This Return-to-Work Toolkit was designed by the Office of the Fresno County Superintendent of Schools (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). This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal 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 FCSS when reporting a COVID-19 related illness.*

Email: covid19report@fcoe.org
Phone: (559) 497-3889

**Alma McKenry**, Director of Health Services, amckenry@fcoe.org
For COVID-19 Health Related Questions

**Rhonda Lodridge**, Benefits Analyst, rlodridge@fcoe.org
For Time Off from Work/Interactive Process

**Andy Perez**, Facilities Supervisor, aperez@fcoe.org
For Cleaning and Disinfecting Protocols
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The Office of the Fresno County Superintendent of Schools (FCSS) is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) and local public health officials to mitigate the spread of COVID-19. COVID-19 has propelled the world into unprecedented times. 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. Until there is a way to rapidly test individuals entering FCSS buildings or a viable vaccine that will help our community achieve herd immunity, we must rely on mitigation strategies to decrease the spread of COVID-19. Together, we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

Dr. Vohra, Interim Health Officer for Fresno County Department of Public Health, reminds us that it will be a combination of mitigation strategies that will guard us against COVID-19. Proven mitigation strategies include:

- Physical distancing (staying at least six feet away from others)
- Wearing a facial covering
- Good respiratory etiquette
- Hand hygiene
- Frequent cleaning and disinfecting of surfaces

Any one of the strategies indicated above could offer some protection against COVID-19. However, in combination with each other, the strategies will offer layers of protection to the people who practice them. There will be times where one strategy may not be feasible but using other strategies can make up for the absence of another. At minimum, FCSS employees are to implement the three W’s: Wear your mask, Wash your hands, and Watch your distance (minimum of 6 feet).

This FCSS Return-to-Work Toolkit is designed to set forth standards and protocols for FCSS employees to follow when performing in-person services, in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety. We will update this toolkit to account for the necessary changes as the virus evolves. In the meanwhile, we must offer grace and civility to each other as we make our way through our “new normal.”

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

**Asymptomatic testing**: This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID-19 rates than the community, to guide decisions about safety for schools and school administrators and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students).

**Close Contact***: A person within 6 feet for more than 15 minutes (cumulative per day) regardless of whether person(s) is wearing a mask.

**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**¹: 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.

**Cohort**²: A stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

**Hybrid Model (also known as Blended Learning Model)**: When a portion of the school’s student population attends in-person while the other portion is engaged in a distance learning model. Students are rotated between in-person and distance learning models.

**Isolation***: Separates infected people who have a confirmed COVID-19 test from others. Symptomatic COVID-19 positive individuals must isolate for a minimum of 10 days from onset of symptoms and at least one day without fever and an improvement in respiratory symptoms. Asymptomatic COVID-19 positive individuals must isolate for 10 days from test collection date.

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

**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, not gathering in groups, and staying out of crowded places and avoiding mass gatherings. Also known as Social Distancing.

**Outbreak**: 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.

Quarantine*: Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill. Individuals who are close contacts quarantine for 14 days from the date of last known contact with a COVID-19 patient. Household close contacts quarantine for 14 days after last close contact with index case while they are in isolation.

Response testing: This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Social Distancing: *See Physical distancing.

Stable Groups3: A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities.


Symptomatic Testing: This testing is used for individuals with symptoms of COVID-19 at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of return to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

10/1 Rule*: Current CDC guidelines state that the index case must self-isolate for at least 10 days from the date symptom began (for symptomatic patients) OR at least 10 days from the day the positive test was collected, PLUS one day with no symptoms without the use of medications. If index case has serious underlying medical conditions, contact FCDPH for consultation regarding isolation period.

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3 Definition was retrieved from, *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California 2020-2021 School Year, January 14, 2021.*
Purpose: To identify the employer and employee responsibilities as FCSS facilities reopen for staff and students.

Employer Responsibilities:
The following Protection Guidelines are FCSS’ responsibilities that will be in place until further notice:
- Implement daily self-monitoring health screening processes for staff and students
- Provide PPE and cleaning/sanitizing supplies for FCSS employees
- Post additional signage throughout FCSS buildings and worksites to raise awareness regarding health and safety protocols (See Building Access and Building Common Area Usage Protocols)
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Limit the size of gatherings to ensure alignment with Fresno County Department of Public Health guidance
- Consider flexible/rotating work schedules for FCSS employees, when possible
- Stagger assigned breaks and lunch times to avoid large gatherings
- Implement measures encouraging physical distancing of a minimum of six feet between individuals; when physical distancing cannot be maintained, implement procedures to protect employees and students
- 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)

Employee Responsibilities:
The following Protection Guidelines are minimum standards and employee responsibilities that will be in place until further notice:
- 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)
- Wear face covering in accordance with the Facial Covering Protocol
- Maintain a minimum of six feet of physical distance in accordance with the physical distancing Protocol
- 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 (See Return to Work/School After Illness Protocol)
- 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/disinfecting
- Avoid large gatherings during assigned breaks and lunch times as much as possible
- Minimize close contact and no physical greetings such as a handshake or hug
- Use stairs, not elevator, when available and possible
All FCSS employees are expected to report to work for their normal and customary assignments as directed by their immediate supervisor. Although the expectation is that FCSS employees work predominately in-person, the following alternative staff options may be considered:

**Alternative Options:**

Offer flexible scheduling options to include, but not limited to:

- Flexing work week (consider workdays of Monday through Sunday)
- Flexing workdays (consider four 10’s, four 9’s and a 4)
- Flexing work hours (consider daily work hours ranging between 5:00am to 8:00pm)
- Telework when a reason is triggered and is a viable option
- Certificated Classroom Teachers may only bring their own child(ren) with program administration and, when applicable, district of assignment approval.

**TELEWORKING**

FCSS recognizes that it may be beneficial for operational efficiency to designate an alternate work site/location for all or part of a work week. The underlying purposes for teleworking arrangements are to promote general work efficiencies, to continue operations during an emergency, or to accommodate other unique circumstances, such as COVID-19 as approved by the FCSS.

**SP HR-1345 Teleworking**

Telework Agreement
Telework Technology Equipment, Access and Security Agreement

**Reasons to Consider Telework as a viable option:**

- Relief of office and school setting space constraints
- Providing for an additional staffing option in response to COVID-19 related reasons that employees may encounter, which are:
  - No childcare due to the child’s school or program closure
  - At-risk population: 65+
  - At-risk population: chronic health condition
  - Care for At-risk population: 65+
  - Care for At-risk population: chronic health condition
  - Personal COVID-19 testing/illness/quarantine

**When a telework reason is triggered, it may be permitted on a discretionary basis when:**

- It is determined by cabinet member, in conjunction with immediate supervisor that telework is suitable for position
- Employee has consistently demonstrated the ability to work independently
- Employee is meeting performance expectations
- Work arrangement does not hinder FCSS operations

Telework is at the sole discretion of the Employer
In an effort to be flexible during the COVID-19 pandemic, the FCSS is willing to allow certificated classroom teachers, in specified programs and facilities, to bring their own child(ren) to work, under the circumstances specified in SP HR-1302. Please review SP HR-1302, Certificated Classroom Teachers – Children in the Workplace for terms and conditions, recommendations, and acknowledgement.

