

Office of the Fresno County Superintendent of Schools

# COVID-19 Safety Plan Toolkit



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## 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 & Ask COVID-19 Related Questions**

*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](mailto:covid19report@fcoe.org)

Phone: (559) 497-3889

**Alma McKenry**, Senior Director, Health Services, [amckenry@fcoe.org](mailto: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](mailto:rlodridge@fcoe.org)

For Time Off from Work/Interactive Process

**Andy Perez**, Director, Facilities & Operations, [aperez@fcoe.org](mailto: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:** 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 Tracing<sup>1</sup>:** 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.

**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% 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.

## 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
- Provide face coverings (including N95) to FCSS employees and students, when required and/or requested
- 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

### **Employee Responsibilities:**

- Extend grace and civility to all those you interact with while in the workplace
- 
- When required, wear face covering in accordance with the Facial Covering Protocol
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free

## 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. 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 test 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 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 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).

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## **STUDENT COVID-19 TESTING INFORMATION**

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**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 in the 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.

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

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## **COVID-19 VACCINATIONS**

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**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 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](http://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.

## HEALTH MINDFULNESS FOR EMPLOYEES & 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](mailto: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 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 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.

## 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), 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.

## 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 the 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

## PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

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

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.

### **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.

## 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.

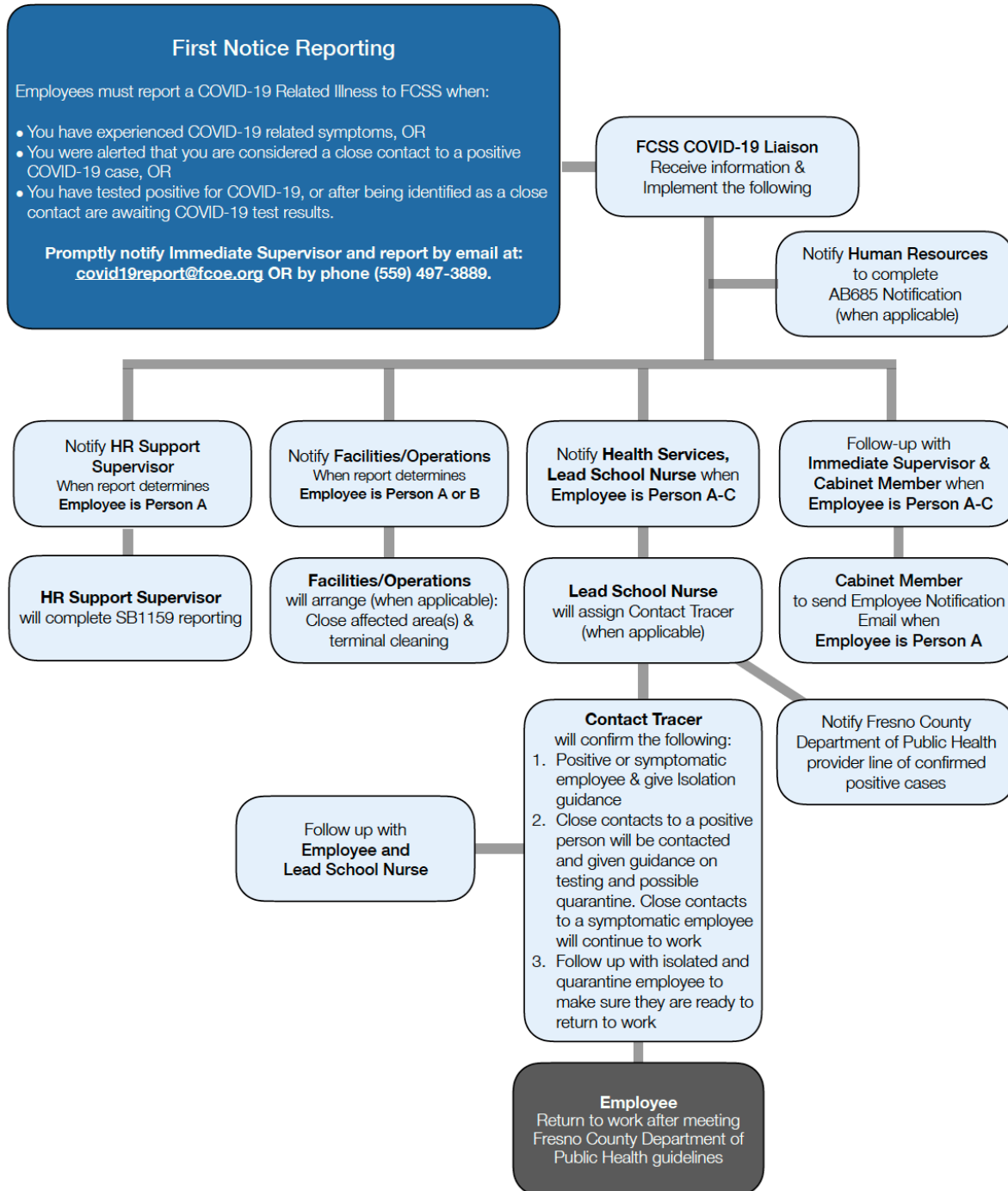
**Employees are expected to follow the steps as indicated below:**

