

Office of the Fresno County Superintendent of Schools

COVID-19 Safety Plan Toolkit



Effective: June 22, 2020
Revised: August 3, 2022

TABLE OF CONTENTS

introduction: Purpose, Scope And Responsibilities	3
Definitions.....	4
Protection Guidelines	5
COVID-19 Testing	5
Employee COVID-19 Testing Information	6
Student COVID-19 Testing Information	7
COVID-19 Vaccinations	7
COVID-19 Vaccination Status Definitions.....	7
Criteria For Classroom/School Closure	8
Health Screening Self-Certification Protocol	8
Employee Health Screening	8
Student Screening	9
Visitor Screening.....	10
Face Covering Protocol.....	10
Physical Distancing Protocol	11
Cleaning And Disinfecting Protocol	11
Engineering Controls And Ventilation	13
Personal Protective Equipment (PPE) Guidelines.....	13
FCSS Employee And Student COVID-19 Exposure Response Plan	14
Process For Employees To Report COVID-19 Related Illness	15
First Notice Reporting Flowchart Once Employee Reports a COVID-19 Related Illness.....	16
COVID-19 Screening Flowchart Of Fcss Students.....	17
FCSS Students COVID-19 Illness And Quarantine Guidelines - English.....	18
FCSS Students COVID-19 Illness And Quarantine Guidelines - Spanish.....	19
FCSS Employees COVID-19 Illness And Quarantine Guidelines	20
SB 114 COVID-19 Supplemental Paid Sick Leave (SPSL)	21
Systems For Communication	22
Sample Employee Notification Email	23
Sample Union Notification	24
Sample Parent/Guardian COVID-19 Exposure Notification – English.....	25
Sample Parent/Guardian COVID-19 Exposure Notification - Spanish.....	26
Sample Parent/Guardian Masking Notification - English.....	27
Sample Parent/Guardian Masking Notification - Spanish	28
Notification Letter For COVID-19 Surge Within Community - English	29
Notification Letter For COVID-19 Surge Within Community - Spanish	30
Frequently Asked Questions	31
Mandatory COVID-19 Weekly Testing - Frequently Asked Questions.....	33
COVID-19 Training & Instruction	35
COVID-19 Training Videos.....	35
COVID-19 Additional Resources	35
COVID-19 Vaccination Resources.....	35
COVID-19 Fcss Policies And Site-Specific Plans	35
Stay Informed: Monitoring COVID-19 In Fresno	35
COVID-19 Safety Plan Development And Assurances	36

INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

The Office of the Fresno County Superintendent of Schools (FCSS) is committed to maintaining a safe work environment that reflects guidance from federal, state, and local public health officials to mitigate the spread of COVID-19. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. While testing and vaccines are widely available, we must continue to practice strategies to decrease the spread of COVID-19. Together, our actions contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

This COVID-19 Safety Plan Toolkit is designed by the FCSS to set forth standards and protocols for the safety and well-being of FCSS employees, students and any other persons accessing FCSS office and school settings. Its contents are to be implemented organization-wide and utilized in conjunction with department/program site-specific plans.

The FCSS is responsible to provide systems to support compliance and strategies to promote employee safety, including strategies to mitigate the spread of COVID-19. Refer to [Superintendent Internal Procedure \(SIP\) NO. 7000.002, Illness & Injury Prevention Program \(IIPP\)](#), for more information.

This document serves as the FCSS COVID-19 Safety Plan (CSP) and Cal/OSHA COVID-19 Prevention Program (CPP). In addition, this document and related site plans serves as the Elementary and Secondary School Emergency Relief Fund (ESSER III) Safe Return to In-person Instruction Local Education Agency (LEA) plan. This document was developed with the most current information known at the time and may be amended as guidance from federal, state and local agencies change.

When you have COVID-19 related questions, contact the following:

To Report COVID-19 Related Illness

*Promptly notify your immediate supervisor **and** email or call the COVID-19 Report Hotline when reporting a COVID-19 related illness.*

Email: covid19report@fcoe.org

Phone: (559) 497-3889

To Ask COVID-19 Testing Related Questions and report weekly proof of testing for unvaccinated employees

Email: covid19info@fcoe.org

Phone: (559) 497-3996

Alma McKenry, Senior Director, Health Services, amckenry@fcoe.org

For COVID-19 Health Related Questions, COVID-19 Vaccinations and COVID-19 Testing

Rhonda Lodridge, Human Resources Support Supervisor, rlodridge@fcoe.org

For Time Off from Work/Interactive Process

Andy Perez, Director, Facilities & Operations, aperez@fcoe.org

For Cleaning and Disinfecting Protocols

All employees are expected to adhere to the standards and protocols contained in this document. All supervisors and managers are responsible to implement and enforce all aspects of this document.

DEFINITIONS

Close Contact: A person sharing the same indoor airspace with a positive person for more than 15 minutes (cumulative per day) during the person's infectious period, regardless of whether person(s) is wearing a mask or vaccination status.

Common area: Common areas include all areas of the building accessed by the public or staff members for shared purposes, including lobbies and waiting areas, meeting rooms, hallways, restrooms and break rooms, and elevators.

Contact Tracing¹: Contact tracing is a process used by the public health department to slow the spread of infectious disease. A contact tracer helps identify people who may have had close contact with a COVID-19 positive patient and gives close contacts information on how to get care and treatment, and how to self-isolate, if needed.

Isolation: Separates infected people with a contagious disease from people who are not sick.

Index Case: A person with a positive COVID-19 test.

Infectious Period: For symptomatic infected persons, 2 days before the infected person had any symptoms through Day 10 after symptoms first appeared (or through Days 5-10 if testing negative on Day 5 or later), and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved, OR

For asymptomatic infected persons, 2 days before the positive specimen collection date through Day 10 after positive specimen collection date (or through Days 5-10 if testing negative on Day 5 or later) after specimen collection date for their first positive COVID-19 test.

For the purposes of identifying close contacts and exposures, infected persons who test negative on or after Day 5 and end isolation, in accordance with this guidance, are no longer considered to be within their infectious period. Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.

Outbreak: According to CalOSHA, three (3) or more COVID-19 cases in an "exposed workplace" within a 14-day period or identified as an outbreak by a local health department. According to FCDPH, an outbreak occurs when positive cases reach 10% of the school's student/staff population.

Physical distancing: According to the CDC, physical distancing means keeping space between yourself and other people outside of your home by staying at least six feet (about two arm's length) from other people and staying out of crowded places and avoiding mass gatherings. Also known as Social Distancing.

Quarantine: Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill. Refer to the "Return to Work/School After illness Protocol: Students and Staff" section of this toolkit for quarantine/isolation periods.

Social Distancing: *See Physical distancing.

¹Definition was retrieved from, Centers for Disease Control and Prevention (2020). *Contact tracing*. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>.

PROTECTION GUIDELINES

Purpose: To identify the employer and employee responsibilities to maintain a safe work environment for staff and students.

Employer Responsibilities:

- Extend grace and civility to all those you interact with while in the workplace
- Implement daily self-monitoring health screening processes for staff and students
- Provide face coverings (including N95) to FCSS employees and students
- Provide cleaning supplies for FCSS employees
- Post additional signage throughout FCSS buildings and worksites to raise awareness regarding health and safety protocols
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)
- When required, have COVID-19 testing available for staff and students
- Place appropriate signage throughout facilities informing of appropriate COVID-19 protocols including hand hygiene
- Allow time for hand hygiene and provide facilities for hand washing or sanitizing

Employee Responsibilities:

- Extend grace and civility to all those you interact with while in the workplace
- Self-certify your health daily (See Health Screening Self-Certification Protocol)
- When required, wear face covering in accordance with the Facial Covering Protocol
- Practice hand hygiene. Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer
- Avoid touching eyes, nose and mouth with unwashed hands
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning

COVID-19 TESTING

Purpose: To provide COVID-19 testing to staff and students and to monitor the prevalence of COVID-19 in FCSS schools in accordance with local, state and federal regulatory requirements.

EMPLOYEE COVID-19 TESTING INFORMATION

- Who:** FCSS employees as follows:
- Fully vaccinated employees on a voluntary basis on and after October 15, 2021
 - Not fully vaccinated employees are required to test weekly on and after October 15, 2021.
 - All employees who test positive for COVID-19 and would like to return to work sooner than 10 days of isolation.
 - All employees who are asymptomatic close contact with someone who tested positive for COVID-19, three to five days after exposure.
 - All employees who are symptomatic after being deemed a close contact.

What: An FCSS selected self-administered COVID-19 test.

Where: Option A: Employees may choose to self-test and self-report using over the counter (OTC) home tests that must be obtained from Health Services or Human Resources. [Click here](#) for instructions on to self-test and self-report.

Option B: Employees may test at the following designated FCSS testing sites by appointment only:

Health Services – 559-497-3996

Monte Vista – 559-638-9271 ext. 4105

Ramacher – 559-497-3961 ext. 3961

Sutherland – 559-846-7391 ext. 4154

When: Employees who choose to self-test and self-report may test at their convenience.

Note: employees will not be paid for testing outside of their work hours.

Employees who choose to test at an FCSS testing site may test during scheduled work hours

How: FCSS will coordinate COVID-19 testing.

What is the cost?