**SP HR-1302 Certificated Classroom Teachers – Children in the Workplace**
**Certificated Classroom Teachers – Children in the Workplace Acknowledgement Form**

**NEXT STEPS**

**Step 1:** When supervisor, in conjunction with cabinet member, can offer an alternative option, the supervisor may approve. Employee must comply with terms and conditions of HR SP-1345 or HR SP – 1302 in their entirety. No additional action required.

**Step 2:** When the supervisor, in conjunction with cabinet member cannot offer an alternative option for legitimate business reasons, and the employee still has concerns, refer employee to Human Resources to possibly trigger:

a. Review of available leave entitlements.

b. Interactive Process to determine work restrictions and possible reasonable accommodations.

**COVID-19 TESTING**

**Purpose:** FCSS is committed to the safety and well-being of our staff, students, and community. Therefore, FCSS will be conducting COVID-19 testing in consultation with local public health officials to monitor the prevalence of COVID-19 in FCSS schools and meet regulatory requirements.

**Testing Information**

**Who:** FCSS employees and students in county-ran programs on a voluntary basis.

**What:** A self-administered COVID-19 nasal swab test. (This test involves inserting a cotton swab one inch into each nostril. Detailed instructions on how to self-administer the nasal swab test will be given at the time of testing.).

**Where:** At FCSS sites as determined by Department/Program leadership, Human Resources, and Health Services.

**Why:** To provide symptomatic, response, and/or surveillance testing. Surveillance testing will be offered to staff and students in accordance with the CDPH cadence listed below

**How:** FCSS will coordinate COVID-19 testing with a FCSS-selected laboratory.

**What is the cost?**
There will be no charge to the FCSS employee.
## Testing cadence suggested by the State of California for K-12 Schools

<table>
<thead>
<tr>
<th>Color</th>
<th>Case Rate Range</th>
<th>Test Positivity Range</th>
<th>Staff &amp; Students:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yellow</td>
<td>CR &lt; 1.0*</td>
<td>TP &lt; 2%</td>
<td>Symptomatic &amp; Response Testing</td>
</tr>
<tr>
<td>Orange</td>
<td>CR 1-3.9*</td>
<td>TP 2-4.9%</td>
<td>Symptomatic &amp; Response Testing</td>
</tr>
<tr>
<td>Red</td>
<td>CR 4-7*</td>
<td>TP 5-8%</td>
<td>Symptomatic &amp; Response Testing - Every 2 weeks Asymptomatic Testing</td>
</tr>
<tr>
<td>Purple</td>
<td>CR &gt; 7-13.9*</td>
<td>TP &gt; 8%</td>
<td>Symptomatic &amp; Response Testing - Every 2 weeks Asymptomatic Testing</td>
</tr>
<tr>
<td></td>
<td>CR &gt; 14*</td>
<td></td>
<td>Staff: Symptomatic &amp; Response Testing, + weekly asymptomatic testing</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students: Weekly Asymptomatic (PCR or twice weekly antigen testing)**</td>
</tr>
</tbody>
</table>

Students or 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.

### CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

**Purpose:** FCSS has established criteria for closure of classrooms and schools in consultation with the Fresno County Department of Public Health (FCDPH) and in conjunction with the California Department of Public Health’s COVID-19 Reopening In-Person Instruction Framework and Public Health Guidance for K-12 Schools in California, 2020-2021 School Year.

Classroom, School and District closures will not occur before consulting with the FCDPH. The specific criteria are outlined by the FCDPH which can be found [here](#).
# Cohort/Stable Group, School, & District Closure Criteria

**Cohort/Stable Group, School, and District closures will not occur before consulting with the FCDPH.**

<table>
<thead>
<tr>
<th>Cohort/Stable Group</th>
<th>School</th>
<th>District</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>If there is one confirmed positive case, contact tracing will be performed. The Fresno County Department of Public Health (FCDPH) will be notified.</strong></td>
<td>The Fresno County Health Department will review all situations when one or more positive cases on a school campus, or three or more positive cases within a 2-week period on a school campus. After reviewing all information, the Fresno County Health Department in consultation with school/district administration, will determine if classroom and/or school should be closed.</td>
<td>If there are multiple programs/schools affected by confirmed positive COVID-19 cases within a district, the Fresno County Health Department in consultation with district administration, determine if school district should be closed.</td>
</tr>
<tr>
<td><strong>If there are two confirmed positive cases, contact tracing will be performed. The FCDPH will be notified and in consultation with school administration, determine if classroom should be closed.</strong></td>
<td></td>
<td><strong>Scenario:</strong> There are multiple programs/schools affected by confirmed positive COVID-19 cases in a district. <strong>Response:</strong> A school district should close if 25% or more of schools in a district have closed for in-person instruction due to COVID-19 within a 14-day period and in consultation with the local health officer. The school district can typically reopen after 14 days, in consultation with the local health department.</td>
</tr>
</tbody>
</table>

**Scenario:** A single student in a cohort/stable group tested positive for COVID-19. **Response:** The student who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact will quarantine in accordance to the Return to Work/School Protocol. Any siblings that attend the same school as the positive student will be sent home to quarantine for 10 days. Any students quarantining and are healthy will continue school via Distance Learning.

**Scenario:** Two students in the same cohort/stable group tested positive for COVID-19. **Response:** The student who tested positive will stay home in accordance to the Return to Work/School Protocol. Any students/teachers who were in close contact will quarantine in accordance to the Return to Work/School Protocol. The FCDPH will be notified and in consultation with school administration, determine whether the classroom should be closed. If the classroom is closed, FCDPH will determine the length of closure. Any students who are quarantining/isolating and are healthy, will continue school via Distance Learning.

Other potential scenarios that may cause a school to close include:
- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in a school
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected
- Any other scenario that the local health department feels is warranted for other reasons, including results from public health investigation or other epidemiological data.

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Based off of the FCDPH Return to School: A guide to responding to COVID-19 cases in K-12 school settings, 2020-2021

For more information on COVID-19, please refer to the Fresno County Department of Public Health website or call at 559-600-3332.

Revised 01/29/2021
BUILDING ACCESS PROTOCOL: FCSS EMPLOYEES AND VISITORS

Purpose: To inform FCSS employees of the standards when entering FCSS owned and/or operated buildings to ensure the health and safety of employees and visitors.

Building Preparation
- Signs will be posted at main entrance doors with health and safety reminders
- Six-foot distance markers will be placed at main entrances and other areas where lines may form in FCSS buildings, as appropriate
- Physical barriers will be used when a minimum of six feet of physical distance cannot be maintained
- Hand sanitizer will be available at main entrances and other locations as appropriate, of FCSS buildings
- A drop-off box will be placed in the breezeway of the Peter G. Mehas building for any documents needed to be received by a department/program within the Peter G. Mehas and/or Towers buildings for internal correspondence only.

Protocol for Entering an FCSS Building
- All visitors must enter the main building entrance when they visit an FCSS building.

