

Office of the Fresno County Superintendent of Schools

COVID-19 Safety Plan Toolkit



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INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

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

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

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

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

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

To Report COVID-19 Related Illness & Ask COVID-19 Related Questions

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

Email: covid19report@fcoe.org

Phone: (559) 497-3889

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

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

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

For Time Off from Work/Interactive Process

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

For Cleaning and Disinfecting Protocols

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

DEFINITIONS

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

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

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

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

Infectious Period: For the purpose of isolation and exclusion of confirmed cases, infectious period is defined by CDPH as:

- Symptomatic cases: from the day of symptom onset until 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms are mild and improving.
- For asymptomatic confirmed cases - there is no infectious period for the purpose of isolation or exclusion. If symptoms develop, the criteria above will apply.

**The potential infectious period is 2 days before the date symptoms began or the positive test date (if no symptoms) through Day 10. (Day 0 is the symptom onset date or positive test date.)*

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

Outbreak: According to CalOSHA, three (3) or more COVID-19 cases in an "exposed workplace" within a 14-day period or identified as an outbreak by a local health department. **Quarantine:** Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill. Refer to the "Return to Work/School After illness Protocol: Students and Staff" section of this toolkit for quarantine/isolation periods.

PROTECTION GUIDELINES

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

Employer Responsibilities:

- Extend grace and civility to all those you interact with while in the workplace
- Provide face coverings (including N95) to FCSS employees and students, when required and/or requested
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)
- When required, have COVID-19 testing available for staff and students

Employee Responsibilities:

Extend grace and civility to all those you interact with while in the workplace

- Follow the protocols contained in this COVID-19 Safety Plan Toolkit
- If you are ill, stay home, except to get medical care. Utilize your leave entitlements and return to work when symptom-free.

COVID-19 TESTING

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

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

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

COVID-19 TESTING INFORMATION FOR EMPLOYEES & STUDENTS

Who: FCSS will offer free over the counter Rapid Antigen COVID-19 test kits to employees/students. Although testing is not mandatory, testing is highly recommended when:

1. Employee/Student is symptomatic;
2. Employee/Student is a high risk for severe disease and deemed a close contact; Employee/Student is deemed a close contact and has contact with others who are at a high risk for severe disease.

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

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

When: Employees/students who self-test may test at their convenience.

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

What is the cost?

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

COVID-19 VACCINATIONS

Purpose: FCSS recognizes that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death.

The FCSS strongly encourages employees to stay up to date with COVID-19 vaccinations including all primary series doses and boosters. Vaccinations are free to anyone who would like to receive them. To learn more about the different vaccinations available access the Fresno County Department of Public Health website: <https://www.co.fresno.ca.us/departments/public-health/COVID-19/COVID-19-vaccine-information>.

CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

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

School administration will consult with the Fresno County Department of Public Health (FCDPH) about potential classroom and/or school closures. Decisions to close a classroom or school will be made in conjunction with the Fresno County Department of Public Health on a case-by-case basis.

HEALTH MINDFULNESS FOR EMPLOYEES & STUDENTS

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

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

1. Fever and/or chills (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste and/or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches

- 9. Headache
- 10. Nausea/vomiting and/or diarrhea
- 11. Recent exposure to COVID-19

- **EMPLOYEE:** If you have new or worsening symptoms, stay home and contact the COVID-19 hotline at covid19report@fcoe.org or (559) 497-3889 and advise your supervisor immediately.
- **STUDENT:** If the parent/guardian confirms the student is experiencing symptoms, the student should stay home and consult with their doctor and report illness to the school absence line. When the student does not appear to be well or states they do not feel well during the school day, the student will be evaluated by a school nurse/designated staff member.

ROLE OF SCHOOL ADMINISTRATION

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

FACE COVERING PROTOCOL

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

Masking is recommended when:

1. Person is symptomatic
2. Person is asymptomatic and tests positive for COVID-19

Note: Refer to the FCSS COVID-19 Illness And Quarantine Guidelines located in this COVID-19 Safety Plan Toolkit.

