



**Office of the Fresno County Superintendent
of Schools
Community School – Violet Heintz
Education Academy
and Project Hope
Safe Return to In-Person Instruction and
Continuity of Services Plan**

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Violet Heintz Education Academy and Project Hope 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.

The ESSER III Safe Return to In-Person Instruction and Continuity of Services Plan is developed by FCSS Court/Community schools with input from educational partners 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.

VHEA and Project Hope will offer independent studies in addition to seat based classes. All VHEA and Project Hope students will have access to substance abuse, anger management, RSP support and EL support. Mental health meetings may be scheduled through online applications such as ZOOM, Google Classroom, Google MEET, and Microsoft TEAMS to offer telehealth and supportive services.

Objectives

The student will complete the courses listed below. All course objectives will be consistent with the established school's governing board policy and are consistent with school standards as outlined in the school's subject/course descriptions. Assignment and Work Record ('AWR') forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work and are incorporated herein. The term "Course Value" ('CV') refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

Methods Of Study

Students will return to a predominately daily, seat-based program beginning with the 2022-23 Spring semester. Independent Study will be offered on an as needed individualized basis. Specific methods of study will be designated on the 'AWR', and Attendance Record incorporated herein. Examples of methods of study for the student will include but are not limited to: Independent Reading or Assisted Reading, Textbook Activities, Problem Solving, Study Projects, Drill & Practice, Experiential Learning, Computerized Curriculum, Web/Internet Research, Library Research, Field Trips, Learning Center Courses.

Specific Resources

The school will provide appropriate instructional materials and personnel necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. Resources include providing access to all pupils to connectivity and devices adequate to participate in the educational program and to complete assigned work.

Assignments and specific resources will be designated on the 'AWR', and Attendance Record incorporated herein.

Methods of Evaluation

The student's work will be evaluated by an FCSS certificated staff member in accordance with performance expectations set forth by State standards and District criteria. Academic evaluations will be designated on the Assignment and Work Record (AWR) and Attendance Record incorporated herein. Other acceptable methods of evaluation include, but are not limited to: Teacher Made Tests, Student Conferences, Progress/Report Cards, Chapter/Unit Tests, Work Samples, Observations, Portfolios, State Standards Testing, Learning Journals, Presentations, Quizzes, Labs, and Final Examinations.

REPORTING

Students are required to report to their teacher and receive reports on their academic progress as scheduled.

Manner of reporting may include any or all the following:

One-on-One, Small Group, Email, Fax, online.

Time: *During School Hours* Day: *Monday through Friday*

Frequency: *Weekly* Duration: *Full Year*

School Location: VHEA or Project Hope

Parents/Guardians/Caregivers are to receive communications regarding their student's academic progress.

Manner of reporting may include any or all the following:

In person, via telephone, email, and/or in writing.

Time: *During School Hours* Frequency: *bi-weekly*

School Location: VHEA or Project Hope

Voluntary Statement

Independent Study is an optional educational alternative that students voluntarily select, including students covered under California Education Code sections 48915 and 48917. All students who choose Independent Study must be offered the alternative of classroom instruction, and they must have the continuing option of returning to the classroom. Students must follow the discipline code and behavior guidelines of the school, in accordance with district policy.

Equitable Provision of Resources and Services

The Independent Study option is to be substantially equivalent in quality and quantity to classroom instruction, and that students who choose to engage in Independent Study are to have equality of rights and privileges with students in the regular school program. Equity for all students ensured by:

All students will be issued a Chromebook for access to remote teaching.

Hot Spots provided for students not having internet connectivity to assure students have equal access to education.

For students not wishing to use online learning, instructional packets and textbooks will be provided.

VHEA/Project Hope tiered re-engagement strategies.

Student engagement and participation is essential to student success in a traditional in-person school setting, as well as Independent Study.

The following tiered re-engagement strategies have been developed to help teachers and related service providers reach out to students and their families, custodial agencies and/or school/program administration to ensure multiple opportunities are provided to reinforce positive and productive engagement, as well as re-engage students in their learning should there be a series of absences and/or disengagement.