Visitors
- Departments are highly encouraged to schedule appointments in advance for all visitors; walk-in visitors will be seen at the discretion of the department
- All visitors will be expected to self-certify their health status before entering an FCSS building or school site by answering the health questions listed on posted signs at main entrances
- The Front Reception is required to contact a department staff member prior to sending visitor to their destination
- When department staff member greets their visitor at the main entrance, they are expected to ask the same health screening questions as listed on posted signs prior to escorting visitor to their destination
- If department does not answer receptionist call, the visitor will be provided with the contact information to schedule or reschedule their appointment
- Department staff must make every effort to answer calls from the main front reception desk (extension 3000).

BUILDING COMMON AREA USAGE PROTOCOL

Purpose: To provide guidance for staff on protocols for usage of common areas.

Common areas are unique areas that will require modifications, both physically and procedurally, to minimize potential exposure. Disinfection of all common areas has been intensified in accordance with the Disinfecting Protocol. Because these areas may be accessed by others at any time and maintaining six feet of distance may not always be possible, employees must wear face coverings in all common areas, except when eating, and limit the timeframe to preferably less than 15 minutes.
LOBBIES AND WAITING AREAS
Excess furniture will be removed or identified as not for use. Remaining furniture will be spread out to meet physical distancing guidelines. Physical barriers will be put in place as appropriate at reception desks. Signage will be posted regarding self-certified health screenings, hand hygiene and physical distancing.

MEETING ROOMS
The capacity of meetings rooms is reduced to accommodate physical distancing. Signage indicating the reduced capacity is posted at the entrance to the room.

HALLWAYS
Because hallways may not be wide enough to allow passing while maintaining six feet of distance, face coverings shall be worn. Do not linger in hallways or engage in conversations as this will make the area more congested.

RESTROOMS
Restrooms are to be stocked at all times with sufficient supplies, particularly hand soap. Adjacent urinals and sinks may be taken out of service to maintain physical distancing. If a multiple person restroom is already occupied, consider using a different restroom or waiting if physical distancing cannot be maintained.

BREAK ROOMS
Staff are encouraged to eat their meals in their office or outdoors at a safe social distance. Breakroom seating capacity is reduced, and dividers placed as appropriate to maintain social distance. Facial coverings may be removed while eating. Shared items should be taken out of service. Shared items include, but are not limited to, condiments, seasonings and toasters. Coffee stations, water dispensers, microwaves and refrigerators may be available for staff use. Staff is strongly encouraged to use proper sanitizing procedures before and after using any shared appliance. Signage encouraging proper hygiene and food safety practices as well as Physical distancing will be placed in break rooms.

ELEVATORS
When using elevators, limit numbers of persons to allow six feet of separation and wear a face covering. Consider using the stairs when available and possible.

HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

Purpose: FCSS will implement a health screening process on a daily basis for all employees, students and visitors prior to entering FCSS office and school settings as a preventive measure to mitigate the spread COVID-19.

EMPLOYEE HEALTH SCREENING
All FCSS employees who report to an FCSS work site/location (in-person) are required to “self-certify” their health, on a daily basis, by answering the questions below prior to entering their assigned work location:
Do you have:
1. Fever and/or chills (thermometers are available for employee use at building entrances)
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. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

If employee has any listed symptoms but NO temperature:
- 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 symptoms are new, stay home and contact immediate supervisor for further instructions.

If employee answers “no” to the questions above and temperature is less than 100.4, they can report to work. FCSS employees will be expected to adhere to the following precautions:
- Wash hands with soap and water or alcohol-based sanitizer before starting work and frequently throughout the day
- Practice social distancing, sit and/or stand at least six feet from other people
- Do not shake hands or hug people, and do not share food or drinks
- Avoid touching eyes, nose and mouth with unwashed hands
- Sanitize work area before leaving each day
- Practice good respiratory etiquette (cover cough and sneezes with a tissue or into sleeve)
- Contact immediate supervisor and leave work immediately if employee starts to feel feverish or have respiratory symptoms

If employee has fever of 100.4 or higher:
- Stay home and contact your immediate supervisor for further instructions

In an effort to ensure all FCSS employees complete their daily self-certification prior to beginning their workday, employees will be prompted with health screening questions upon logging onto their FCSS computer each day. Refer to the Health Screening Self-Certification Computer Prompt contained in this Toolkit.
STUDENT SCREENING

Parents/Guardians of FCSS-run school programs will be educated on the need to certify their child’s health before their child reports to school each day. Parents/Guardians are to assess the following.

Does my child have:
1. Fever and/or chills
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. To my knowledge, has my child had close contact with anyone diagnosed with 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.

When student arrives on campus, staff will take student’s temperature. If the temperature is over 100.4, the student will be sent home.

VISITORS SCREENING

Health Screening: When possible, any visitor coming will be educated on the need to self-certify their health before coming to an FCSS building or school site. Visitors are expected to self-certify by asking themselves the following questions regarding their own health:

Do you have:
1. A fever and/or chill
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. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?
• If the visitor answers “no” to all questions, they may enter the FCSS office/school setting
• If the visitor answers “yes” to any of the questions, they should stay home and make other arrangements.

When the visitor arrives on campus, staff will take their temperature. If the temperature is over 100.4, the visitor will be asked to return when they are no longer symptomatic.

**HEALTH SCREENING SELF-CERTIFICATION PROMPT**

**Purpose:** To provide an example of what the FCSS computer notification will state when employee turns on their computer each day.

**FCSS Healthy Workplace – Employee Self-Screening**

**Employee Self-Screening**

**Do you have:**
1. A fever and/or chills (Remember to take your temperature at a Health & Sanitation Station)
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. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

If you reply YES to any of the questions above or you are feeling ill, please advise your supervisor immediately.

Thank you for adhering to all precautionary measures, on a daily basis, including wearing a face covering and maintaining six-feet physical distancing at all times, and to the extent possible.

Together, we can create an emotionally and physically safe workplace for everyone. Thank you, for doing your part today!
Purpose: To provide guidance on when to allow a student to return back to school and an employee to return back to work after showing signs of a fever and respiratory illness.

To assure that students and employees are free from fever and respiratory illness or completely recovered from COVID-19 confirmed illness before returning to school and work. Case management of ill students and staff assures students and staff only return to work/school when safe to do so.

Criteria for Return to Work/School after Non COVID-19 Related Fever or Illness
For non-COVID related fever or illnesses, students and staff may return to work/school after 10 calendar days have passed since ONSET of symptoms and after 24 hours since recovery from non-COVID-19 like-symptoms, without the use of medication. If primary care physician diagnoses a student or staff member with a medical condition that is not related to COVID-19, a physician’s note can allow a student or staff member to return to work/school sooner than 10 days as long as they are symptom-free.

Criteria for Return to Work/School after Confirmed Positive COVID-19 Test
In accordance with the Fresno County Department of Public Health (FCDPH), students and staff may return to work/school after a positive COVID-19 test, as soon as the following criteria is met:

- If tested positive for COVID-19 and ASYMPTOMATIC, they can return to work/school:
  - Time-based strategy. Can return to work if:
    - 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
  - Time-based strategy for severely immunocompromised. Can return to work if:
    - 20 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.