Masking may still be mandatory per CalOSHA Guidelines. Employees will be instructed by the FCSS' Health Services COVID-19 Report Hotline, when applicable.

PHYSICAL DISTANCING PROTOCOL

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

There are specific instances where CalOSHA requires physical distancing:

- When providing aerosolized treatments
- During a major outbreak (20 or more employees in an exposed group)

CLEANING AND DISINFECTING PROTOCOL

Purpose: To provide information on cleaning and disinfecting efforts to reduce the spread of COVID-19.

Per CDC guidelines, cleaning with soap and water at least once a day is generally sufficient. More frequent cleaning may be needed when a COVID-19 case has been reported in the space.

ENGINEERING CONTROLS AND VENTILATION

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

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

PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES

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

PPE specific to COVID-19 response shall be procured in bulk quantities by the Facilities & Operations Department and distributed as needed. Departments with PPE needs not specifically related to COVID-19 response shall continue to purchase and provide the needed PPE.

FACE MASKS

Who may use: FCSS employees and students.

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

N95 RESPIRATORS

Who may use: FCSS employees and students.

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

FACE SHIELDS/EYE PROTECTION

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

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

LEVEL 3 MEDICAL-GRADE PROTECTIVE GOWNS

Who should use: School Nurses and LVNs.

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

Typical tasks necessitating use: tracheostomy suctioning or nebulizer treatments.

FCSS EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN

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

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

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

PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS

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

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

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

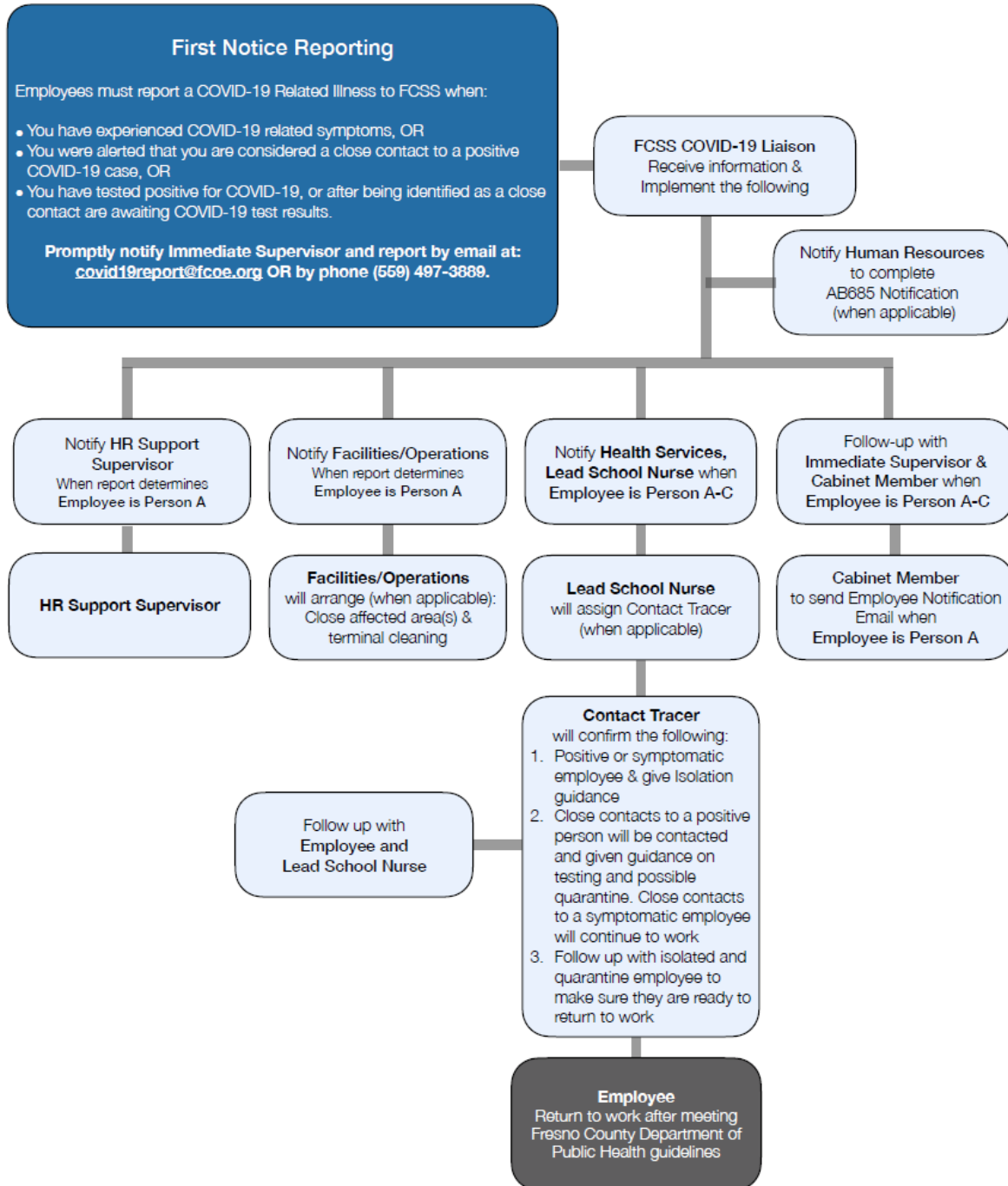
Employees are expected to follow the steps as indicated below:

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

FIRST NOTICE REPORTING FLOWCHART

ONCE EMPLOYEE REPORTS A COVID-19 RELATED ILLNESS

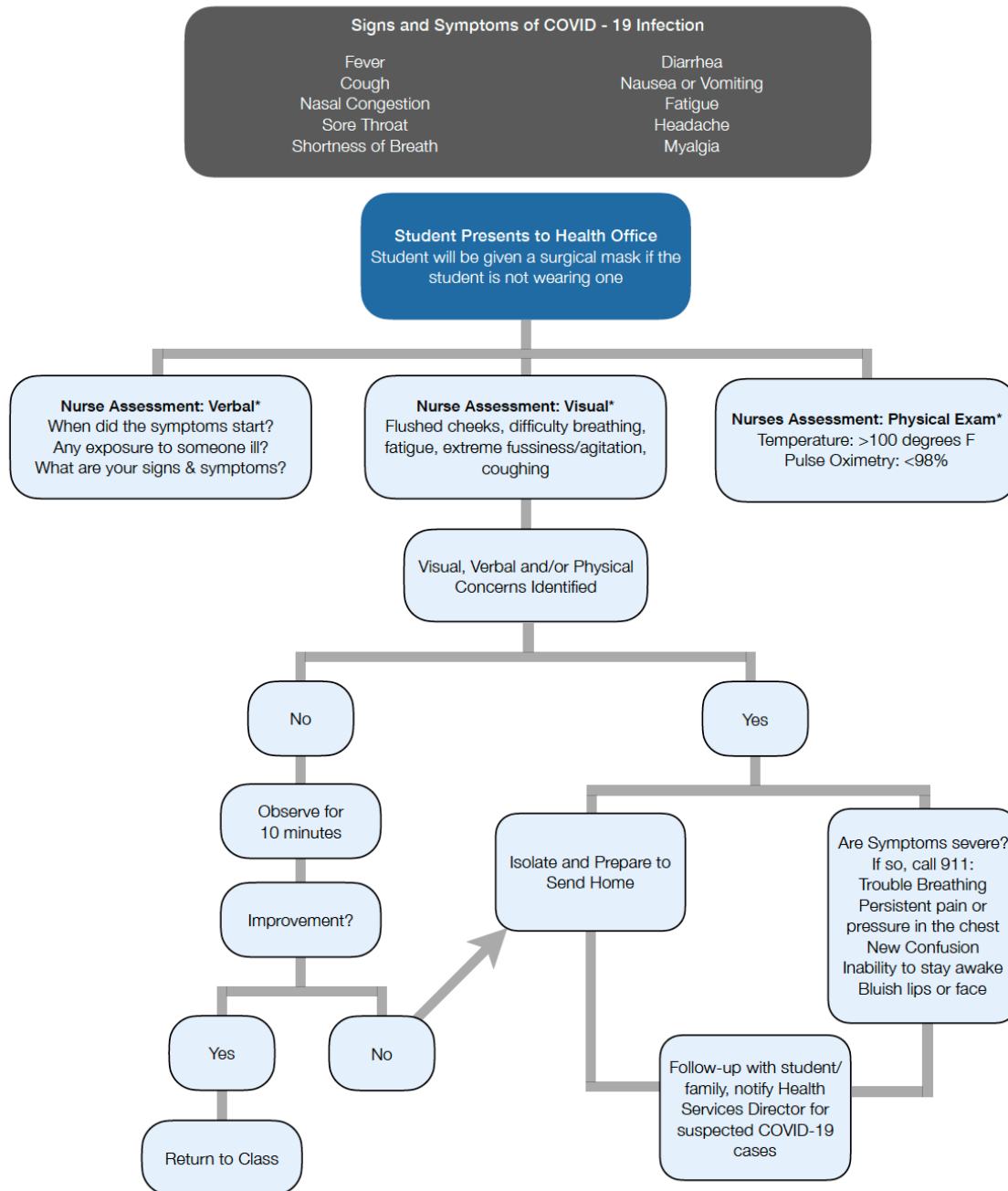
Purpose: The First Notice Reporting Flowchart was designed to demonstrate the internal process that takes place after an employee reports a COVID-19 related illness.