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](mailto: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)
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 FLOWCHART

## ONCE EMPLOYEE REPORTS A COVID-19 RELATED ILLNESS

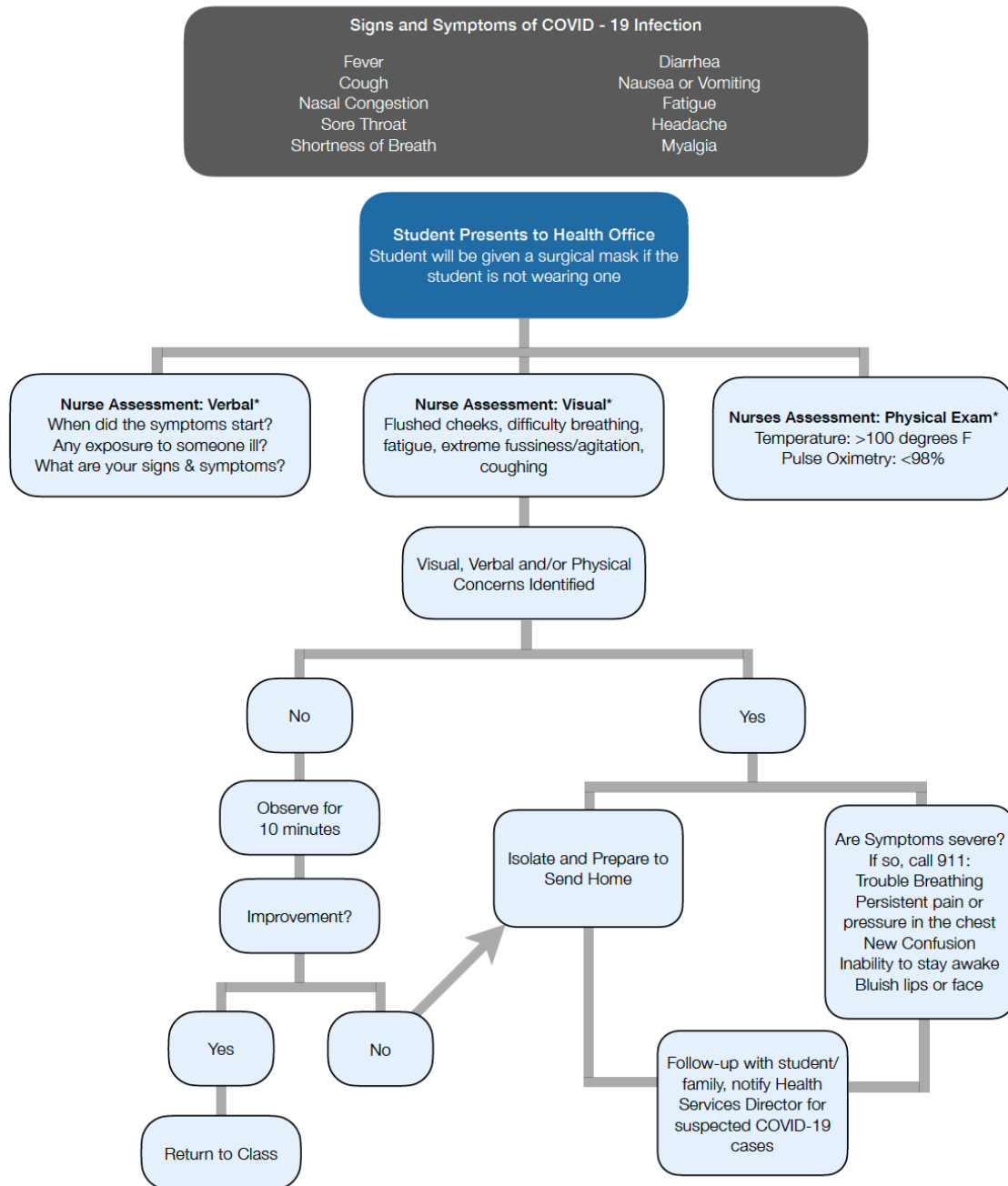
**Purpose:** The First Notice Reporting Flowchart was designed to demonstrate the internal process that takes place after an employee reports a COVID-19 related illness.