- Tested positive for COVID-19 and SYMPTOMATIC, they can return to school/work:
  - Symptom-based strategy. Can return to work if:
    - At least 10 days have passed since symptoms first appeared and at least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications and
    - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved
  - Symptom-based strategy for severe to critical illness or who are severely immunocompromised. Can return to work if:
    - At least 20 days have passed since symptoms first appeared and
    - At least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications and
    - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved
CRITERIA FOR RETURN TO WORK/SCHOOL AFTER EXPOSURE TO A CONFIRMED POSITIVE COVID-19 PERSON

All asymptomatic close contacts less than 6 feet for more than 15 minutes (cumulative per day) may discontinue quarantine after Day 10 from the date of last exposure without testing. If close contact develops symptoms, the close contact will need to isolate for 10 days from the start of symptoms. See Criteria for Return to Work/School After a Confirmed Positive COVID-19 Test above for guidance.

- For FCSS positions designated as “healthcare workers” who were exposed to a confirmed COVID-19 person and are asymptomatic:
  - If there are staffing shortages, the “healthcare worker” may return to work after Day 7 from the date of last exposure after completing a Polymerase Chain Reaction (PCR) nasal swab test after Day 5 and receives a negative test result. After this time, the “healthcare worker” must use surgical face masks at all times during work and continue to use face coverings when outside the home through Day 14 after last exposure.

All close contacts released from quarantine before Day 14 must:

- Adhere strictly to all recommended non-pharmaceutical interventions, including consistent use of face coverings and maintaining a distance of at least 6 feet from others, through Day 14.

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 ill individual meets criteria listed above, the school nurse will clear the student or staff member to return to work/school.

FACE COVERING PROTOCOL

**Purpose:** The following shall be the protocol for wearing a face covering while in an FCSS facility as a measure to mitigate the spread of COVID-19.

**FCSS Employees**

Face coverings must be worn in FCSS facilities when not alone in an enclosed workspace. Employees may remove face coverings when alone in an office. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces, and when travelling through FCSS facilities.

An appropriate face covering is one that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk or linen. Acceptable cloth face covering options include, but are not limited to:
- Face covering provided by FCSS
- Bandana
- Neck gaiter
- Homemade face covering
- Scarf
- Face shield with a cloth drape on the bottom*
- Tightly woven fabric, such as cotton T-shirt and some types of towels

NOTE: The employer will provide a face shield with instructions on how to attach a required cloth drape to only FCSS instructional-setting staff and employees who are medically unable to wear a facemask.

A cloth face covering that no longer covers the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to a person’s face; has holes or tears in the fabric; and/or obstructs an employee’s vision do not comply with this protocol. An employee or member of the public must immediately replace their face covering when damaged or leave the facility.

Employees who choose to use a surgical mask or N95 respirator may do so as long as the surgical mask or N95 respirator is in good condition and can remain securely attached to the employee’s face. If employees choose to wear an N95 respirator, they may be required to sign a waiver.

*To comply with cloth drape, employee may tape a paper towel to the bottom of the face shield and replace paper towel on a daily basis.

**FCSS Students**
Students shall wear face coverings in compliance with each school site and school district protocol.

**FCSS Visitors**
Visitors must wear a face covering when entering and moving about FCSS facilities. Visitors may remove face coverings when alone.

### STABLE GROUPS PROTOCOL

In accordance with guidance from the CDPH, the school programs at FCSS all utilize the practice of stable groups with students and staff. Stable groups are groups of 16 or less students who take all classes, breaks and electives together when in person on campus. As an example, our Special Education programs remain in small classes, our Court School programs function in Pods and students at CTEC attend all classes either online or in the same small group. Using stable groups limits mixing of students and reduces the potential for contact with infected students. This process also allows for efficiency in contact tracing if an infection is discovered. For practices specific to each school site please reference each [Site Plan].
Purpose: To provide guidance to staff on best practices for Physical distancing. One of the most important mitigation strategies in the fight against COVID-19 is Physical distancing. This document provides best practices for both the school and office setting. Following these strategies will help assure that office, classrooms, and common areas meet the CDC guidelines for Physical distancing. If Physical distancing is not feasible, individuals will need to wear masks until Physical distancing can be achieved.

BEST PRACTICES FOR PHYSICAL DISTANCING
Gatherings, Field Trips and Visitors
- Pursue virtual group events, gatherings or meetings, if possible, and promote Physical distancing of at least six feet between people if events are held; limit group size to the extent possible
- Postponing high-contact activities/classes (e.g., PE, field trips, choir, high-contact after-school activities, such as football) and restructuring athletic, performing arts and club activities to keep students engaged while physically distant. Limit any nonessential visitors, volunteers and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings and spirit nights, as much as possible
- Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches and communities

Staggered Scheduling
- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible
- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts)
- When teleworking or flexing work schedules/hours is not practical or available, employees and others are to maintain a minimum of six feet of physical distance between employees and others, to the extent possible, especially if Physical distancing is recommended by state and local health authorities.

Mealtime Considerations
- Delivering meals to classrooms, the specific area in the campus designated for each class or in kiosks near locations where students will be eating
- Having students eat lunch and snacks in the classroom or outside in designated areas for each class so that students do not mix

Student Arrival
- Designate multiple student drop-off areas around school; at these drop off areas, assemble multiple health questionnaire check-in stations that are at least six feet apart; Place tape “x” every six feet behind the tables to cue waiting students to wait until called upon
- Students should be escorted back to their classes; If classroom staff is not ready to receive students, students should wait in an area that allows for appropriate Physical distancing; if Physical distancing is not feasible, students should wear masks
Student Departure
• Students should stay in classroom until parent/guardian or bus is ready to receive them; once ready, students should be escorted to the front office or bus loading area by a classroom staff member

Other Considerations for School Settings:
• Hold classes in larger rooms, such as the gym, library or cafeteria and space students at least six feet apart in any locations where students need to line up, place markers on the pavement to show where students stand to maintain a distance of six feet in a single line and where lines form so that lines are at least six feet part
• Hold staff meetings virtually
• Band and choir practices may occur outside with participants wearing masks and physical distancing in place. Any wind instrument (instrument played by the mouth, such as a trumpet or clarinet) is strongly discouraged
• If not being used as individual classrooms, consider keeping libraries, gyms and playgrounds off-limits for regular use unless they can be sanitized between groups

DISINFECTING PROTOCOL

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

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected three times per day. In the office setting, staff may utilize disinfecting supplies that will be provided at stations around offices to disinfect computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting 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 three times 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, disinfection stations with cleaning supplies, PPE and product use instructions are available to staff to disinfect 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, three times 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 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 disinfected in accordance with the host school districts’ custodial procedures. These procedures vary from district to district, but include, at a minimum, daily disinfection of classroom surfaces as described above.

Disinfecting supplies are provided to integrated classroom staff for additional disinfection during the day.