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

ILLNESS SCREENING FLOWCHART OF FCSS STUDENTS

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



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

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

FCSS Students COVID-19 Illness and Quarantine Guidelines

Report all cases to the school absence reporting line.

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

STUDENT A	STUDENT B	STUDENT C
<div data-bbox="338 485 443 581" data-label="Image"> </div> <p data-bbox="107 618 709 662">Any student who has tested positive for COVID-19, regardless of vaccination status, previous infection, or lack of symptoms</p> <p data-bbox="107 716 275 735">Isolation Can End If:</p> <ul data-bbox="107 740 709 873" style="list-style-type: none"> ✓ Symptoms improve AND ✓ Fever-free for 24 hours without the use of fever-reducing medications ✓ Masking is recommended while indoors for 10 days after student becomes sick or test positive, especially if student is around people who are considered high risk 	<div data-bbox="984 485 1089 581" data-label="Image"> </div> <p data-bbox="848 618 1230 638">Any student who is solely symptomatic</p> <p data-bbox="732 740 810 760">Isolation:</p> <p data-bbox="732 764 1226 784">Isolation until the following requirements have been met:</p> <ul data-bbox="747 789 1335 927" style="list-style-type: none"> ✓ Symptoms improve AND ✓ Fever-free for 24 hours without the use of fever-reducing medications ✓ COVID-19 testing is recommended. If student tests and the results are positive, call the attendance line to report student absence and follow the instructions for person A 	<div data-bbox="1629 485 1734 581" data-label="Image"> </div> <p data-bbox="1367 618 1969 711">A student sharing the same indoor airspace with a positive person for more than 15 minutes (cumulative per day) during the person's infectious period, regardless of whether the person(s) is wearing a mask or vaccination status.</p> <ul data-bbox="1367 773 1892 833" style="list-style-type: none"> ✓ If asymptomatic, student can continue to report to school ✓ If symptoms develop, send student home, and follow the instructions for Student B <p data-bbox="1367 854 1703 873">Testing recommendations for Student C</p> <ul data-bbox="1367 878 1944 1027" style="list-style-type: none"> ✓ If symptoms develop, stay home, and consider testing ✓ If student is asymptomatic and is at high risk of severe COVID-19 infection, student should test within five days of exposure ✓ If student is asymptomatic and in contact with people at higher risk for severe infection, consider testing within five days of exposure and masking for ten days from date of exposure while indoors. <p data-bbox="1367 1049 1959 1166">*People who are at high risk of severe COVID-19 infection include those with the following conditions: cancer, chronic kidney disease, chronic liver disease, chronic lung disease, cystic fibrosis, dementia or other neurological conditions, Diabetes, heart conditions, HIV infection, weakened immune systems, pregnancy, sickle cell disease or thalassemia, current or former smoker. For more information, please see the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html</p>