There will be no charge to the FCSS employee, unless employee elects to test through a valid healthcare/clinical provider or testing facility (e.g., Kaiser, CVS, Walgreens).

There are five (5) exceptions when not fully vaccinated employees are not required to test weekly on and after October 15, 2021. These exceptions are as follows:

- Vaccination status changes to "fully vaccinated."
- During a recess period (e.g., winter closure).
- When employee is on an approved leave of absence.
- When a temporary/short-term/retired/substitute employee is not scheduled to work during a specified time-period.
- For a period of 90-days from the date of a positive test result for COVID-19, unless the employee is deemed a close contact and becomes symptomatic.

Testing obligations with multiple agencies or employers:

If an FCSS employee has reporting obligations to different agencies or employers, the employee may elect to satisfy the FCSS testing obligations by providing proof of testing. The proof of testing can be emailed to covid19info@fcoe.org.

Fully vaccinated employees are exempt from surveillance testing but may participate. Staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from

asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak.

IMPORTANT NOTES:

For additional information regarding the weekly testing requirements, please refer to the “Frequently Asked Questions” section of this Toolkit.

Employees who do not fulfill their weekly testing requirement may be subject to an adverse employment action.

STUDENT COVID-19 TESTING INFORMATION

- Who:** FCSS students.
- What:** An FCSS selected self-administered COVID-19 test.
- Where:** At FCSS sites as determined by Department/Program leadership and Health Services.
- When:** Symptomatic, response and/or extracurricular activities testing, and prior to return-to-school after major school breaks (winter, spring, summer), on a voluntary basis.
- How:** FCSS will coordinate COVID-19 testing.

COVID-19 VACCINATIONS

Purpose: FCSS recognizes that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death. Vaccinations are free to anyone who would like to receive them. To learn more about the different vaccinations available access the Fresno County Department of Public Health website: <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-vaccine-information>. To find a vaccination clinic and schedule an appointment, go to www.myturn.ca.gov.

In response to the California Governor Executive Order dated August 5, 2021, certain positions within the All 4 Youth department require employees to be Fully Vaccinated or have a valid medical or religious exemption and submit a completed [COVID-19 Vaccination Religious/Medical Exemption](#) to Human Resources.

In response to the California Governor Executive Order dated August 11, 2021, the FCSS is required to document the vaccination status of all employees. Therefore, FCSS employees must submit vaccination status in accordance with FCSS established protocol.

COVID-19 VACCINATION STATUS DEFINITIONS

Not Fully Vaccinated: People are considered not fully vaccinated for COVID-19 if they do not meet the requirements defined as a fully vaccinated person, regardless of their age.

Fully Vaccinated: People are considered fully vaccinated for COVID-19 when it is two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

Booster Eligible: People are considered booster eligible if they have completed the primary COVID-19 vaccination series 5 months ago (Pfizer-BioNTech and Moderna) or received the single dose (J&J) at least 2 months ago.

CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

Purpose: To provide guidance on the criteria for classroom and school closure.

The Fresno County Department of Public Health (FCDPH) considers an outbreak when positive cases reach 10% of the school's student/staff population. School administration will consult with FCDPH about potential classroom and/or school closures. Decisions to close a classroom or school will be made in conjunction with the Fresno County Department of Public Health on a case-by-case basis.

The specific criteria are outline by the FCDPH which can be found here:

<https://www.co.fresno.ca.us/home/showpublisheddocument/59398/637686844010761734>

HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

Purpose: FCSS encourages employees, students and visitors to self-certify their health prior to entering FCSS offices and school settings as a preventive measure to mitigate the spread COVID-19 and to promote good health.

EMPLOYEE HEALTH SCREENING

On a daily basis, all FCSS employees should be mindful of the following symptoms prior to entering their assigned work location:

1. Fever and/or chills (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste and/or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days

- **If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.**
- If you have new or worsening symptoms, stay home and contact the COVID-19 hotline at covid19report@fcoe.org or (559) 497-3889 and advise your supervisor immediately.

STUDENT SCREENING

On a daily basis, Parents/Guardians should be mindful of the following symptoms prior to sending their child to school:

1. Fever and/or chills (100.4 degrees or higher)
 2. A new or worsening cough
 3. Shortness of breath
 4. Loss of taste or smell
 5. Congestion and/or runny nose
 6. Sore throat
 7. Fatigue
 8. Muscle and/or body aches
 9. Headache
 10. Nausea/vomiting and/or diarrhea
 11. Exposure to COVID-19 in the past 14 days
- If the parent/guardian answers “no” to all questions, they can allow their child to come to school.
 - If the parent/guardian answers “yes” to any of the questions, they will need to stay home and consult with their doctor and report illness to the school absence line.

When the student does not appear to be well or states they do not feel well during the school day, the student will be evaluated by a school nurse/designated staff member.

ROLE OF SCHOOL NURSE AND/OR HEALTH STAFF/CONTACT TRACER

Once alerted to a fever or respiratory illness in a student or staff, a member of the health staff or contact tracer should communicate with the individual to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness.

- Health staff should call student or staff daily to check on symptoms and to offer support to the ill individual.
- Once an ill individual meets criteria listed above, the school nurse will clear the student or staff member to return to work/school.

ROLE OF PROGRAM ADMINISTRATION

For students subject to COVID-19 quarantines, isolations, and school closures, the FCSS will maintain continuity of instruction and services to support the student's educational program while unable to attend school in person through Independent Study Programs, as appropriate. Site leaders will contact

the student's parent/guardian regarding continuity of services as described in the program/site specific plans.

VISITOR SCREENING

Visitors should be mindful of the following symptoms prior to entering any FCSS facility:

1. A fever and/or chill (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days

Visitors should reschedule FCSS appointments if experiencing any of the above symptoms.

FACE COVERING PROTOCOL

Purpose: The following shall be the protocol for face coverings for employees, students, and visitors at FCSS facilities.

Effective Saturday, March 12, 2022, California adopted a new indoor Face Covering policy and moved from a mandate to a strong recommendation regarding masking for all staff, students, and visitors in K-12 office and school settings regardless of vaccination status. Therefore, please be mindful and respectful of personal choice. Also, continue to be patient, flexible, and kind.

For FCSS employees, students, and visitors, at a location where the COVID-19 protocols are determined by partnering entities, the FCSS employees, students, and visitors, must follow the COVID-19 protocols as determined by the entity having jurisdiction to set the COVID-19 protocols for the location.

For FCSS sponsored and non-FCSS sponsored events, please be aware of the following protocols:

1. FCSS employees, students, and visitors must follow the COVID-19 protocols as determined by the entity having jurisdiction to set the COVID-19 protocols for the event location. At all events



where FCSS is the entity having jurisdiction to set COVID-19 protocols, masks are strongly encouraged, but not required.

2. Fist bumps are preferable to hugs and handshakes.
3. When an FCSS employee is sick **OR** has COVID-19 related symptoms **OR** has been a close contact to a COVID-19 positive person, please stay home, and contact the COVID-19 First Notice Reporting line at covid19report@fcoe.org or (559) 497-3889. The covid19report line will provide further instructions.
4. Students and visitors who were in close contact with a COVID-19 positive person and are not symptomatic, may attend the event, but must wear a mask.
5. Any mega-event, as defined by CDPH will follow the mega-event guidance.

PHYSICAL DISTANCING PROTOCOL

Purpose: To provide guidance to staff on best practices for physical distancing.

- CalOSHA Emergency Temporary Standards (ETS) no longer require physical distancing, except:
 - During an outbreak (3 or more employees in an exposed group), the FCSS will evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.
 - Physical distancing and barriers must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status.
- For contact tracing purposes for employees, anyone sharing the same indoor airspace with a confirmed positive COVID-19 person, for greater than 15 minutes in a 24-hour period during the positive person's infectious period will be considered a close contact.

Gatherings, Field Trips and Visitors

- Refer to the most current local and state guidance for your specific activity.

Mealtime Considerations

- At mealtimes, maximize physical distancing as much as possible while eating, especially if students are eating indoors. Consider using outdoor spaces or classrooms to help facilitate distancing.

Other Considerations for School Settings:

- Band and choir practices may occur in compliance with each school site and school district protocol, and in accordance with the California Department of Public Health Return to School Guidance.

CLEANING AND DISINFECTING PROTOCOL

Purpose: To provide information on cleaning and disinfecting efforts during the COVID- 19 pandemic.

On April 5, 2021, the CDC updated its guidance on cleaning and disinfecting a facility. The CDC found that the risk for people to become infected if they touch surfaces the virus has landed on and then

touch their nose, mouth, or eyes is low. Additionally, the guidance states that cleaning with soap and water at least once a day is generally sufficient. More frequent cleaning may be needed when a space is used by those who may not consistently wear masks, wash hands, or cover coughs and sneezes.

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected once per day. In the office setting, staff may utilize cleaning supplies that will be provided at stations around offices to clean computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting and cleaning supplies as appropriate.

Only approved Environmental Product Agency (EPA) products will be used to disinfect. The list of EPA-approved products can be found [here](#). Products that do not require EPA registration may be used.

All product label instructions shall be followed by anyone using a disinfecting product, paying attention to appropriate Personal Protective Equipment (PPE) and required product dwell time to effectively disinfect. In a school setting, anyone using a disinfecting product must have completed the Integrated Pest Management (IPM) training in accordance with [SOP #833 – Integrated Pest Management](#).