JJC, Lighthouse:
At locations served by landlord-provided custodial service, areas will be disinfected according to contractual terms, usually nightly. Disinfecting supplies are provided to staff for additional disinfection 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, 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 should use: Designated positions such as: School nurses, LVNs, custodial staff, ill persons, and staff who come into routine contact with others

When to use: When required by state or local health order (As of 5/19/2020, the City of Fresno Emergency Order 2020-13 requires employees of essential businesses to wear facial coverings while in the essential facility)

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)

MEDICAL-GRADE GLOVES

Who should use: Custodians, maintenance personnel, teachers, paraeducators, school nurses, licensed vocational nurses, and anyone using disinfecting products that require skin protection

When to use: When using cleaning products that require skin protection, when a person may come into contact with bodily fluid or other contaminants

Typical tasks necessitating use: Cleaning, diapering, providing first aid, specialized healthcare procedures.

FACE SHIELDS/EYE PROTECTION

Who should use: Custodians, teachers, paraeducators, school nurses or anyone trained to do specialized healthcare procedures

When to use: When splash protection is required

Typical tasks necessitating use: Diapering, providing first aid, performing specialized healthcare procedures and cleaning contaminated areas and while doing medical aerosol procedures such as oral or tracheostomy suuctioning or nebulizer treatments.
NOTE: The face shield guidance on this PPE protocol is for specific medical procedures and tasks that require splash protection.

MEDICAL-GRADE PROTECTIVE GOWNS

Who should use: Custodians, teachers, paraeducators, school nurses, and licensed vocational nurses

When to use: Generally, when clothing needs to be protected from contaminants

Typical tasks necessitating use:
- Level 1 Medical Grade Gown: Basic care such as, diapering, providing first aid, and performing non-aerosol generating specialized healthcare procedures
- Level 3 Medical Grade Gown: Aerosol generating procedures, isolation rooms, and cleaning contaminated areas

FCSS EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN

Purpose: 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, in conjunction with the Fresno County Department of Public Health, flow charts to ensure employees know and understand who to notify and what will occur in response. The flow charts were created to protect confidential health information, including the identity of affected individuals.

Refer to Process for FCSS Employees to Report COVID-19 Related Illness and COVID-19 Screening Flow Chart of FCSS Students, which are contained in this Toolkit.

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.

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@fcss.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, awaiting COVID-19 test results)
   d. Department
   e. Actual Work Location (e.g., worksite and room number, if applicable)
   f. Actual date you last worked in-person
   g. Actual date you last teleworked
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@fcss.org • (559) 497-3889
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
   e. Actual Work Location (e.g., worksite and room number, if applicable)
   f. Actual date you last worked in-person
   g. Actual date you last teleworked
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.
**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.

**First Notice Reporting**
Employees must 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.

**Notify**
- **Benefits Analyst**
  - Notify when determines Employee is Person A
- **Facilities/Operations**
  - Notify when determines Employee is Person A or B
  - Benefits Analyst will complete SB1159 reporting
  - Facilities/Operations will arrange (when applicable): Close affected area(s) & terminal cleaning

**FOSS COVID-19 Liaison**
- Receive information & implement the following

**Notify Human Resources**
- to complete ABRSS Notification (when applicable)

**Follow-up with**
- **Immediate Supervisor & Cabinet Member** when Employee is Person A-E

**Notify Health Services, Lead School Nurse when Employee is Person A-E**
- Lead School Nurse will assign Contact Tracer (when applicable)
  - Contact Tracer will confirm the following:
    1. Positive or symptomatic employee & give isolation guidance
    2. Close contacts to a positive employee will be sent home to quarantine. Close contacts to a symptomatic employee will continue to work
    3. Follow up with isolated and quarantine employee to make sure they are ready to return to work

**Employee**
- Return to work after meeting Fresno County Department of Public Health guidelines

**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.
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-19 case, close contacts will be identified and sent home to quarantine according to the Return-to-Work Toolkit.
FCSS COVID-19 Illness and Quarantine Guidelines

Report all cases by email to covid19report@fcoe.org OR by phone (559) 497-3889

**PERSON A**

Any person who has tested positive for COVID-19 & confirmed with lab result

*With symptoms:*
- Isolation until the following requirements have been met:
  - 10 days since symptoms first appeared
  - 24 hours* (1 day) with no fever (without the use of fever-reducing medicine)
- *Symptoms have improved*

*The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days

*Without symptoms (asymptomatic):*
- Isolate for 10 days from test date:
  - Monitor self for symptoms, take temperature twice a day
  - Released from isolation after 10 days have passed as long as no symptoms have been present

**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:
  - 10 days since symptoms first appeared
  - 24 hours* (1 day) with no fever (without the use of fever-reducing medicine)
- *Symptoms have improved*

**PERSON C**

Any person who lives in the same household with Person A OR Symptomatic Person B*

- **If Person C is without symptoms (asymptomatic):**
  - Quarantine for 10 days following date of last exposure including complete separation from the person in your house with COVID-19. This means no contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom.
  - Quarantine to continue for 10 days after Person A completes isolation if unable to avoid exposure to Person A.
  - *If Person B receives a negative test result, employee may return to work sooner than the 10 days as long as their symptoms have resolved.*

**PERSON D**

Any person with close contact to Person A (>15 min (cumulative per day), <6 feet)

- Quarantine immediately for 10 days** following date of last exposure
- Contact covid19report@fcoe.org or (559) 497-3889 with any questions
- Monitor self for symptoms, take temperature twice a day
- Notify Primary Care Provider if symptoms develop

**PERSON E**

Any person who has had exposure to Person C OR D

NO QUARANTINE OR ACTION REQUIRED unless:
- Person C or Person D develops symptoms OR tests positive and Person E had contact within 14 days (Timeline should start 2 days before Person C or Person D develops symptoms) then:
  - Continue to self-certify your health on a daily basis.
  - Contact covid19report@fcoe.org or (559) 497-3889 with questions regarding timing and exposure

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Recovered and Released

Definitions:
- **Isolation** separates infected people with a contagious disease from people who are not sick.
- **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
- **Close Contact** a person within 6 feet for more than 15 minutes (cumulative per day), regardless of whether person(s) are wearing a mask, starting from 48 hours before the person began feeling sick.

*For more information on COVID-19, please refer to the Fresno County Department of Public Health website or call at 559-600-3332.*

Updated 01/26/2021
Purpose: To ensure FCSS has effective two-way communication with employees, labor representatives, and parents/guardians regarding COVID-19 related issues.