Updated 01/10/2024

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

Reporte todos los casos a la línea de información de ausencias de la escuela.

Los distritos escolares están obligados a reportar TODOS los casos positivos al Departamento de Salud Pública del Condado de Fresno (559) 600-3332.

Estudiante A



Cualquier estudiante que haya dado positivo en la prueba de COVID-19, de todas formas de su estado de vacunación, infección previa o falta de síntomas.

El aislamiento puede terminar si:

- ✓ Los síntomas mejoran y
- ✓ Sin fiebre durante 24 horas sin el uso de medicamentos para reducir la fiebre
- ✓ Se recomienda el uso de mascarillas en interiores durante 10 días después de que el estudiante se enferme o dé positivo, especialmente si el estudiante está cerca de personas que se consideran de alto riesgo

Estudiante B



Cualquier estudiante que sea únicamente sintomático.

Aislamiento:

Aislamiento hasta que se cumplan los siguientes requisitos:

- ✓ Los síntomas mejoran Y
- ✓ Sin fiebre durante 24 horas sin el uso de medicamentos para bajar la fiebre
- ✓ Se recomienda hacerse la prueba de COVID-19. Si las pruebas de los estudiantes y los resultados son positivos, llame a la línea de asistir para informar la falta del estudiante y siga las instrucciones para la persona A

Estudiante C



Un estudiante que comparte el mismo espacio aéreo interior con una persona positiva durante más de 15 minutos (acumulativos por día) durante el período infeccioso de la persona, de todas formas si la persona(s) lleva mascarilla o está vacunada.

- ✓ Si es asintomático, el estudiante puede continuar reportándose a la escuela.
- ✓ Si se desarrollan síntomas, mande al estudiante a casa y siga las instrucciones del estudiante B.

Recomendaciones de prueba para el estudiante C:

- ✓ Si se desarrollan síntomas, quédese en casa y considere hacerse la prueba.
- ✓ Si el estudiante es asintomático y tiene un alto riesgo de infección grave por COVID-19, el estudiante debe realizar la prueba dentro de 5 días de la exposición.
- ✓ Si el estudiante es asintomático y está en contacto con personas con alto riesgo de infección grave, considere realizar la prueba dentro de 5 días de la exposición y usar mascarilla durante 10 días a partir de la fecha de la exposición mientras esté en espacios interiores.

*Las personas con alto riesgo de infección grave por COVID-19 incluyen aquellas con las siguientes afecciones: cáncer, enfermedad renal crónica, enfermedad hepática crónica, enfermedad pulmonar crónica, fibrosis quística, demencia u otras afecciones neurológicas, diabetes, afecciones cardíacas, infecciones por VIH, debilidad de sistemas inmunológicos, embarazo, anemia falciforme o talasemia, fumador actual o ex fumador. Para obtener más información, consulte el sitio web de los CDC: <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html>

Updated 01/10/2024

FCSS Employees COVID-19 Illness and Quarantine Guidelines

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

As required, the COVID-19 Report hotline will report ALL positive cases to the Fresno County Department of Public Health.