OFFICE SETTINGS

- Peter G. Mehas Center and Towers buildings: common area high-touch surfaces will be disinfected once a day; these areas include door handles and panic hardware, counters, handrails, elevator buttons, light switches, breakroom tables, microwaves, and refrigerator handles; the contracted custodial company will disinfect during the routine nighttime service
- At office locations served by landlord provided or hired cleaning service, areas will be disinfected according to contractual terms, usually nightly (including but not limited to Channing Court, Starpoint Towers, Civic Center, Pacific Southwest Building)
- At all office locations, health and sanitation stations with cleaning supplies, PPE and product use instructions are available to staff to clean work areas whenever desired

SCHOOL SETTINGS

Important: Disinfectants should not be applied on items that children might put in their mouths. Cleaning toys and other items used by children should be done with soap and water or an appropriate sanitizing solution.

FCSS School Sites (Ramacher, Sutherland, Monte Vista, VHEA, and CTEC):

FCSS custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, once a day. Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms and all hard surface flooring will be disinfected one time per day.

Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks and chairs or items not listed above are the responsibility of the teacher/paraprofessional to clean or disinfect. Disinfecting supplies are available to staff in designated areas or by contacting the site custodian.

All classrooms and bathrooms are fogged with a probiotic spray one time per week. This probiotic fogging is not a substitute for cleaning or disinfecting with a product on the EPA list of approved disinfectants but is an additional step to eliminate biofilm that can protect bacteria and viruses.

Integrated Classrooms:

Integrated classrooms (including but not limited to special education classes at district sites and DNA) are cleaned and disinfected in accordance with the host school districts' custodial procedures. These procedures vary from district to district, but include, at a minimum, daily cleaning and disinfection of classroom surfaces as described above. Cleaning and disinfecting supplies are provided to integrated classroom staff for use during the day.

JJC, Lighthouse:

At locations served by landlord-provided custodial service, areas will be cleaned and disinfected according to contractual terms, usually nightly. Cleaning and disinfecting supplies are provided to staff for use during the day.

DISINFECTING AFTER A CONFIRMED COVID-19 CASE

After identification of a confirmed COVID-19 positive case in an office or school setting within the previous 24 hours, cleaning and disinfecting of the spaces where the case spent significant time will be arranged. In accordance with the *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year dated January 14, 2021*, this will be done after staff and students have left for the day. The space does not need to be closed to staff and students prior to the cleaning and disinfection.

Should the Fresno County Department of Public Health (FCDPH) or FCSS staff become aware that an outbreak may be underway, FCSS will consult with the FCDPH on the need for additional cleaning and disinfecting.

ENGINEERING CONTROLS AND VENTILATION

In order to maintain adequate ventilation and air quality in schools and offices, the FCSS has taken the following actions:

- Encouraged staff to open windows and doors as appropriate and safe
- Contracted with a qualified heating ventilation and air conditioning (HVAC) company to ensure that all units are operating optimally and provide adequate fresh air ventilation
- Changed HVAC system filters to minimum efficiency rating value (MERV) 13 wherever possible
- Provided each classroom with a portable high-efficiency air filtration unit

PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

Purpose: To provide guidance to staff on what PPE may be applicable to their job duties in response to COVID-19.

To obtain the best pricing and track expenditures for possible reimbursement, PPE specific to COVID-19 response shall be procured in bulk quantities by the Facilities & Operations Department and distributed as needed. Departments with PPE needs not specifically related to COVID-19 response shall continue to purchase and provide the needed PPE.

SURGICAL FACE MASKS

Who may use: FCSS employees and students.

When to use: When required by state or local health order and in accordance with the FCSS Face Covering Protocol.

Typical tasks necessitating use: Employee presence in an essential facility, nursing services (nurses providing nursing services/procedures, masking any student or staff that are showing signs and symptoms of respiratory illness).

N95 RESPIRATORS

Who may use: FCSS employees and students.

When to use: For FCSS employees: When performing aerosolizing medical procedures, when using products that would require respiratory protection according to the Safety Data Sheet. For students: when extra protection against COVID-19 is preferred.

Typical tasks necessitating use: tracheostomy suctioning, performing nebulizer treatments, or when handling concentrated cleaning and disinfecting products, as required by the Safety Data Sheet.

FACE SHIELDS/EYE PROTECTION

Who should use: Custodians, teachers, paraeducators, school nurses or anyone trained to do specialized healthcare procedures and any employee in accordance with the Face Covering Protocol.

When to use: When splash protection is required or in accordance with the Face Covering Protocol.

Typical tasks necessitating use: providing first aid, performing specialized healthcare procedures and cleaning contaminated areas and while doing medical aerosol procedures such as oral or tracheostomy suctioning or nebulizer treatments.

LEVEL 3 MEDICAL-GRADE PROTECTIVE GOWNS

Who should use: School nurses, and LVNs.

When to use: Aerosol generating procedures, working in isolation rooms.

Typical tasks necessitating use: tracheostomy suctioning or nebulizer treatments.

FCSS EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN

Purpose: The FCSS recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an FCSS employee or student. Therefore, the FCSS has created the following employee and student exposure response plan and flowcharts:

- Process For Employees to Report COVID-19 Related Illness
- First Notice Reporting Flowchart Once Employee Reports A COVID-19 Related Illness
- COVID-19 Screening Flowchart of FCSS Students
- FCSS Students COVID-19 Illness and Quarantine Guidelines - English
- FCSS Students COVID-19 Illness and Quarantine Guidelines - Spanish

- FCSS Employees COVID-19 Illness and Quarantine Guidelines

Note: severely immunocompromised individuals should consult with their primary care physician.

PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS

Purpose: The FCSS has established a *First Notice Reporting* process to ensure all employees report a COVID-19 Related Illness in a consistent, timely manner.

Employees are expected to report a COVID-19 Related Illness to FCSS when:

- You have experienced COVID-19 related symptoms, **OR**
- You were alerted that you are considered a close contact to a positive COVID-19 case, **OR**
- You have tested positive for COVID-19, or after being identified as a close contact are awaiting COVID-19 test results.

Employees are expected to follow the steps as indicated below:

1. Promptly notify your immediate supervisor that you are going to report a COVID-19 related illness.
2. **Immediately** report all COVID-19 Related Illnesses as indicated above by email, covid19report@fcoe.org OR by phone (559) 497-3889.
3. Provide the following information when you email or call to ensure timely reporting:
 - a. First and Last Name
 - b. Your Email and Phone Number
 - c. Reason for Report (e.g., *experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results*)
 - d. Department and actual Work Location (e.g., worksite and room number, if applicable)
 - e. Actual date you last worked (specify whether in-person or telework)
 - f. Vaccination Status
4. A confidential FCSS liaison will answer your email/call and assist in determining appropriate next steps.
5. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.

FIRST NOTICE REPORTING
Process for FCSS Employees to Report A COVID-19 Related Illness



Please report a COVID-19 Related Illness to FCSS when:

- You have experienced COVID-19 related symptoms, **OR**
- You were alerted that you are considered a close contact to a positive COVID-19 case, **OR**
- You have tested positive for COVID-19, or after being identified as a close contact are awaiting COVID-19 test results.

1. Promptly notify your immediate supervisor that you are going to report a COVID-19 related illness.
2. **Immediately** report all COVID-19 Related Illnesses as indicated above by email, covid19report@fcoe.org OR by phone (559) 497-3889.
3. Provide the following information when you email or call to ensure timely reporting:
 - a. First and Last Name
 - b. Your Email and Phone Number
 - c. Reason for Report (e.g., *experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results*)
 - d. Department and actual Work Location (e.g., worksite and room number, if applicable)
 - e. Actual date you last worked (specify whether in-person or telework)
 - f. Vaccination Status
4. A confidential FCSS liaison will answer your email/call and assist in determining appropriate next steps.
5. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.