FCSS uses the Return-to-Work 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.
- Parent/Guardian notification will be sent by department/program administration/designee.
- When applicable, Union notification will be sent by Human Resources with CC to applicable cabinet member, and covid19@fcoe.org.
From: Cabinet Member Name  
To: Work Location/Department Staff  
CC: covid19report@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, 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. The work location will be thoroughly disinfected in accordance with existing protocols. Impacted employees may be temporarily assigned to a new work location or offered the ability to telework, if feasible, while their regular work location is disinfected. Thank you for following the guidance and protocols outlined in the FCSS Return-to-Work Toolkit, implemented by FCSS administration. It is your diligence in wearing a mask and maintaining a minimum of 6 ft. distance from one another that helps in mitigating the spread of COVID-19. Click here to access the FCSS Return-to-Work Toolkit for specific information regarding disinfection and safety protocols. [link to Return-to-Work 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.**

**Please click here to download the PDF of the Q&A to include with your employee notification.**
From: Laurie Gabriel or HR Designee  
To: CTA or CSEA Representative(s)  
CC: Applicable Cabinet Member and covid19report@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, 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, 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. The work location will be thoroughly disinfected in accordance with existing protocols. Impacted employees may be temporarily assigned to a new work location or offered the ability to telework, if feasible, while their regular work location is disinfected. Thank you for following the guidance and protocols outlined in the FCSS Return-to-Work Toolkit, implemented by FCSS administration. It is your diligence in wearing a mask and maintaining a minimum of 6 ft. distance from one another that helps in mitigating the spread of COVID-19. Click here to access the FCSS Return-to-Work Toolkit for specific information regarding disinfection and safety protocols. [link to Return-to-Work 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.
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.

We alerted the Office of the Fresno County Superintendent of Schools’ (FCSS) Health Services Department, who consulted with the Fresno County Public Health Department for the risk of anyone who may have had close contact with this individual. Close contact is defined as someone who has spent 15 minutes (cumulative per day) or more time within 6 feet or less of the individual who was COVID-19 symptomatic.

The FCSS Health Services Department determined that the risk to anyone exposed to this individual warranted [INSERT STATEMENT AFTER CONSULTING WITH HEALTH SERVICES].

Please be aware that symptoms may appear 2 – 10 days after exposure to the virus. Symptoms include:

- 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
- Shortness of breath
- Muscle and/or body aches
- Headache
- Nausea/vomiting and/or diarrhea
- Loss of taste or smell
- Congestion and/or runny nose
- Sore throat
- Fatigue

If any of these symptoms develop, we encourage you to contact your physician immediately for evaluation. Please also notify the school should your child develop COVID-like symptoms.

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.**

**Please click here to download the PDF of the Q&A to include with your employee notification.**
What does it mean when an employee in my department tests positive for COVID-19?

Q: What does FCSS do to protect me when a person in my department tests positive for COVID-19?
A: Your immediate supervisor works with Human Resources and Health Services designee to ensure employee receives medical care and self-isolates in accordance with the Fresno County Department of Public Health. A Health Services designee also begins the contact tracing process.

Q: What is contact tracing?
A: The assigned health care professional contacts the employee to determine who they have been in close contact with, two days (48 hours) prior to testing positive.

Q: What does close contact mean?
A: Someone who has spent 15 minutes or more time (cumulative per day) within 6 feet or less of the index person.

Q: Why didn’t the notification email state the name of employee with COVID-19?
A: To protect employee privacy rights, the identity of the employee is kept confidential in the workplace to ensure compliance with privacy laws. FCSS may notify affected close contact employees in a way that does not reveal personal health-related information of employee.

Q: Why was I notified of a suspected COVID-19 case at my site?
A: You were notified because the employee with COVID-19 is located in your department/program. However, if you are not contacted on an individual basis, you are not considered exposed or a close contact. No news is good news.

Q: How can I make sure I am not a “close contact”?
A: Follow the guidelines in the FCSS Return-to-Work Toolkit. Wear your mask. Social distance yourself. If you cannot social distance in order to perform your position, keep your mask on at all times.

Q: Where can I test for COVID-19?
A: Contact your primary care physician for instructions or visit the Fresno County Department of Public Health’s testing location website here.

**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.**

**Please click here to download the PDF of the Q&A to include with your employee notification.**
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?**
   The current travel advisory recommends Californians stay home or stay in their region and avoid non-essential travel to other states or counties; however, it is not required. FCSS employees will not be required to notify their employer if they travel out of their region or out of state for personal reasons. FCSS employees are reminded to ensure they self-certify their health on a daily basis prior to reporting to in-person work.

3. **What should I do if I see someone in a common area or walking around an FCSS facility without a face covering?**
   Confidently initiate the steps as outlined in the Superintendent’s Civility Policy which promotes mutual respect, civility, courtesy and orderly conduct among county office employees. If employee is not comfortable addressing the matter directly with their co-worker, they are highly encouraged to share their observation with their immediate supervisor. The employee’s immediate supervisor is then expected to work with the co-worker’s immediate supervisor to rectify at the department level.

4. **Can I remove my mask when in an office where all present are able to maintain a minimum of six feet of physical distance at all times?**
   No. A face covering is required when other person(s) is present in any office or classroom setting, no matter the physical distance.

5. **I have a note from my doctor that states I cannot wear a mask. What should I do?**
   Contact Rhonda Lodridge, Benefits Analyst, at rlodridge@fcoe.org. The Benefits Analyst will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

6. **Will there be a teleworking option as we transition back to the office/school setting?**
   Telework may be a viable option when teleworking poses advantages for both FCSS and employees as a temporary and effective alternative. These reasons may include, but are not limited to, the relief of office and school setting space constraints, providing for an additional staffing option in response to COVID-19 related reasons that employees may encounter and greater work-life flexibility as employees’ transition back to work and their family members transition back to school.

7. **Is COVID-19 PN available for me to use?**
   Contact your immediate supervisor who will work in conjunction with the Benefits Analyst and Benefits Specialist to assess available leave entitlements, including COVID-19 PN.
8. **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 Benefits Analyst who will then trigger the Interactive Process to determine if there is a reasonable accommodation.

9. **I am 65+ years of age and am expected to report to work. What do I do?**
   Communicate directly with your immediate supervisor, who will work in conjunction with Human Resources to discuss available options if you have concerns with reporting back to work.

10. **What if my child’s school does not reopen and I have ongoing childcare needs, what do I do?**
    Work with your immediate supervisor to consider flexible work schedule and teleworking options. If these options are not available, contact the Benefits Analyst to review possible leave entitlements.

11. **How will FCSS support staff in promoting a safe and smooth return to school for students attending FCSS programs?**
    Each program has developed a site-specific reopening school plan. [Click here](#) to view site-specific plans.

12. **How will FCSS protect my HIPPA 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.

13. **I was showing symptoms, so I went to get tested, but it has been over ten days since my test, and I have not received my results back yet?  What do I do?**
    Your isolation period would begin the day you start showing symptoms and end 10 days from that date, regardless of when you receive your test results. If you have questions, please contact Rhonda Lodridge, Benefits Analyst or Alma McKenry, Director, Health Services.

14. **Are playgrounds open?**
    Playgrounds may remain open to facilitate physically distanced personal health and wellness through outdoor exercise. Playgrounds located on schools that remain open for in-person instruction, and not accessible by the general public, may remain open and must follow [guidance for schools and school-based programs](#).

15. **I recovered from a COVID-19 infection and was recently exposed to another COVID-19 positive person, do I need to quarantine?**
    Yes and No. Yes, when you are exposed after 3 months of your own infection; and no, when you are exposed within 3 months of your own infection.

16. **As a supervisor, how can I encourage my team to engage in good infection-control practices?**
    Lead by example.
17. I am afraid of coming to work, would I be eligible for Emergency Paid Sick Leave under FFCRA?
No, an employee’s concern for contracting the virus is not included within the six allowable reasons for FFCRA leave. If the fear is related to a serious health condition, the employee may be eligible for COVID-19 PN as per the requirements for that specific PN leave.

