exemptions to cloth face coverings; use of face shields

- Children 0-1 year old should not wear face coverings due to the risk of suffocation.
- Children and youth with documented medical or behavioral contraindications to face coverings are exempt. This includes children and youth who are unable to tolerate face coverings due to autism or sensory sensitivity, or children and youth unable to independently remove face coverings due to developmental delay or disability.
- Staff with a medical contraindication documented by a medical provider to a face covering may be allowed to wear a face shield with a cloth drape on the bottom tucked into the top of their shirt. However, this is not thought to be as effective as a face covering in preventing spread of infection.
- Staff working with children and youth who are hard-of-hearing may use a clear mask (a disposable or cloth face mask with a clear window). If this is not feasible, a face shield with a cloth drape tucked into the shirt may also be used. Staff should wear a face covering at other times, for example, in staff-only areas.
- Do not use face shields in place of face coverings unless absolutely required, such when working with hard of hearing children and youth. Face shields have not been shown to keep the wearer from infecting others.
- Consider using a face shield in addition to a face mask or cloth face covering. Face shields provide additional eye protection for the wearer. When used with a mask or face covering, a cloth drape is not needed.

Hand hygiene

*Frequent handwashing for at least 20 seconds and hand sanitizer use removes COVID-19 germs from people’s hands before they can infect themselves by touching their eyes, nose or mouth.*

- Develop routines and schedules for staff and children and youth to wash or sanitize their hands at staggered intervals, especially before and after eating, upon entering/re-entering a space, and before and after touching shared equipment such as computer keyboards.
- Every space and common area (staff work rooms, eating areas) should have hand sanitizer or a place to wash hands upon entering.
- Establish procedures to ensure that sinks and handwashing stations do not run out of soap or paper towels, and that hand sanitizer does not run out.
- Post signs encouraging hand hygiene. A hand hygiene sign in multiple languages is available for download at http://eziz.org/assets/docs/IMM-825.pdf

Ventilation and outdoor spaces

*Increasing outdoor air circulation lowers the risk of infection by “diluting” any infectious respiratory droplets with outdoor air. Being outside is even lower risk.*

- Do as many activities outside as possible, especially snacks/meals and physical activities.
• Stagger use of outdoor spaces to keep cohorts from mixing. If the outdoor space is large enough, consider designating separate spaces for each cohort.

• Open windows to increase ventilation with outdoor air when health and safety allow, for example, when it does not worsen individuals’ allergies or asthma. When health and safety allow, also consider also leaving room doors slightly open to promote flow of outdoor air through the indoor space.

• Adjust mechanical ventilation systems to maximize fresh (outdoor) air ventilation. Minimize or eliminate return or recirculated air.

• For mechanical ventilation systems, increasing the intake of outdoor air and minimizing recirculated air should be prioritized over increasing filter efficiency during the COVID-19 pandemic.

Generally, opening windows and adjusting mechanical ventilation systems to maximize outdoor air intake will effectively increase the amount of outdoor air in a room. Although increased filter efficiency may be desirable for other reasons, such as improving indoor air quality near freeways or during wildfires, it is less important than maximizing outdoor air intake for COVID-19. Improving filter efficiency may require significant upgrades to the mechanical ventilation system. Portable air cleaners may be considered, but must be sized and positioned appropriately for the specific space.

Limit sharing

• Limit sharing of art supplies, school supplies, manipulatives, and other high-touch materials as much as possible. If feasible, have a separate set of supplies for each child and youth.

• Limit use of shared playground equipment in favor of activities that have less contact with shared surfaces.

• If used, outdoor play structures and natural play areas only need routine maintenance. Make sure the children wash or sanitize their hands before and after using these spaces. When hand hygiene is emphasized, cleaning and disinfection of outdoor play areas is not required between cohorts.

Cleaning and disinfection

Many household disinfectants are effective against COVID-19. Refer to EPA’s List N for EPA-approved disinfectants effective against COVID-19.

• Clean and disinfect frequently touched surfaces at least daily.

• Routine cleaning for COVID-19 should include:
  o Routine cleaning focuses on frequently touched surfaces like door handles, desks, countertops, phones, keyboards, light switches, handles, toilets and faucets.
  o Cleaning after a suspected or known case of COVID-19 uses the same cleaning agents and disinfectants as for routine cleaning, but includes the following steps:
    ▪ Open windows and use fans to increase outdoor air circulation in the areas to be cleaned.
    ▪ Wait 24 hours, or as long as practical, before cleaning and disinfection.
San Francisco Department of Public Health

Guidance

CDPH recommends waiting at least 1 hour.1

- Clean and disinfect all surfaces in the areas used by the ill person, including electronic equipment like tablets, touch screens, keyboards, and remote controls. Vacuum the space if needed.