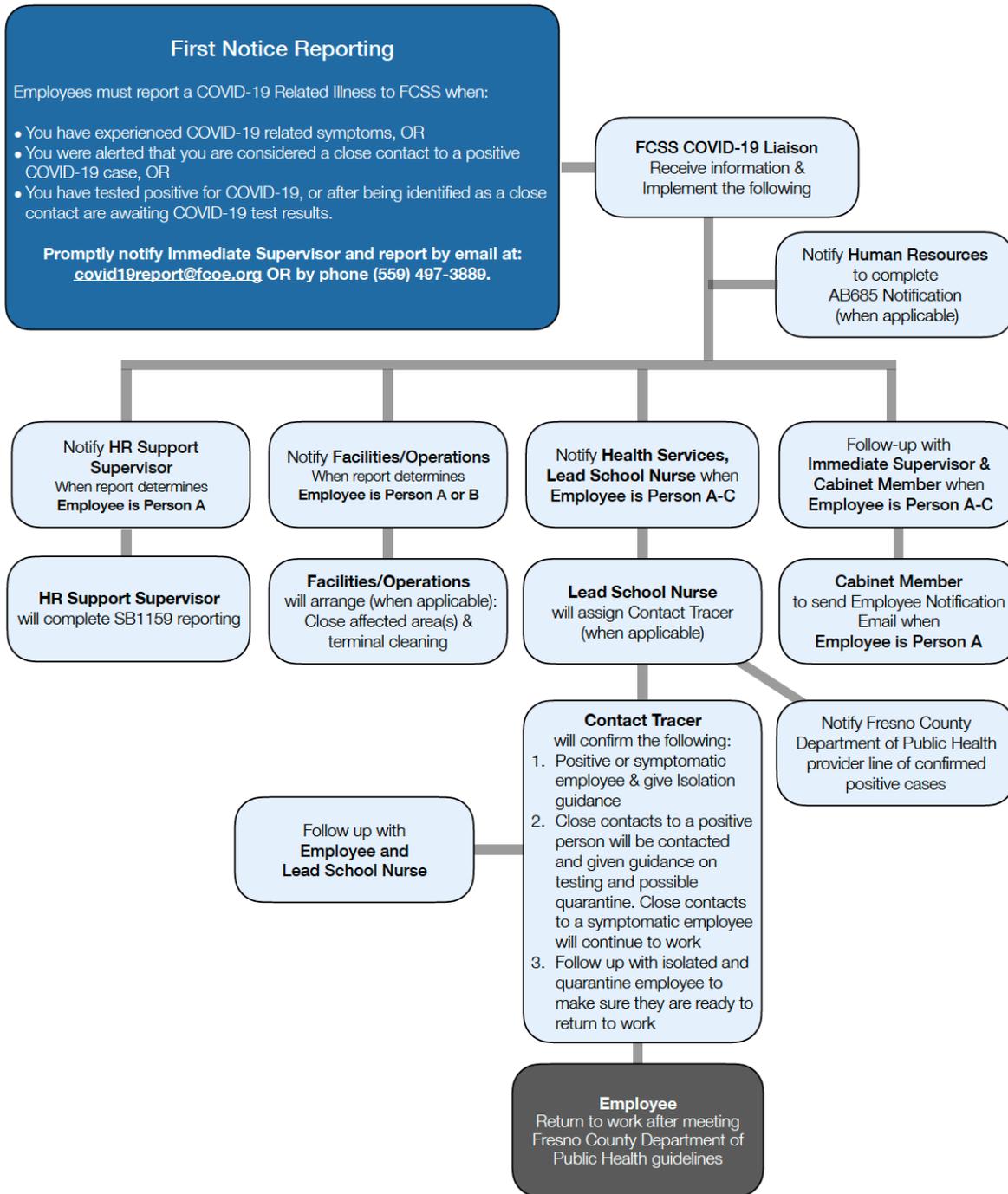
covid19report@fcoe.org • (559) 497-3889

Updated 11/01/2021

FIRST NOTICE REPORTING FLOWCHART

ONCE EMPLOYEE REPORTS A COVID-19 RELATED ILLNESS

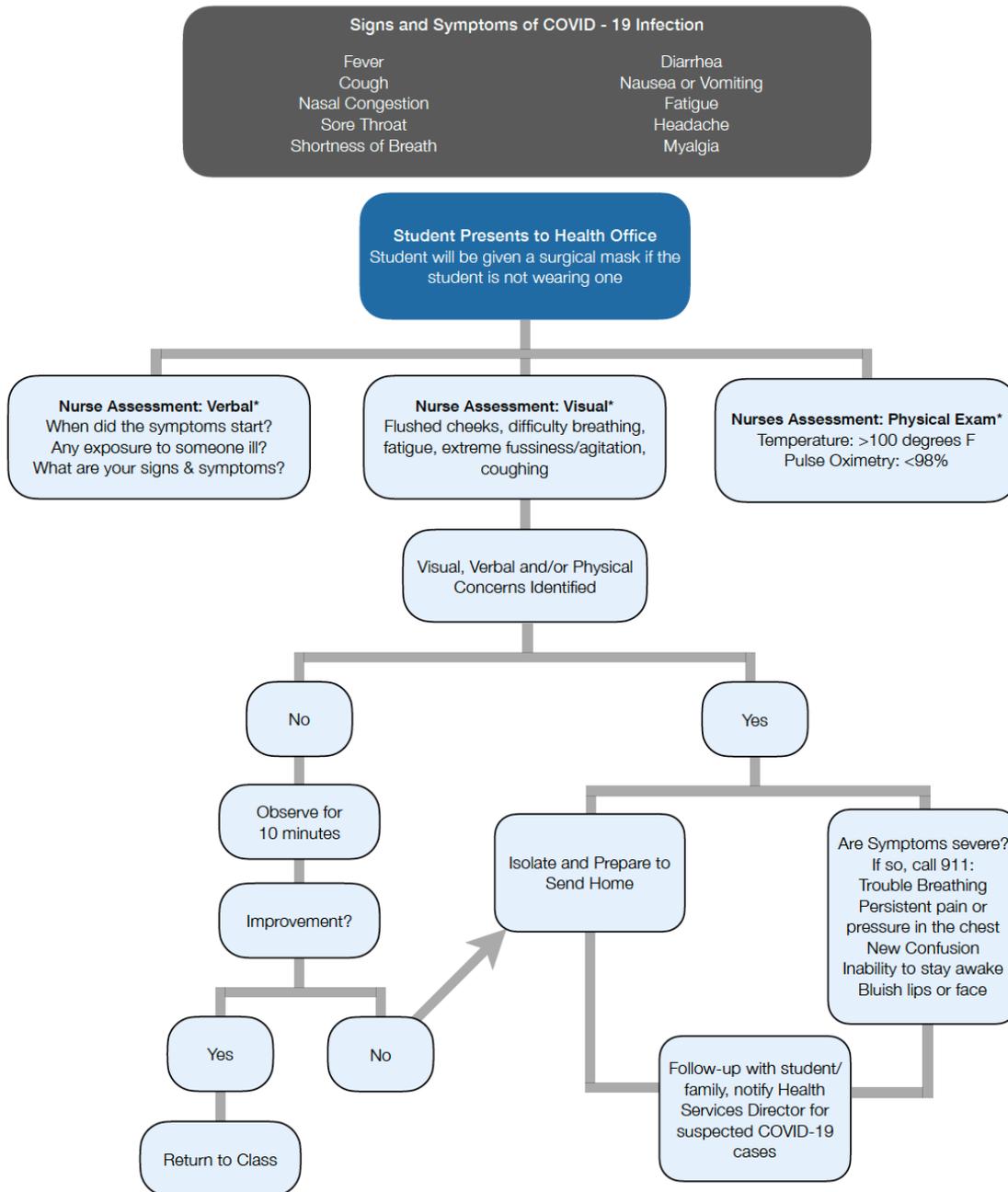
Purpose: The First Notice Reporting Flowchart was designed to demonstrate the internal process that takes place after an employee reports a COVID-19 related illness.



Important Note: Aside from the specified contacts noted above on this flow chart, the County Superintendent and FCSS employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. FCSS may notify affected employees in a way that does not reveal personal health-related information of an employee.

COVID-19 SCREENING FLOWCHART OF FCSS STUDENTS

Purpose: The COVID-19 Screening Flowchart of FCSS Students was designed to demonstrate the internal process when a student presents signs and symptoms of COVID-19 to a Health Office.



*If school nurse is not physically available at the school site/campus, call the school nurse for consultation.

** Symptomatic students will be sent home to isolate according to the Return-to-Work Toolkit. The remaining students in the classroom will continue with their school day. If the symptomatic student becomes a confirmed positive COVID case, close contacts will be identified and guidance given to parents on testing and possible quarantine.

FCSS Students COVID-19 Illness and Quarantine Guidelines

Report all cases to the school absence reporting line.

School Districts are required to report ALL positive cases to the Fresno County Department of Public Health at (559) 600-3332.

STUDENT A	STUDENT B	STUDENT C
 <p>Any student who has tested positive for COVID-19, regardless of vaccination status, previous infection, or lack of symptoms</p> <p>Isolation:</p> <ul style="list-style-type: none"> ✓ Stay home for at least 5 days. ✓ Isolation can end after day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on day 5 or later tests negative. ✓ If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10. ✓ If fever is present, isolation must be continued until fever resolves for 24 hours without the use of fever-reducing medications. ✓ If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10. ✓ Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings. ✓ Antigen test preferred. 	 <p>Any student who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results</p> <p>With symptoms:</p> <p>Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> ✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and ✓ <u>Symptoms</u> have improved <p>*Student B should have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.</p>	 <p>Any student who believes they have been a close contact with a COVID-19 positive person at home, school, or in the community</p> <p>If Student C:</p> <ul style="list-style-type: none"> ✓ Is or becomes symptomatic, regardless of vaccination status, refer to Student B. ✓ Is asymptomatic, regardless of vaccination status, Student may continue in school. ✓ Wear a well-fitting mask around others for 10 days after last exposure, when in an indoor setting. A well-fitting mask is strongly encouraged to wear in outdoor settings. <p>*Testing is recommended 3 to 5 days after last close contact with a positive. If student C receives a negative test result, they may continue to come to school. If student C receives a positive test result, see student A.</p>

Updated 07/21/2022

Indicaciones de cuarentena y enfermedad COVID-19 para estudiantes de FCSS

Reporte todos los casos a la línea de información de ausencias de la escuela.
Los distritos escolares están obligados a reportar TODOS los casos positivos al Departamento de Salud Pública del Condado de Fresno.