18. I am afraid of coming to work and contracting COVID-19, would I be eligible for FFCRA emergency paid sick leave?
No, an employee’s concern for contracting the virus is not included within the six allowable reasons for leave. However, we encourage you to refer your employees to the Employee Assistance Program at (800) 999-7222.

19. Are Teleworkers covered under Worker’s Compensation?
Yes, in general, an employee injury or illness is compensable under worker’s compensation if it arises out of and in the course of employment, regardless of the location the injury occurs.

20. If I am anxious about possible exposure, what should I do?
Contact Rhonda Lodridge, Benefits Analyst, at rlodridge@fcoe.org and/or the Employee Assistance Program at (800) 999-7222.

21. If I am teleworking, can I take home my chair, printer, or computer?
Yes, please work with your immediate supervisor and follow the provisions outlined in the policy, Teleworking, SP-1345 for more information. Your immediate supervisor will determine what is the best use of limited public resources.

22. Can I be quarantined/isolated and telework?
Yes.

23. Do the FCSS Return-to-Work 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 (i.e., maintain Physical distancing and wear a face covering) as set forth in the FCSS Return-to-Work Toolkit.

24. 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 resolve.

25. 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.

26. I have a fever and flu-like symptoms. How long must I isolate?
You must isolate for 10 days and 24 hours with no fever (without the use of fever-reducing medicine) and symptom free. If you test and receive a negative result, you may return after being symptom free for 24 hours.
27. 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?

   You must quarantine for 20 days.

**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
- Coronavirus (COVID-19): Continue to Physical Distance

**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

**STAY INFORMED: MONITORING COVID-19 IN FRESNO**

- Tracking COVID-19 in California
- Blueprint for A Safer Economy

**MEMORANDUM OF UNDERSTANDING**

This section contains the current Memorandum of Understandings between the Fresno County Superintendent of Schools (FCSS) and California School Employees Association (CSEA) and California Teachers Association (CTA) to ensure a safe, healthy, and productive workplace for employees during this unprecedented time.

Please note: The FCSS and CSEA negotiating teams met on December 18, 2020 and reached a tentative agreement on the following amended MOU:
Memorandum of Understanding
Between Fresno County Superintendent of Schools
And
The County Schools Office Educators Association Local Chapter No. 704
December 15, 2020

Whereas, the Fresno County Superintendent of Schools (FCSS) is committed to the well-being of FCSS employees and maintaining a healthy, productive workplace during the COVID-19 crisis.

Whereas, the FCSS realizes that given the daily fluidity of orders and recommendations from federal and state, and local governmental officials, temporary employee leave policies must be put in place through December 31, 2020.

Whereas, CTA Chapter No. 704 acknowledges and agrees that work assignment flexibility and teleworking may facilitate program and services delivery for the 2020-2021 fiscal/school year, and agree to the following terms and conditions as set forth in this Memorandum of Understanding (MOU) as follows:

1. The FCSS will comply with Article 12 - Safety of the CTA Bargaining Unit Agreement and with all health, safety and sanitation requirements to mitigate the spread of COVID-19. FCSS further agrees to update the provisions of the "FCSS Return to Work Toolkit" as FCSS receives further guidance from state and local public health officials.

2. Effective March 16, 2020, each active Bargaining Unit Member was granted leave called COVID-19 PN, in proportion to their normal workday. This leave shall be taken in either half-day or full-day increments and used for purposes of:
   a. No childcare due to the child’s school or program closure
   b. At-risk population: 65+
   c. At-risk population: chronic health condition
   d. Care for at-risk population: 65+
   e. Care for at-risk population: chronic health condition
   f. Personal COVID-19 testing/illness/quarantine

A Child is defined as a biological, adopted, foster child, a stepchild, or legal ward. This COVID-19 PN will expire for all purposes on June 30, 2021.

3. Bargaining Unit Members hired on or after April 1, 2020 will be granted ten (10) days of COVID-19 PN leave, which will be exhausted concurrently with leave entitlement under the Families First Coronavirus Response Act (FFCRA), through December 31, 2020. As of January 1, 2021, any remaining COVID-19 PN will still be available through June 30, 2021 for purposes as stated in Paragraph 2.

4. FCSS employees recognize that educational programs and services are still operational. When utilizing COVID-19 PN, Bargaining Unit Members shall select the absence type "COVID-19 PN" and state a reason in the reason field in the DMS system as specified above in Paragraph 2.

5. Bargaining Unit Members on approved leave of absences as of March 16, 2020, for other medical conditions unrelated to COVID-19 concerns, shall continue to utilize their own leave entitlements under the applicable Collective Bargaining Agreement and shall not be afforded the additional days of COVID-19 PN. Should a Bargaining Unit Member on an approved leave of absence as of March 16, 2020 need COVID-19 PN leave, they
shall contact the Benefits Analyst in Human Resources and provide verification, upon request. Should a Bargaining Unit Member return from an approved leave of absence unrelated to COVID-19 and subsequently be absent for an expressed reason related to COVID-19, the Bargaining Unit Member shall be afforded COVID-19 PN through June 30, 2021, as specified in this MOU.

6. CTA acknowledges that the COVID-19 PN provided by this MOU exceeds the minimum leave entitlement under the Families First Coronavirus Response Act ("FFCRA"). As such, COVID-19 PN shall be exhausted concurrently with FMLA/CFRA and FFCRA leave. FCSS will comply with all compensation requirements under state and federal law.


8. In the interest of protecting community and workplace health, any employee may report, in writing, any unsafe condition in the working environment in accordance with Superintendent Internal Procedure No. 7000-002 "Illness Injury & Prevention Program (IIPP)."

9. FCSS and CTA agree that the definitions of quarantine, self-isolation and temporary precautionary measures specified in Superintendent Policy SP HR-1042 shall apply to this MOU and shall be specific to COVID-19 only.

10. FCSS and CTA agree that Teleworking may pose advantages for both the FCSS and Bargaining Unit Members as a temporary and effective alternative. These reasons include, but are not limited to, relief of office and school setting space constraints, providing for an additional staffing option in response to COVID-19 related reasons that employees may encounter, and greater work-life flexibility during the transitions encountered due to COVID-19.

11. For the 2020-2021 fiscal/school year only, telework may be permitted on a discretionary basis when it is determined by the applicable cabinet member, in conjunction with the bargaining unit member’s immediate department/program, and approved by FCSS that teleworking is suitable for the position, the Bargaining Unit Member has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder FCSS operations.

12. When telework is approved, the terms and conditions of SP HR-1345 must be complied with in their entirety. The approved teleworking arrangements may or may not impact the availability of assigned office/workspace. Telework is not a benefit and may be terminated at any time at the sole discretion of the FCSS.

13. FCSS and CTA agree that extending teleworking arrangements to Bargaining Unit Members for the 2020-2021 fiscal/school year is a pilot program for FCSS to assess the continuing viability of teleworking arrangements. As such, the pilot program will expire for all purposes on June 30, 2021, unless the parties reach a subsequent agreement.