- Note that the term “deep cleaning” can be misleading, and the CDC does not use the term.

Specific Situations

Transportation

Since vehicles are small enclosed spaces that do not allow physical distancing, they can be settings with higher risk of COVID-19 transmission. Biking and walking are lower risk than shared vehicles.

- Public transportation: Wear face coverings, maintain at least 6 feet of 6 ft physical distancing as much as possible, and practice hand hygiene upon arrival.

- Carpools and shared rides: Advise staff and families to carpool with the same stable group of people. Open windows and maximize outdoor air circulation when feasible. Everyone in the vehicle used for these purposes should wear a face covering.

Drop-off and pick-up

Children and youth and parents/caregivers from different households should not gather and interact with each other during arrival and dismissal, as this creates an opportunity for COVID-19 to spread in the community.

Limit staff contact with families at drop-off and pick-up

- Stagger arrival and dismissal times to minimize contact, using different entrances/exits for each cohort when possible.

- Mark spaces at least 6 feet apart for children and youth waiting to enter the building and for adults waiting to pick up children. Post signs to remind family members to stay at least 6 feet away from people from other households when dropping off or picking up their student.

- Face coverings are required for adults who are dropping off or picking up children and youth.

Meals and snacks

Eating together is especially high risk for COVID-19 transmission because people must remove their face coverings to eat and drink. Children and youth often eat with their hands, and both children and

---

adults often touch their mouths with their hands while eating. In addition, meals are usually considered time for talking together, which further increases risk, especially if children and youth must speak loudly to be heard.

- Eating outdoors is safer than eating indoors. Outdoor eating areas may be covered (e.g. with an awning), as long as no more than one side is closed, allowing sufficient air movement. Designate an eating area for each group, and mark places at least 6 feet apart for students to sit. Without marked spaces, children might sit more closely.
- Use individually plated or bagged meals or snacks instead of family-style meals.
- Space children and youth as far apart as possible when eating, and try to seat them so they do not sit face-to-face. Physical distancing is especially important when eating, since face coverings cannot be worn.
- Make sure that children and youth and staff wash their hands or use hand sanitizer immediately before and after eating. Pay special attention to children who like to suck/lick food off their hands.
- Staff should try as much as possible to stay at least 6 feet away from children who are not wearing face coverings, especially when they are eating indoors. Staff should remember to wear face coverings if children are eating.
- Clean and disinfect tables and chairs between different cohorts. If eating outdoors, sidewalks and asphalt do not have to be disinfected.

**Staff spaces: offices, break rooms and work rooms**

*Staff often do not view themselves and colleagues as sources of infection, and forget to take precautions with co-workers, especially during social interactions such as breaks or lunch time.*

- Staff should try not to eat with other staff, especially indoors. This is a common way that staff are exposed to COVID-19 at work.
- Post signage reminding staff to stay 6 feet apart, keep their face coverings on unless eating, wash their hands before and after eating, and disinfect their area after using it.
- Consider creating a private outdoor area for staff to eat and take breaks.
- Open windows and doors to maximize ventilation in staff spaces.

**Sports activities:**

*Exercising is an area of higher risk for transmission due to the potential for close contact and increased breathing. Youth sports require special consideration and special precautions. Any program that involves sports or physical education, as all or part of its programming, must comply with these guidelines.*

- Youth sports and physical education are permitted only when at least six feet of physical distance can be maintained between all participants at all times. Sports that involve closer contact are not permitted. Physical conditioning and individual training to support such sports (e.g., running drills, practicing skills, and doing calisthenics) is permitted as long as at least six feet of physical distance is maintained between participants at all times.
- Youth from different groups may not play against or with each other.
• Limit sharing of equipment among youth in a cohort. Clean any shared equipment frequently. 
  Equipment should not be shared between cohorts unless and until it has been cleaned and 
  disinfected.

• Face coverings must be worn by all participants at all times (participants should avoid heavy 
  exertion because it may make wearing face coverings more difficult).

• Until San Francisco is off the State monitoring list (AKA “watch-list”) and gyms are allowed to 
  operate indoors under the State Health Order, all youth sports, physical conditioning, and 
  training must occur outside.

• Tournaments, events, and competitions are not permitted.

• Please see the state’s guidance regarding Youth Sports at 
  https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Youth-Sports-FAQ.aspx.

Students receiving special services:

• Therapists and other support staff are considered essential staff and should be allowed onsite 
  to provide services.

• Accommodations and related services for special education, learning disabilities and medical 
  conditions should be met, even if it creates cross-over between cohorts. Provide supervision for 
  children who need additional support maintaining physical distancing, wearing a face covering, 
  or handwashing.

• Additional accommodations may be needed for students to safely attend class. For example, a 
  student who cannot tolerate a face covering due to a medical or developmental condition may 
  need a desk with clear screens or privacy barriers.