Estudiante A



Cualquier estudiante que haya dado positivo por COVID-19, independientemente del estado de vacunación, infección previa, o falta de síntomas

- ✓ Quédese en casa por lo menos 5 días.
- ✓ El aislamiento puede terminar después del día 5 si los síntomas no están presentes o se están resolviendo y una muestra de diagnóstico recolectada el día 5 o más tarde da negativo.
- ✓ Si no puede hacerse la prueba o elige no hacerlo, y los síntomas no están presentes o se están resolviendo, el aislamiento puede terminar después del día 10.
- ✓ Si hay fiebre, se debe continuar con el aislamiento hasta que la fiebre se resuelva durante 24 horas sin el uso de medicamentos para reducir la fiebre.
- ✓ Si los síntomas, aparte de la fiebre, no se resuelven, continúe aislándose hasta que los síntomas se resuelvan o hasta después del día 10.
- ✓ Use una máscara a su medida cuando este alrededor de otras personas durante un total de 10 días, especialmente en ambientes interiores.
- ✓ Se prefiere la prueba de antígeno.

Estudiante B



Cualquier estudiante que sea únicamente sintomático o que haya tomado la prueba de COVID-19 debido a síntomas y esperando los resultados de laboratorio.

Con síntomas:

Aislamiento hasta que se cumplan los siguientes requisitos:

- ✓ 24 horas *(1 día) sin fiebre (sin el uso de medicina para reducir la fiebre) y
- ✓ Los síntomas han mejorado

*El estudiante B debe tener una prueba negativa de SARS-CoV-2, Ó un proveedor de atención médica ha proporcionado documentación de que los síntomas son típicos de su condición crónica subyacente (por ejemplo, alergias ó asma)

Ó un proveedor de atención médica ha confirmado un diagnóstico alternativo (por ejemplo, faringitis estreptocócica, virus Cocksackie),

Ó han pasado al menos 10 días desde el inicio de los síntomas.

Estudiante C



Cualquier estudiante que crea que ha estado en contacto cercano con una persona positiva a Covid-19 en el hogar, la escuela, o en la comunidad

Si el Estudiante C:

- ✓ Esta o se vuelve sintomático, independientemente del estado de vacunación, refiera a **ESTUDIANTE B**.
- ✓ Si es asintomático, independientemente del estado de vacunación, el estudiante **puede regresar a la escuela**.
- ✓ Use una máscara bien ajustada alrededor de otras personas durante 10 días después de la última exposición, cuando esté en un entorno interior. Se recomienda encarecidamente usar una máscara bien ajustada en entornos al aire libre.

*Se recomienda realizar pruebas de 3 a 5 días después del último contacto cercano con un positivo. Si el estudiante C recibe un resultado negativo en la prueba, puede continuar viniendo a la escuela. Si el estudiante C recibe un resultado positivo en la prueba, consulte al estudiante A.

FCSS Employees COVID-19 Illness and Quarantine Guidelines

Report all cases by email to covid19report@fcoe.org OR by phone (559) 497-3889.
As required, the COVID-19 Report hotline will report ALL positive cases to the Fresno County Department of Public Health.

PERSON A	PERSON B	PERSON C
<div data-bbox="338 451 443 548" data-label="Image"> </div> <p data-bbox="107 565 709 613">Any person who has tested positive for COVID-19 regardless of vaccination status, previous infection, or lack of symptoms</p> <p data-bbox="107 659 184 678">Isolation:</p> <ul data-bbox="107 683 709 1008" style="list-style-type: none"> ✓ Stay home for at least 5 days. ✓ Isolation can end after day 5 if symptoms are not present or are resolving and a negative diagnostic specimen is collected at Health Services or a healthcare professional or a home test if uploaded into Primary Health on day 5. ✓ If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10. ✓ If fever is present, isolation must be continued until fever resolves for 24 hours without the use of fever-reducing medications. ✓ If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10. ✓ Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings. ✓ Antigen test preferred. 	<div data-bbox="982 451 1087 548" data-label="Image"> </div> <p data-bbox="741 565 1331 613">Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results</p> <p data-bbox="741 678 869 698">With Symptoms:</p> <p data-bbox="741 703 1220 722">Isolation until the following requirements have been met:</p> <ul data-bbox="741 727 1331 797" style="list-style-type: none"> ✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and ✓ <u>Symptoms</u> have improved <p data-bbox="741 850 1304 1008">*Person B should have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.</p>	<div data-bbox="1612 459 1724 540" data-label="Image"> </div> <p data-bbox="1360 565 1967 659">Any person with close contact to Person A (>15 min cumulative per day, <6 feet), regardless of vaccination status or where the person was exposed (i.e., home, work, or community)</p> <p data-bbox="1360 688 1503 708">If Asymptomatic:</p> <ul data-bbox="1360 712 1967 834" style="list-style-type: none"> • Person C may continue to report to work but must test within 3 to 5 days after their last close contact* • Wear a well-fitting mask around others for 10 days, especially in an indoor setting • If an exposed employee tests positive for COVID-19, follow isolation instructions for Person A. <p data-bbox="1360 850 1934 889"><i>*Any person who has been confirmed COVID-19 positive within the last 90 days is exempt testing unless symptoms develop.</i></p> <p data-bbox="1360 902 1493 922">If Symptomatic:</p> <ul data-bbox="1360 927 1967 1138" style="list-style-type: none"> • Person C must test immediately**, then go home. Person C must continue to stay home until test results are obtained. • If Person C receives a negative antigen test, Person C may return to work 24 hours after symptoms resolve or are improving. It is recommended that an employee retest 1-2 days after receiving a negative antigen test. • If unable to test or choosing not to test, isolation ends on Day 10. • If Person C returns to work earlier than ten days after the close contact, Person C must wear a face covering while around others for 10 days following the close contact. <p data-bbox="1360 1154 1913 1193"><i>**For symptomatic employees who have tested positive with the previous 90 days, an antigen test is preferred.</i></p> <p data-bbox="1829 1190 1955 1206">Updated 08/03/2022</p>

SB 114 COVID-19 SUPPLEMENTAL PAID SICK LEAVE (SPSL)

On February 9, 2022, Governor Gavin Newsom signed Senate Bill 114 requiring the FCSS to provide up to 80 hours of Supplemental Paid Sick Leave (SPSL), pro-rated for less than full-time. This new SPSL is retroactive to January 1, 2022 and will expire on September 30, 2022.

A covered employee may take up to 40 hours of leave (pro-rated for less than full-time) if the employee is unable to work or telework due to any of the following reasons:

1. The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health, the CDC, or a local health officer with jurisdiction over the workplace.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee or family member is attending an appointment to receive a vaccine, or Booster, for protection against contracting COVID-19.
4. The employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework or is caring for a family member experiencing side effects from the vaccine or booster which prevents the employee from being able to work or telework.
5. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
6. The employee is caring for a family member who is subject to a quarantine or isolation order or guidelines, or who has been advised to self-quarantine by a health care provider.
7. The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19.

Please note: Leave for vaccination or Booster purposes, shall be limited to three (3) days unless employee provides medical verification that employee or family member is continuing to experience symptoms related to the COVID-19 vaccine or booster.

A covered employee may take up to an additional 40 hours of leave (pro-rated for less than full-time) if the employee is unable to work or telework for either of the following reasons:

1. The employee tests positive for COVID-19. Proof of positive COVID-19 test results are required.
2. The employee is caring for a family member* who tested positive for COVID-19. Proof of positive COVID-19 test results are required.

**A family member includes a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling.*

The FCSS will require satisfactory medical documentation to receive the additional 40 hours of SPSL. The FCSS reserves the right to require an additional COVID-19 test on the fifth (5th) day or after the initial positive test.

If you feel that you may have had a previous situation since January 1, 2022, or a current situation that qualifies for SPSL, please contact your immediate supervisor.

[COVID-19 Supplemental Paid Sick Leave Notice](#)

SYSTEMS FOR COMMUNICATION

Purpose: To ensure FCSS has effective two-way communication with employees, labor representatives, and parents/guardians regarding COVID-19 related issues.

FCSS uses the COVID-19 Safety Plan Toolkit as a vehicle to communicate the following to stakeholders:

- Reporting of COVID-19 symptoms following the *First Notice Reporting Flowchart*
- How to identify and report symptoms and hazards that employees may be exposed to within the workplace without fear of reprisal using the procedure outlined in the IIPP
- FCSS procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- FCSS procedures on access to COVID-19 testing including asymptomatic, symptomatic or response testing

In compliance with AB685, the FCSS is required to provide timely employee and union notification when:

- a) positive COVID-19 test or medical diagnosis from licensed medical provider;
- b) ordered quarantine from public health official; or
- c) death from COVID-19.

If a positive case is identified in the workplace, employees will be notified without disclosing the name of the individual or any personally identifiable information about the person to ensure compliance with privacy laws. For more information on this subject, please visit the U.S. Department of Health and Human Services [here](#).

- Employee notification will be sent to department/program employees by applicable cabinet member/designee with a CC to covid19report@fcoe.org, Alma McKenry, and Laurie Gabriel.
- Parent/Guardian notification will be sent by department/program administration/designee.
- When applicable, Union notification will be sent by Human Resources with CC to covid19@fcoe.org and Alma McKenry.