14. This Memorandum shall remain in full force and effect until June 30, 2021.

15. This Memorandum of Understanding shall not be precedent setting nor form any basis for a past practice.

Fresno County Office of Education  
1111 Van Ness Avenue • Fresno, California 93721  
559.265.3000 • TDD 559.497.3912 • www.fcoe.org
Memorandum of Understanding
Between Fresno County Superintendent of Schools
And
CSEA Chapter No. 573
December 18, 2020

Whereas, the Fresno County Superintendent of Schools (FCSS) is committed to the well-being of FCSS employees and maintaining a healthy, productive workplace during the COVID-19 crisis.

Whereas, the FCSS realizes that given the daily fluidity of orders and recommendations from federal and state, and local governmental officials, temporary employee leave policies must be put in place through December 31, 2020.

Whereas, CSEA Chapter No. 573 acknowledges and agrees that work assignment flexibility and teleworking may facilitate program and services delivery for the 2020 – 2021 fiscal/school year, and agree to the following terms and conditions as set forth in this Memorandum of Understanding (MOU) as follows:

1. The FCSS will comply with Article 13 - Safety of the CSEA Bargaining Unit Agreement and with all health, safety and sanitation requirements to mitigate the spread of COVID-19. FCSS further agrees to update the provisions of the “FCSS Return to Work Toolkit” as FCSS receives further guidance from state and local public health officials.

2. Effective March 16, 2020, each active Bargaining Unit Member was granted leave called COVID-19 PN, in proportion to their normal workday. This leave shall be taken in either half-day or full-day increments and used for purposes of:
   a. No childcare due to the child’s school or program closure
   b. At-risk population: 65+
   c. At-risk population: chronic health condition
   d. Care for at-risk population: 65+
   e. Care for at-risk population: chronic health condition
   f. Personal COVID-19 testing/illness/quarantine

A Child is defined as a biological, adopted, foster child, a stepchild, or legal ward. This COVID-19 PN leave entitlement will expire for all purposes on June 30, 2021.

3. Bargaining Unit Members hired on or after April 1, 2020 will be granted ten (10) days of COVID-19 PN leave, which will be exhausted concurrently with leave entitlement under the Families First Coronavirus Response Act (FFCRA), through December 31, 2020. As of January 1, 2021, any remaining COVID-19 PN will still be available through June 30, 2021 for purposes as stated in Paragraph 2.

4. FCSS employees recognize that educational programs and services are still operational. When utilizing COVID-19 PN, Bargaining Unit Members shall select the absence type
“COVID-19 PN” and state a reason in the reason field in the DMS system as specified above in Paragraph 2.

5. Bargaining Unit Members on approved leave of absences as of March 16, 2020, for other medical conditions unrelated to COVID-19 concerns, shall continue to utilize their own leave entitlements under the applicable Collective Bargaining Agreement and shall not be afforded the additional days of COVID-19 PN. Should a Bargaining Unit Member on an approved leave of absence as of March 16, 2020 need COVID-19 PN leave, they shall contact the Benefits Analyst in Human Resources and provide verification, upon request. Should a Bargaining Unit Member return from an approved leave of absence unrelated to COVID-19 and subsequently be absent for an expressed reason related to COVID-19, the Bargaining Unit Member shall be afforded COVID-19 PN through June 30, 2021, as specified in this MOU.

6. CSEA acknowledges that the COVID-19 PN provided by this MOU exceeds the minimum leave entitlement under the Families First Coronavirus Response Act ("FFCRA"). As such, COVID-19 PN shall be exhausted concurrently with FMLA/CFRA and FFCRA leave. FCSS will comply with all compensation requirements under state and federal law. The parties will construe HR 6201 Families First Coronavirus Response Act ("FFCRA") as permitting intermittent leave absent a binding judicial decision to the contrary.


8. In the interest of protecting community and workplace health, any employee may report, in writing, any unsafe condition in the working environment in accordance with Superintendent Internal Procedure No. 7000-002 “Illness Injury & Prevention Program (IIPP).”

9. FCSS and CSEA agree that the definitions of quarantine, self-isolation and temporary precautionary measures specified in Superintendent Policy SP HR-1042 shall apply to this MOU and shall be specific to COVID-19 only.

10. FCSS and CSEA agree that Teleworking may pose advantages for both the FCSS and Bargaining Unit Members as a temporary and effective alternative. These reasons include, but are not limited to, relief of office and school setting space constraints, providing for an additional staffing option in response to COVID-19 related reasons that employees may encounter, and greater work-life flexibility during the transitions encountered due to COVID-19.

11. For the 2020–2021 fiscal/school year only, telework may be permitted on a discretionary basis when it is determined by the applicable cabinet member, in conjunction with the bargaining unit member’s immediate department/program supervisor, and approved by FCSS that teleworking is suitable for the position, the Bargaining Unit Member has consistently demonstrated the ability to work independently and meet performance expectations, and the work arrangement does not hinder FCSS operations.
12. When telework is approved, the terms and conditions of SP HR-1345 must be complied with in their entirety. The approved teleworking arrangements may or may not impact the availability of assigned office/workspace. Telework is not a benefit and may be terminated at any time at the sole discretion of the FCSS.

13. FCSS and CSEA agree that extending teleworking arrangements to Bargaining Unit Members for the 2020 – 2021 fiscal/school year is a pilot program for FCSS to assess the continuing viability of teleworking arrangements. As such, the pilot program will expire for all purposes on June 30, 2021, unless the parties reach a subsequent agreement.

14. The Parties agree that for the duration of this Agreement, Bargaining Unit Members may elect to work flex schedules, in cooperation with their supervisors, but will not receive Shift Differential as defined in Article 8 – Hours and Overtime, if they elect a temporary flex schedule. However, Bargaining Unit Members receiving Shift Differential compensation prior to March 16, 2020, shall continue to receive said compensation. Bargaining Unit Members will still be afforded overtime pay, as applicable.

15. This Memorandum shall remain in full force and effect until June 30, 2021.

16. This Memorandum of Understanding shall not be precedent setting nor form any basis for a past practice.

Hector Romero
Local Chapter #571, President  
12/18/2020 Date

Catherine McGuire
California Schools Employee Association Labor Relations Representative  
12/22/2020 Date

Laurie Gabriel
Assistant Superintendent, FCSS  
12/15/2020 Date

Jim Royce
Ireneo County Superintendent of Schools  
January 21, 2021 Date
Please certify you have read the FCSS Return to Work Toolkit in its entirety and watched the Training Videos on donning and doffing personal protective equipment (PPE) by clicking the link below to download and complete the acknowledgement form.

**COVID-19: Employee Return to Work Toolkit Acknowledgement**

**Acknowledgement Quick Guide:**

1. Click the link above
2. Sign in with your FCSS username and password if prompted to login
3. Download the form to your computer
4. Complete fillable fields at bottom of the form
5. Digitally sign the form
6. Return completed form to your Department/Program Designee by clicking the blue "email" button located at the top right corner of the form or simply attaching the form to an email like you do any other document