TIER	PERSON(S) RESPONSIBLE	ACTIONS
Tier 1: Student attending regularly	Teacher Para-educator Related Service Providers Teacher on Special Assignment (TSA) Guidance Learning Specialist (GLS)	<ul style="list-style-type: none"> ● Positive recognition/rewards for students ● Reinforce positive with parents and/or custodial agencies. ● Send U.S mail to reinforce
Tier 2: Single day absence	Teacher Para-educator Related Service Providers TSA GLS	<ul style="list-style-type: none"> ● Person responsible contacts the student and parent/guardian through their preferred mode of communication and let them know that the student was missed during the day's activities; remind them of the next day's schedule of activities; offer to help/set up additional 1:1 time. ● Ask what areas of support the student and family need.
Tier 3: Consecutive absences (student is absent from instruction for 2 consecutive days)	Teacher Para-educator Related Service Providers TSA GLS Principal	<ul style="list-style-type: none"> ● Person responsible contacts the student and parent/guardian to check-in/identify reasons for absences; see if they need to change their schedule time and/or are in need of technical support to access online learning; verify contact information and preferred mode of communication; offer additional 1:1 support. ● Consider updating/adjusting Distance Learning Plan/Independent Study plan to address student/family needs.

		<ul style="list-style-type: none"> • Teacher contacts related service providers to check on level of communication and engagement they are getting from families. • Teacher consults with fellow teachers for best ways to engage students and family. • Teacher notifies Principal of absences
Tier 4: Student is absent from instruction for 3 consecutive days or more than 3 days per week	Teacher Para-educator Related Service Providers TSA GLS Principal	<ul style="list-style-type: none"> • Principal works with the student and parents and/or custodial agencies to create solutions to attendance barriers; offer additional 1:1 support. • Consider adjusting Distance Learning Plan/Independent Study plan. • When student attends, provide highly preferred reinforcement(s) • Principal notifies FCSS supervisor
Chronic Absences: Student is absent for instruction more than 3 days per week for consecutive weeks	Teacher Para-educator Related Service Providers TSA GLS Principal CCS Executive Director	<ul style="list-style-type: none"> • Teacher notifies Principal of student absences and reasons provided by family. • Principal works with parents to create solutions to attendance barriers. • Principal notifies FCSS supervisor. • Schedule an IEP, 504 or SST meeting with students to more formally address attendance/student engagement. • Consider initiating SARB process with student district of residence

Health Mindfulness for Employees and Students

Purpose: To maintain a healthy and safe work or school environment when employees or students are ill, stay home and return when symptom free.

On a daily basis, all FCSS employees and students 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. Recent exposure to COVID-19

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.

Employee 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: if the parent/guardian confirms the student is experiencing symptoms, the student will need to stay home and consult with their 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.

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.

Masking may still be mandatory per CalOSHA Guidelines and employees will be instructed by the FCSS' Health Services COVID-19 Report Hotline.

PHYSICAL DISTANCING PROTOCOL

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

- CalOSHA regulations no longer require physical distancing, except:

During an outbreak (3 or more employees in an exposed group within a 14-day period), the FCSS will evaluate whether physical distancing or barriers are necessary to control the transmission of COVID19.

Physical distancing and barriers must be used in a major outbreak (20 or more employees in an exposed group within a 30-day period) for all employees, regardless of vaccination status.

COMMUNITY ENGAGEMENT AND ASSURANCES

The court and community school department with input from educational partners and parent surveys 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.

This plan will be reviewed every 6 months during the 2022-23 school year.

Upon request, this plan will be provided in an alternative format accessible to parents.

Every plan revision will address each aspect of the safety guidelines currently recommended by the Centers for Disease Control (CDC), or if the CDE has revised its guidance, the updated safety recommendations at the time this plan is revised.

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 COVID-19 case has been reported in space.

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

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

PPE specific to COVID19 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.