SAMPLE EMPLOYEE NOTIFICATION EMAIL

From: Cabinet Member Name
To: Work Location/Department Staff
CC: covid19report@fcoe.org; Alma McKenry (amcmkenry@fcoe.org); Laurie Gabriel (lgabriel@fcoe.org)
Subject: IMPORTANT NOTIFICATION

Hello FCSS Department Colleagues,

You are receiving this notification because a fellow colleague at your work location/program has been impacted by COVID-19.

We alerted Alma McKenry, Senior Director of Health Services, who is currently investigating this matter and should any close contacts be identified, Health Services will reach out to those individuals. Please know that our colleague is isolating and will be able to return to work according to the guidelines set forth by the Fresno County Department of Public Health (FCDPH). We wish our team member a speedy recovery.

Please continue to self-certify your own health prior to reporting to work and let your immediate supervisor know if you are experiencing any symptoms. You must also report any symptoms or positive COVID test by emailing covid19report@fcoe.org or calling (559) 497-3889. In addition, if you are experiencing symptoms, FCSS urges that you test for COVID-19 or otherwise consult with a health care provider.

FCSS aggressively responds to COVID-19 to ensure safe working and learning environments. Thank you for following the guidance and protocols outlined in the FCSS COVID-19 Safety Plan Toolkit, implemented by FCSS administration. It is your diligence in following these protocols that helps in mitigating the spread of COVID-19. Click here to access the FCSS COVID-19 Safety Plan Toolkit for specific information regarding disinfection and safety protocols. [\[Copy & Paste hyperlink to COVID-19 Safety Plan Toolkit\]](#)

FCSS continues to work in full cooperation with FCDPH to minimize potential risks to employees, students, and members of the public. See attached FAQ's for further information. If you have any questions, please email covid19report@fcoe.org or call (559) 497-3889.

Thank you again for your dedication during this challenging time.

FCSS is an equal opportunity employer and does not discriminate against employees on the basis of medical conditions, disabilities, or any other protected classifications. You may use available leave entitlements, which would include the FCSS COVID-19 PN, if available and applicable. You may also file a worker's compensation claim if you contract COVID-19 through your employment. Likewise, FCSS does not retaliate against employees for using protected leave rights, filing worker's compensation claims, or for pursuing internal or external complaints. If you believe you have suffered an adverse employment action for any protected activities, please contact your immediate supervisor or Human Resources.

****Please [click here](#) to download the template that may be modified.**

Human Resources, Health Services, and applicable Cabinet Member will adapt the notification based on the actual situation.**

Reminder: Don't forget to insert the hyperlink to the toolkit, prior to sending to your department.

SAMPLE UNION NOTIFICATION

From: Laurie Gabriel or HR Designee
To: CTA or CSEA Representative(s)
CC: covid19report@fcoe.org; Alma McKenry (amcmkenry@fcoe.org)
Subject: IMPORTANT NOTIFICATION

Dear Labor Partners:

This correspondence is to notify you that on **(INSERT DATE)**, the Fresno County Superintendent of Schools ("FCSS") became informed an employee serving within a position represented by your bargaining unit has COVID-19 virus implications. The employee's work location is **(INSERT HERE)**. All impacted employees at that work location/program received the email notification below. FCSS continues to work in full cooperation with FCDPH and Alma McKenry, Senior Director, Health Services Department to minimize potential risks to employees, students, and members of the public. Thank you for your ongoing dedication to FCSS and the students of Fresno County. If you have any questions, please feel free to contact me.

Hello FCSS Department Colleagues,

You are receiving this notification because a fellow colleague at your work location/program has been impacted by COVID-19.

We alerted Alma McKenry, Senior Director of Health Services, who is currently investigating this matter and should any close contacts be identified, Health Services will reach out to those individuals. Please know that our colleague is isolating and will be able to return to work according to the guidelines set forth by the Fresno County Department of Public Health (FCDPH). We wish our team member a speedy recovery.

Please continue to self-certify your own health prior to reporting to work and let your immediate supervisor know if you are experiencing any symptoms. You must also report any symptoms or positive COVID test by emailing covid19report@fcoe.org or calling (559) 497-3889. In addition, if you are experiencing symptoms, FCSS urges that you test for COVID-19 or otherwise consult with a health care provider.

FCSS aggressively responds to COVID-19 to ensure safe working and learning environments. Thank you for following the guidance and protocols outlined in the FCSS COVID-19 Safety Plan Toolkit, implemented by FCSS administration. It is your diligence in following these protocols that helps in mitigating the spread of COVID-19. Click here to access the FCSS COVID-19 Safety Plan Toolkit for specific information regarding disinfection and safety protocols. **[\[link to COVID-19 Safety Plan toolkit\]](#)**

FCSS continues to work in full cooperation with FCDPH to minimize potential risks to employees, students, and members of the public. See attached FAQs for further information. If you have any questions, please email covid19report@fcoe.org or call (559) 497-3889.

Thank you again for your dedication during this challenging time.

FCSS is an equal opportunity employer and does not discriminate against employees on the basis of medical conditions, disabilities, or any other protected classifications. You may use available leave entitlements, which would include the FCSS COVID-19 PN, if available and applicable. You may also file a worker's compensation claim if you contract COVID-19 through your employment. Likewise, FCSS does not retaliate against employees for using protected leave rights, filing worker's compensation claims, or for pursuing internal or external complaints. If you believe you have suffered an adverse employment action for any protected activities, please contact your immediate supervisor or Human Resources.

SAMPLE PARENT/GUARDIAN COVID-19 EXPOSURE NOTIFICATION – ENGLISH

DATE

Dear Parent or Guardian,

The (INSERT PROGRAM NAME) leadership team would like to inform you that your child may have been exposed to COVID-19 on (INSERT DATE) at the (INSERT WORK LOCATION e.g. Lighthouse for Children, Toddler Room XX). Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.

Although your child may have been exposed, your child can remain in school as long as they are asymptomatic. If your child develops symptoms, please keep your child home and alert the school attendance desk. We encourage you to contact your physician immediately for evaluation.

The following COVID-19 symptoms may appear 2 – 10 days after exposure to the virus:

- Fever and/or chills
- A new or worsening cough
- Shortness of breath
- Loss of taste or smell
- Congestion and/or runny nose
- Sore throat
- Fatigue
- Muscle and/or body aches
- Headache
- Nausea/vomiting and/or diarrhea

We understand this is concerning news to receive. If you would like to speak with someone, please contact (INSERT PROGRAM CONTACT INFORMATION). For information on isolation and quarantine, please visit the Fresno County Department of Public Health (FCDPH) website at:

<https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-orders>

Thank you for your understanding and please contact us with any questions.

Sincerely,

Cabinet Member Name

****Please [click here](#) to download the template that may be modified. Human Resources, Health Services, and applicable Cabinet Member will adapt the notification based on the actual situation.****

SAMPLE PARENT/GUARDIAN COVID-19 EXPOSURE NOTIFICATION - SPANISH

DATE

Estimado padre o Guardianes,

El equipo de líderes del **SCHOOL/PROGRAM NAME** desea informarle que su hijo/a pudo haber estado expuesto al COVID-19 el **DATE OF EXPOSURE** en el **LOCATION/ROOM # OF EXPOSURE**. El coronavirus (COVID-19) es una enfermedad causada por un virus que puede propagarse de persona a persona.

Aunque su hijo estuvo expuesto, su hijo puede permanecer en la escuela siempre que permanezca asintomático. Si su hijo desarrolla síntomas, manténgalo en casa y avise al mostrador de asistencia de la escuela. Lo alentamos a que se comunique con su médico de inmediato para una evaluación.

Los siguientes síntomas de COVID-19 pueden aparecer de 2-10 días después de la exposición al virus:

- Fiebre y / o escalofríos
- Tos nueva o que empeora
- Dificultad para respirar
- Pérdida del gusto o el olfato
- Congestión y/o secreción
- Dolor de garganta
- Fatiga
- Dolores musculares y/o corporales
- Dolor de cabeza
- Náuseas / vómitos y/o diarrea

Entendemos que se trata de noticias preocupantes para recibir. Si desea hablar con alguien, comuníquese con (**INSERT PROGRAM CONTACT INFORMATION**). Para más información sobre el aislamiento y la cuarentena, por favor de visitar la página web del Departamento de Salud Pública del Condado de Fresno (FCDPH) en: <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-orders>

Gracias por su comprensión y por favor contáctenos si tiene alguna pregunta.

Atentamente,

****Please [click here](#) to download the template that may be modified. Human Resources, Health Services, and applicable Cabinet Member will adapt the notification based on the actual situation.****

SAMPLE PARENT/GUARDIAN MASKING NOTIFICATION - ENGLISH

Dear Parents/Guardian:

We know that there are varied opinions about masking. Mask wearing is still strongly recommended and is an option for every student or staff member who wishes to wear one at any time. Our school has masks available for staff and students if requested. As we begin to transition from pandemic response into a new chapter where we can use more routine disease control tactics, it is important that we continue with some of the mitigation strategies we are all familiar with -- monitoring symptoms, testing, high-quality ventilation systems, etc. -- with a focus on personal responsibility and respect. Please be kind to each other and respect each other's decisions.

Respecting Personal Choice

- Parents and students now have personal choice for masking in schools with the expectation that individual choices are respected.
- One should not make assumptions regarding someone's beliefs or health status based upon their choice to wear or not wear a mask, nor should they comment on them.