**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.

## ILLNESS SCREENING FLOWCHART OF FCSS STUDENTS

**Purpose:** The Illness Screening Flowchart of FCSS Students was designed to demonstrate the internal process when a student presents signs and symptoms of illness 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><b>Isolation:</b></p> <ul style="list-style-type: none"> <li>✓ Stay home for at least 5 days.</li> <li>✓ Isolation can end after day 5 if symptoms are not present or are resolving.</li> <li>✓ If fever is present, isolation must be continued until fever resolves for 24 hours without the use of fever-reducing medications.</li> <li>✓ Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.</li> </ul>	 <p>Any student who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results</p> <p><b>With symptoms:</b></p> <p>Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> <li>✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) <b>and</b></li> <li>✓ <u>Symptoms</u> have improved</li> </ul> <p>*Student B should have a negative test, 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><b>If Student C:</b></p> <ul style="list-style-type: none"> <li>✓ Is or becomes symptomatic, regardless of vaccination status, refer to <b>Student B</b>.</li> <li>✓ Is asymptomatic, regardless of vaccination status, student <b>may return to school</b>.</li> <li>✓ 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.</li> </ul> <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 03/15/2022

# 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.
- ✓ 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.
- ✓ Use una máscara a su medida cuando este alrededor de otras personas durante un total de 10 días, especialmente en ambientes interiores.

## 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 Coxsackie).  
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 ambiente interior. Se recomienda fuertemente usar una máscara bien ajustada en ambientes al aire libre.

\*Se recomienda hacer una prueba 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.

Updated 03/15/2023

# FCSS Employees COVID-19 Illness and Quarantine Guidelines

Report all cases by email to [covid19report@fcoe.org](mailto: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



Any person who has tested positive for COVID-19 regardless of vaccination status, previous infection, or lack of symptoms

### Isolation:

- ✓ Stay home for at least 5 days.
- ✓ Isolation can end after day 5 if symptoms are not present or are resolving (testing is recommended before returning to work).
- ✓ If fever is present, isolation must be continued until fever resolves for 24 hours without the use of fever-reducing medications.
- ✓ Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings.

## PERSON B



Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results

### With Symptoms:

Isolation until the following requirements have been met:

- ✓ 24 hours\* (1 day) with no fever (without the use of fever-reducing medicine) **and**
- ✓ [Symptoms](#) have improved

\***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.

## PERSON C



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.

- 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.
- If an exposed employee becomes symptomatic, follow instructions for Person B.

\*Any person who has been confirmed COVID-19 positive within the last 30 days is exempt from testing unless symptoms develop.

Updated 03/15/2023

## 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 employees and community partners:

- 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](mailto: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](mailto:covid19@fcoe.org) and Alma McKenry.



## SAMPLE EMPLOYEE NOTIFICATION EMAIL

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**From:** Cabinet Member Name  
**To:** Work Location/Department Staff  
**CC:** [covid19report@fcoe.org](mailto:covid19report@fcoe.org); Alma McKenry ([amcmenary@fcoe.org](mailto:amcmenary@fcoe.org)); Laurie Gabriel ([lgabriel@fcoe.org](mailto: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](mailto: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. If you have any questions, please email [covid19report@fcoe.org](mailto: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](mailto:covid19report@fcoe.org); Alma McKenry ([amcmkenry@fcoe.org](mailto: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.

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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](mailto: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. If you have any questions, please email [covid19report@fcoe.org](mailto:covid19report@fcoe.org) or call (559) 497-3889.

Thank you again for your dedication during this challenging time.

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## 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 comuniqué 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.

## SAMPLE PARENT/GUARDIAN MASKING NOTIFICATION - SPANISH

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. I am considered a close contact and was told to wear a mask, but 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](mailto: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.

**3. 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.

**4. 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.

**5. 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.

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

Lead by example.

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

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

**8. 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.

**9. 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.

**10. 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.

**11. 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.

## 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

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

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

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

### COVID-19 ADDITIONAL RESOURCES

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[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

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[Different COVID-19 Vaccines](#)

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

### COVID-19 FCSS POLICIES AND SITE-SPECIFIC PLANS

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[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 employee groups and community partners 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.