Other activities:

• Avoid group singing. Suspend choir and wind instruments (band). These activities are higher risk 
  for COVID-19 transmission due to the larger numbers of respiratory droplets produced. 
  Percussion and string instruments are allowed.

• Field trips are currently not allowed due to the potential for increased transmission. Please stay 
  updated with state and local guidance.

What to do when someone has suspected or confirmed COVID-19

Refer to “When someone has suspected or confirmed COVID-19: Quick Guide for Schools, Childcares, and 
Programs for Children and Youth” at https://sfcdcp.org/CovidSchoolsChildcare for information on:

• Steps to take when staff or children and youth have COVID-19 symptoms, have been exposed 
  (for example, a parent or sibling has tested positive), or have confirmed COVID-19.

• Returning to OST programs after COVID-19 symptoms, close contact, or confirmed COVID-19.

When a child and youth or staff member has symptoms of COVID-19

• Staff who develop symptoms at work should notify their supervisor and leave work as soon as 
  feasible. For SFPDH guidance on when workers with COVID-19 symptoms may return to work, 
  see https://sfcdcp.org/rtw.
• Keep ill children and youth in a separate area, away from other children and youth, until they can be picked up. Make sure that children and youth keep their face coverings on.

• When a parent or guardian arrives, consider walking the child outside to meet them instead of allowing the parent or guardian into the building. Since it is common that children with COVID-19 are infected by a parent or other adult in their home, the parent may also have COVID-19.

• Encourage family members of students and staff with symptoms of COVID-19 to get tested promptly, before they can spread infection to students and staff.

• Open windows in areas used by the sick person to maximize outdoor air circulation. Close off those areas as soon as feasible, until they can be cleaned and disinfected.

• Children and youth with symptoms may return to OST programs when they have met the criteria in “When someone has suspected or confirmed COVID-19: Quick Guide for Schools, Childcares, and Programs for Children and Youth.” A parent handout, “For Parents and Guardians: COVID-19 Health Checks for Children and Youth/If Your Child Has Symptoms” is also available. Both documents are at http://sfcdcp.org/CovidSchoolsChildcare.

**When a child and youth or staff member has a positive COVID-19 test**

• Contact the SFDPH Schools and Childcare Hub for consultation and guidance at (415) 554-2830, Press 1 for COVID-19, then press 6 for Schools Schools-childcaresites@sfdph.org

• **Work with SFDPH to identify staff, children and youth and other people in the OST programs who had close contact** with the person with COVID-19. Individuals who had close contact should be notified, know how to get tested, and understand when they or their child can return to the program, usually 14 days after their last exposure. Please refer to “Frequently Asked Questions (FAQ): COVID-19 Contact Tracing at Schools, Childcares, and Programs for Children and Youth” at http://sfcdcp.org/CovidSchoolsChildcare.

• **Close the areas used by the person with COVID-19 until they can be cleaned and disinfected.**

• **Communicate with staff and families.**

Maintain the confidentiality of the child, youth family, or staff member with COVID-19 as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, and possibly HIPAA.

**Resources**

San Francisco Department of Public Health (SFDPH)

• **SFDPH Schools and Childcare Hub** for COVID-19 consultation and guidance (415) 554-2830. Press 1 for COVID-19, then press 6 for Schools Schools-childcaresites@sfdph.org

• COVID-19 guidance for the public, including schools and employers https://www.sfcdcp.org/covid19

• What to do when someone has suspected or confirmed COVID-19: Quick Guide for Schools, Childcares, and Programs for Children and Youth, at https://sfcdcp.org/CovidSchoolsChildcare

Page 14 of 15
• **Parent and Caregiver Handout: COVID-19 Health Checks/If Your Child has Symptoms.** Instructions for parents on health screenings and return to school guidelines if their child has COVID-19 symptoms, at [http://sfcdcp.org/covidschoolschildcare](http://sfcdcp.org/covidschoolschildcare)

• Frequently Asked Questions (FAQ): COVID 19 Contact Tracing At Schools, Childcares, and Programs for Children and Youth, at [https://sfcdcp.org/CovidSchoolsChildcare](https://sfcdcp.org/CovidSchoolsChildcare)


• “What to do if someone at the Workplace Tested Positive for COVID-19” [https://www.sfcdcp.org/covid19](https://www.sfcdcp.org/covid19) under Businesses and Employers.

• “Leaving Isolation or Returning to Work for Those Who Have Confirmed or Suspected COVID-19” [https://www.sfcdcp.org/covid19/rtw](https://www.sfcdcp.org/covid19/rtw)

**California Department of Public Health (CDPH)**

• “Youth sports questions and answers” [https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Youth-Sports-FAQ.aspx](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Youth-Sports-FAQ.aspx)

**Centers for Disease Control and Prevention (CDC)**