Responsibility

- Students and staff should continue to remain home when sick.
- Students and staff are encouraged to take a COVID-19 test if exhibiting symptoms and/or if they have a known exposure to COVID-19.

Our school has always been in compliance with CalOSHA. The Executive Order signed by the Governor aligns CalOSHA guidance with this updated CDPH guidance. Regarding masking, we will align with the CDPH school guidance and include voluntary (but strongly recommended) masking for staff and students, especially in common areas in our schools and facilities.

Thank you for your dedication as we continue to navigate what is hopefully a move forward out of the pandemic. We truly appreciate your patience and understanding as we take every step to preserve the health of our students and staff while keeping our community as safe and healthy as possible.

For more information on the Office of the Fresno County Superintendent of Schools policies and guidelines, please refer to our COVID-19 Safety Plan Toolkit.

Estimado padre o Guardianes:

Sabemos que hay opiniones variadas sobre el enmascaramiento. El uso de máscaras sigue siendo muy recomendable y es una opción para cada estudiante o miembro del personal que desee usar una en cualquier momento. Nuestra escuela tiene máscaras disponibles para el personal y los estudiantes si se solicita. A medida que comenzamos a hacer la transición de la respuesta a la pandemia a un nuevo capítulo en el que podemos usar tácticas de control de enfermedades más rutinarias, es importante que continuemos con algunas de las estrategias de mitigación con las que todos estamos familiarizados (monitoreo de síntomas, pruebas, sistemas de ventilación de alta calidad, etc.) con un enfoque en la responsabilidad personal y el respeto. Por favor, sean amables el uno con el otro y respeten las decisiones de los demás.

Respetar la elección personal

1. Los padres y los estudiantes ahora tienen la opción personal de enmascararse en las escuelas con la expectativa de que se respeten las elecciones individuales.
2. Uno no debe hacer suposiciones con respecto a las creencias o el estado de salud de alguien basado en su elección de usar o no usar una máscara, ni debe comentar en ellos.

Responsabilidad

1. Los estudiantes y el personal deben continuar permaneciendo en casa cuando estén enfermos.
2. Se alienta a los estudiantes y al personal a realizarse una prueba de COVID-19 si presentan síntomas y / o si tienen una exposición conocida a COVID-19.

Nuestra escuela siempre ha estado en cumplimiento con CalOSHA. La Orden Ejecutiva firmada por el Gobernador alinea la guía de CalOSHA con esta guía actualizada del CDPH. Con respecto al enmascaramiento, nos alinearemos con la guía escolar del CDPH e incluiremos el enmascaramiento voluntario (pero muy recomendable) para el personal y los estudiantes, especialmente en las áreas comunes de nuestras escuelas e instalaciones.

Gracias por su dedicación mientras continuamos navegando por lo que esperamos sea un avance para salir de la pandemia. Realmente apreciamos su paciencia y comprensión mientras damos cada paso para preservar la salud de nuestros estudiantes y personal mientras mantenemos a nuestra comunidad lo más segura y saludable posible.

Para obtener más información sobre las políticas y pautas de la Oficina del Superintendente de Escuelas del Condado de Fresno, consulte nuestro Kit de materiales del Plan de seguridad COVID-19.

NOTIFICATION LETTER FOR COVID-19 SURGE WITHIN COMMUNITY - ENGLISH

[Date]

Dear Parent/Guardian:

This notice is to inform you that we are unfortunately experiencing high levels of COVID-19 in our schools and community. **[INSERT additional details]**. Due to this surge, we will not be providing individual exposure notifications at this time. Instead, please know that there is currently a high potential to be exposed to someone with COVID-19 (both in and out of school) and we encourage ALL students to follow the actions below to protect one another:

- **Wear a mask in indoor settings to protect yourself and prevent spread COVID-19.** [High-quality masks](#) with the good fit and filtration provide the best protection.
- **If you develop [symptoms of COVID-19](#), stay home and get tested.** You may get tested at **[INSERT local school or community testing resources]** or by [clicking here to find a testing site near you](#). Over-the-counter (at-home) tests may also be used.
- **If you test positive for COVID-19, [isolate](#) at home and notify us right away at **[INSERT contact information]**.** When you notify us, we can take additional steps to keep our school community safe.
- **Stay up to date on COVID-19 vaccinations.** Vaccination remains the best way to protect yourself against severe disease. [Make an appointment to get vaccinated](#) or contact your healthcare provider.

We will reassess the situation every week. Note that infections diagnosed in students and school staff are not necessarily the result of exposure at school, and when safety protocols are followed in schools, COVID-19 transmission remains more likely to occur outside of school settings.

Thank you for considering this important information. We consider the health and well-being of our community a priority. If you have questions and concerns, we can be reached at **[INSERT phone number, email address, and/or website link]**.

Sincerely,

[INSERT Name, Title, and Contact information]

NOTIFICATION LETTER FOR COVID-19 SURGE WITHIN COMMUNITY - SPANISH

[Date]

Estimado padre, madre o tutor:

Este aviso es para informarle que, desafortunadamente, estamos teniendo niveles altos de COVID-19 en nuestras escuelas y la comunidad. **[INSERT additional details]**. Debido a esta ola de casos, no enviaremos notificaciones individuales de exposición en este momento. En cambio, tenga en cuenta que, actualmente, hay una gran probabilidad de estar expuesto a una persona con COVID-19 (tanto dentro como fuera de la escuela), y animamos a TODOS los estudiantes tomar las medidas siguientes para protegernos entre todos:

- **Usar una mascarilla en ambientes cerrados para protegerse y evitar la propagación de la COVID-19.** Las [mascarillas de alta calidad](#) con buen calce y filtro proporcionan la mayor protección.
- **Si tiene [síntomas de COVID-19](#), quédese en casa y hágase una prueba.** Puede realizarse una prueba en **[INSERT local school or community testing resources]** o [haga clic aquí para encontrar el centro de prueba más cercano](#). También puede utilizar pruebas de venta libre (en el hogar).
- **Si obtiene un resultado positivo en la prueba de COVID-19, deberá [aislarse](#) en su hogar y notificarnos lo antes posible al **[INSERT contact information]**.** Al informarnos, nos permite tomar medidas adicionales para garantizar la seguridad de la comunidad educativa.
- **Manténgase al día con sus vacunas contra la COVID-19.** Las vacunas siguen siendo la mejor protección contra los cuadros graves de la enfermedad. [Programa una cita para vacunarse](#) o comuníquese con su proveedor de atención médica.

Volveremos a evaluar la situación cada semana. Tenga en cuenta que las infecciones diagnosticadas en estudiantes y personal educativo no son, necesariamente, consecuencia de la exposición en la escuela y, cuando en las escuelas se cumplen los protocolos de seguridad, es más probable que la transmisión de la COVID-19 ocurra fuera del entorno escolar.

Gracias por tener en cuenta esta información importante. Consideramos prioritarios la salud y el bienestar de nuestra comunidad. Si tiene preguntas o inquietudes, puede comunicarse con nosotros: **[INSERT phone number, email address, and/or website link]**.

Atentamente,

[INSERT Name, Title, and Contact information]

FREQUENTLY ASKED QUESTIONS

1. If I test positive for COVID-19, what do I do?

Promptly notify your immediate supervisor and follow the *First Notice Reporting Steps*, indicated in this toolkit.

2. Do I need to quarantine for 10 days when I return from out-of-state or out of country travel?

California Department of Public Health no longer has a COVID-19-related travel advisory. However, you should follow the CDC guidance when traveling.

3. I have a note from my doctor that states I cannot wear a mask. What should I do?

Contact Rhonda Lodridge, Human Resources Support Supervisor, at rlodridge@fcoe.org. The HR Support Supervisor will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

4. Will I be expected to return to work if I have an underlying health condition?

Yes, you will be expected to return to work unless you provide medical certification to the HR Support Supervisor who will then trigger the Interactive Process to determine if there is a reasonable accommodation.

5. How will FCSS ensure continuity of instruction while a student is quarantining, isolating or school closures?

Each program has developed a site-specific plans. [Click here](#) to view site-specific plans.

6. How will FCSS protect my HIPAA rights and confidentiality should I test positive for COVID-19?

By following the steps outlined on the *FCSS Process for Employees to Report COVID-19 Related Illness* flow chart, only those persons who need to know will be informed. These individuals are trained to respond quickly and confidentially to protect you and those who may have been in contact with you.

7. I recovered from a COVID-19 infection and was recently exposed to another COVID-19 positive person, do I need to quarantine?

Follow Person C on the "FCSS Employees COVID-19 Illness and Quarantine Guidelines" chart.

8. As a supervisor, how can I encourage my team to engage in good infection-control practices?

Lead by example.

9. If I am anxious about possible exposure, what should I do?

Contact Rhonda Lodridge, Human Resources Support Supervisor, at rlodridge@fcoe.org and/or the Employee Assistance Program at (800) 999-7222.

10. Do the FCSS COVID-19 Safety Plan Toolkit protocols need to be followed when working off site?

Yes, when working on behalf of the FCSS, regardless of the employee's work location (office, school setting, and/or home visits), employees are to comply with the protocols as set forth in the FCSS COVID-19 Safety Plan Toolkit. However, employees must be mindful when they are at a location where the COVID-19 protocols are determined by partnering entities, the FCSS employees must follow the COVID-19 protocols as determined by the entity having jurisdiction to set the COVID-19 protocols for the location.