FACE MASKS

Who may use: FCSS employees and students.

When to use: When required by state or local health order and/or CalOSHA regulations.

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.

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
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.

COVID-19 TESTING

Purpose:

To provide COVID-19 testing to staff and students and to monitor the prevalence of COVID19 in FCSS schools in accordance with local, state and federal regulatory requirements. This testing plan meets the requirements set forth by SB 1479.

Per California Department of Public Health, FCSS will only use Rapid Antigen Testing in its schools. If PCR testing is preferred, please contact your primary care physician.

FCSS will designate staff to report testing numbers and test results to both CDPH and FCDPH as required by local and state guidance.

EMPLOYEE COVID-19 TESTING INFORMATION

Who: FCSS will offer free over the counter Rapid Antigen COVID-19 tests kits to employees. Although testing is not mandatory for employees in all situations, testing is highly recommended.

Scenarios where employee testing is recommended:

- When an employee becomes symptomatic at school, employees should test before being sent home.
- Before returning from a prolonged school break, (i.e., winter, spring, and/or summer Break.

When an employee has tested positive, and symptoms have significantly improved after day 5.

Scenarios where employee testing is MANDATORY: •

- If an employee is identified as a close contact and is asymptomatic, the employee must test 3- 5 days after exposure. If an employee who is considered a close contact becomes symptomatic, the employee must test.

What: FCSS participates in both the CDPH Over the Counter/At-Home Rapid Antigen Test Kit Program. All tests are offered to employees free of charge.

Where: Employees can use Over the Counter/At-Home Rapid Antigen Test kits which can be obtained at their school site, Health Services, or Human Resources for use at home or they can be tested at their school.

Employees may choose to self-test and self-report using over the counter (OTC) home tests that must be obtained from their school's health office, Health Services, or Human Resources. [Click here](#) for instructions on how to self-test and self-report.

When: Employees who self-test and self-report may test at their convenience. Note: employees will not be paid for testing outside of their work hours.

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).

STUDENT COVID-19 TESTING INFORMATION

Who: FCSS will offer free over the counter Rapid Antigen COVID-19 test kits to students. Although testing is not mandatory for students in all situations, testing is highly recommended.

Scenarios where testing is recommended: • When a student becomes symptomatic at school, student should test before being sent home. • When a student is considered a close contact and is asymptomatic, student should test 3-5 days after exposure. If a student who is considered a close contact becomes symptomatic, the student should test immediately and stay home. • Before returning from a prolonged school break, (i.e., winter, spring, and/or summer break) When a student has tested positive, and symptoms have significantly improved after day 5.

Scenario where testing is MANDATORY:

What: FCSS participates CDPH Over the Counter/At-Home Rapid Antigen Test Kit Program. All tests are offered to students free of charge.

Where: Students can use Over the Counter/At-Home Rapid Antigen Test kits which can be obtained at their school site for use at home

Option A: [Click here](#) for instructions on how to self-test and self-report.

COVID-19 VACCINATIONS

Purpose: FCSS recognizes that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death. Therefore, the FCSS strongly encourages employees to stay up to date with COVID-19 vaccinations including all primary series doses and boosters. Vaccinations are free to anyone who would like to receive them. To learn more about the different vaccinations available access the Fresno County 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.

CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

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

School administration will consult with the Fresno County Department of Public Health (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.

DEFINITIONS:

Close Contact: In indoor spaces (such as home, clinic waiting room, airplane), a close contact is defined as sharing the same indoor airspace for a cumulative total of 15 minutes or more over a 24-hour period (for example, three separate 5-minute exposures) during an infected person's infectious period.

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.

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.

Major Outbreak: 20 or more COVID-19 cases in an "exposed group" within a 30-day period.

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 an airspace.

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.

If you have any questions about this Site Plan, please contact Marisa Gamboa, Executive Director of Court and Community Schools at mgamboa@fcoe.org or 559-600-4950, or Tracy Saenz, Principal of VHEA at tsaenz@fcoe.org or 559-443-4871.