11. I am exhibiting signs and symptoms of COVID-19. I went to my doctor for a COVID-19 test and it is negative. When can I return to work?

You can return to work 24 hours after your symptoms improve or resolve.

12. A person who was in an FCSS classroom has tested positive for COVID-19. When can that classroom be used again?

The classroom can continue to be used for the remainder of the school day and will be thoroughly disinfected at the end of the school day.

13. I have a fever and flu-like symptoms. How long must I isolate?

If you have symptoms, you may return to work once the following criteria is met:

- a) At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- b) Other symptoms have improved; and
- c) It is recommended they have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.

14. A person living in my household tests positive for COVID-19 and we are unable to isolate from each other. How long must I quarantine?

Follow Person C on the "FCSS Employees COVID-19 Illness and Quarantine Guidelines" chart.

15. Are there any potential side effects from weekly testing?

FCSS currently uses anterior nares swabbing to test for COVID-19, which involves placing a sterile swab at the base of the nose. It is not associated with any long-term side effects, but short-term side effects include mild discomfort and possible eye watering. The anterior nares technique is generally considered more comfortable than the nasopharyngeal technique, which involves a farther-reaching swab. The swabs are sterilized using a standardized and highly regulated procedure, which poses no risk to the person being tested. Personal health concerns regarding weekly testing may be discussed with our testing staff or with your primary care physician.

16. What does FDA Emergency Use Authorization mean?

The FDA Emergency Use Authorization (EUA) is a tool that the FDA uses to expand access to medical products (such as vaccines and medicines) during a public health emergency, such as the current pandemic. To obtain an EUA for a given product, extensive research proving efficacy is supplied by the developer and rigorously reviewed by the FDA. The FDA will only grant the EUA if they are confident that the benefit outweighs the risks of the product. Their primary goal is always the safety of the American public. The general consensus of the medical community is that in the development of the COVID vaccines, no scientific corners were cut, only the red tape preventing much needed access.

Of note, a product which was previously granted an EUA may later receive full authorization, such as the Pfizer vaccine to prevent COVID-19. Additionally, hospitals and public health departments are all performing internal quality assessment and test validation regularly and rigorously as well.

Additional resources for your reference about EAUs, and the study documenting the development of the COVID vaccine:

- <https://www.fda.gov/vaccines-blood-biologics/vaccines/emergency-use-authorization-vaccines-explained>
- <https://www.fda.gov/consumers/consumer-updates/understanding-regulatory-terminology-potential-preventions-and-treatments-covid-19>
- <https://www.nejm.org/doi/full/10.1056/nejmoa2034577>

17. If vaccinated people can spread the disease, why are they not also being asked to test?

Vaccinated people have substantially decreased risks of both contracting the virus which causes COVID-19, and of spreading it if they do. While breakthrough infections in fully vaccinated people are occurring, especially with the recent surge of the Delta-variant, fully vaccinated people remain over 90% less likely to contract COVID-19. (Of note, fully vaccinated people represent less than 1% of those hospitalized with COVID-19.)

Early studies have shown that vaccinated people also have 40% less virus in their nose, indicating that they have a lower viral load. The virus was detectable in those same people for 6 fewer days compared to unvaccinated people, and 66% less likely to test positive more than 1 week after infection. All of these findings indicate that vaccinated people are less likely to spread the virus than unvaccinated people.

Regardless, vaccinated people within FCSS are still required to wear a face mask in indoor settings, to test in the event of COVID-19 exposure, and to quarantine when indicated.

18. Will the vaccine affect my fertility, currently or in the future?

The three (3) vaccines used to prevent COVID-19 in the US have all demonstrated safety in pregnancy and have not been associated with any decrease in fertility in men or women. Vaccinated people have successfully conceived and carried healthy, full-term pregnancies. The vaccine also may offer some protection from the virus with the baby, both during and after pregnancy.

COVID-19 infection, however, has caused a decrease in male fertility in some individuals. The infection has also been linked to poor outcomes, including death, in otherwise healthy pregnant women.

MANDATORY COVID-19 WEEKLY TESTING - FREQUENTLY ASKED QUESTIONS

1. Can I test using the PCR or antigen test to meet the weekly testing requirement with another agency or employer?

Yes, as long as the testing is through a valid and observed healthcare/clinical provider or testing facility, such as Kaiser, CVS, Walgreens.

3. If I have to travel to get tested, will my employer reimburse me for my mileage?

No.

4. If I have a medical or religious exemption for the vaccination, will this exemption also apply to testing?

No.

5. My doctor can deem me medically ineligible to receive the COVID-19 vaccinations.

Yes. However, should an employee have a medical exemption, they must contact Rhonda Lodridge, Human Resources Support Supervisor at rlodridge@fcoe.org to discuss available workplace accommodations, if any.

6. If I elect to test at a designated school district or at a valid healthcare/clinical provider or testing facility, is it my responsibility to “self-report” my proof of testing?

Yes, when an employee does not test at an FCSS hosted site or utilize the self-test and self-report method offered through the FCSS, the employee will be required to “self-report” evidence/proof provided by the pre-approved testing location each week and email to covid19info@fcoe.org no later than 4:00pm on Friday of each week. Friday will mark the end of each testing week in order to comply with this State mandate.

7. Will FCSS accept the weekly test from my primary care physician?

Yes. When using this testing option, the employee will be required to self-report testing to the covid19info@fcoe.org email on a weekly basis.

8. In lieu of swabbing each nostril to complete the PCR or antigen testing, may I blow my nose in a Kleenex and roll the swab in the Kleenex?

No, this is not a viable option.

9. What chemicals are used to sterilize the PCR nasal swab?

Ethylene Oxide (EO) is a highly standardized method of sterilization. The gas is completely evacuated from the chamber following the procedure and does not leave a residue. EO is carcinogenic, but through direct, substantial exposure- not through sterilized materials. Links below provide additional information regarding chemicals on the PCR nasal swab.

- [Fact Check-Nasal swabs sterilized with ethylene oxide are safe to use](#)
- [Fact Check-COVID-19 nasal swabs sterilized with ethylene oxide are safe to use](#)
- [Ethylene Oxide Sterilization for Medical Devices](#)

10. If I have any other testing related questions, what do I do?

Email questions to covid19info@fcoe.org and a Health Services testing team member will respond.

COVID-19 TRAINING & INSTRUCTION

Purpose: The FCSS will provide effective training and instruction to protect employees from COVID-19 hazards. Below are applicable COVID-19 training videos and additional resources.

COVID-19 TRAINING VIDEOS

[Putting on Personal Protective Equipment: CDC Video](#)

[Taking off Personal Protective Equipment: CDC Video](#)

[Putting on N95 Respirator: OSHA Video](#)

COVID-19 ADDITIONAL RESOURCES

[Centers for Disease Control and Prevention \(CDC\)](#)

[Fresno County Department of Public Health](#)

[California Department of Education](#)

[California Department of Public Health](#)

COVID-19 VACCINATION RESOURCES

[Different COVID-19 Vaccines](#)

[Interim Public Health Recommendations for Fully Vaccinated People](#)

COVID-19 FCSS POLICIES AND SITE-SPECIFIC PLANS

[Illness Injury & Prevention Program \(IIPP\)](#)

[View the FCSS Site-Specific Plans](#) for the following:

- Court Schools, Alice M. Worsley and DNA Core Conditions
- Community Schools, Violet Heintz Educational Academy (VHEA) and Project HOPE
- Career Technical Education, Charter High School (CTEC)
- Lighthouse for Children Child Development Center
- Student Services Division, Special Education

STAY INFORMED: MONITORING COVID-19 IN FRESNO

[Tracking COVID-19 in California](#)

COVID-19 SAFETY PLAN DEVELOPMENT AND ASSURANCES

The FCSS is committed to maintaining a safe working environment for all staff, students and visitors. The FCSS is also committed to following additional health measures, including necessary orders, regulations and guidance from the California Department of Public Health (CDPH), the Fresno County Department of Public Health (FCDPH), and the California State Occupational Safety and Health Act (CalOSHA) during the COVID-19 pandemic to ensure compliance with local and state mandates.

The COVID-19 Safety Plan Toolkit was initially developed and is regularly updated to comply with changing guidance and requirements from federal, state, and local health officials as well as educational agencies. The team responsible for the upkeep and revision of this document consists of representatives from the FCSS Legal Services, Health Services, Facilities & Operations and Human Resources Departments. Input is sought from various stakeholders through surveys, the Safety Concern/Suggestion form, safety committee meetings and school community outreach meetings. The contents of this document are regularly reviewed and approved by the County Superintendent and implemented organization wide.

All FCSS employees have access to the FCSS COVID-19 Safety Plan Toolkit and are informed when revisions and/or updates are implemented to remain in compliance with changes to health and safety provisions. All FCSS employees are expected to adhere to the standards and protocols contained in this document in their entirety for the purpose of providing a safe and conducive work environment.

Together, we can offer an emotionally and physically safe school/workplace for everyone during these challenging times. If you have any questions regarding the contents of the FCSS COVID-19 Safety Plan Toolkit, please contact your immediate supervisor or Human Resources.

Thank you.