PERSON A	PERSON B	PERSON C
<div data-bbox="336 454 441 552" data-label="Image"> </div> <p data-bbox="105 568 714 617">Any person who has tested positive for COVID-19 regardless of vaccination status, previous infection, or lack of symptoms</p> <p data-bbox="100 657 189 682">Isolation:</p> <ul data-bbox="100 690 714 828" style="list-style-type: none"> ✓ Symptoms improve AND ✓ Fever-free for 24 hours without the use of fever-reducing medications ✓ Masking is recommended while indoors for 10 days after employee becomes sick or test positive, especially if employee is around people who are considered high risk 	<div data-bbox="987 454 1092 552" data-label="Image"> </div> <p data-bbox="850 568 1228 592">Any person who is solely symptomatic</p> <p data-bbox="735 633 913 657">Isolation Can End If:</p> <ul data-bbox="735 657 1344 803" style="list-style-type: none"> ✓ Symptoms improve AND ✓ Fever-free for 24 hours without the use of fever-reducing medications ✓ COVID-19 testing is recommended. If person tests and the results are positive, call the COVID-19 hotline and follow the instructions for person A 	<div data-bbox="1617 462 1743 544" data-label="Image"> </div> <p data-bbox="1365 568 1974 665">A person sharing the same indoor airspace with a positive person for more than 15 minutes (cumulative per day) during the person's infectious period, regardless of whether the person(s) is wearing a mask or vaccination status.</p> <ul data-bbox="1365 690 1932 763" style="list-style-type: none"> ✓ If asymptomatic, person C can continue to report to work ✓ If symptoms develop, stay home, and follow the instructions for person B <p data-bbox="1365 787 1711 812">Testing recommendations for Person C</p> <ul data-bbox="1365 836 1963 974" style="list-style-type: none"> ✓ If symptoms develop, stay home, and consider testing ✓ If you are asymptomatic and are at high risk for severe COVID-19 infection, you should test within five days of exposure ✓ If you are asymptomatic and in contact with people at higher risk for severe infection, consider testing within five days of exposure and masking for ten days while indoors. <p data-bbox="1365 998 1974 1128">*People who are at high risk of severe COVID-19 infection include those with the following conditions: cancer, chronic kidney disease, chronic liver disease, chronic lung disease, cystic fibrosis, dementia or other neurological conditions, Diabetes, heart conditions, HIV infection, weakened immune systems, pregnancy, sickle cell disease or thalassemia, current or former smoker. For more information, please see the CDC website: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html</p> <p data-bbox="1837 1193 1974 1218">Updated 01/10/2024</p>

SYSTEMS FOR COMMUNICATION

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

FCSS uses the COVID-19 Safety Plan Toolkit as a vehicle to communicate the following to employees and community partners:

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

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

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

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

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

SAMPLE EMPLOYEE NOTIFICATION EMAIL

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

Hello FCSS Department Colleagues,

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

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

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

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

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

Thank you again for your dedication during this challenging time.

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

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

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

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

SAMPLE UNION NOTIFICATION

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

Dear Labor Partners:

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

Hello FCSS Department Colleagues,

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

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

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

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

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

Thank you again for your dedication during this challenging time.

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

SAMPLE PARENT/GUARDIAN MASKING NOTIFICATION - ENGLISH

Dear Parents/Guardian:

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

Respecting Personal Choice

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

Responsibility

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

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

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

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

SAMPLE PARENT/GUARDIAN MASKING NOTIFICATION - SPANISH

Estimado padre o Guardianes:

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

Respetar la elección personal

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

Responsabilidad

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

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

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

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

NOTIFICATION LETTER FOR COVID-19 SURGE WITHIN COMMUNITY - ENGLISH

[Date]

Dear Parent/Guardian:

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

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

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

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

Sincerely,

[INSERT Name, Title, and Contact information]

NOTIFICATION LETTER FOR COVID-19 SURGE WITHIN COMMUNITY - SPANISH

[Date]

Estimado padre, madre o tutor:

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

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

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

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

Atentamente,

[INSERT Name, Title, and Contact information]

FREQUENTLY ASKED QUESTIONS

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

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

2. I am considered a close contact and was told to wear a mask, but I have a note from my doctor that states I cannot wear a mask. What should I do?

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

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

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

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

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

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

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

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

Lead by example.

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

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

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

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

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

You can return to work 24 hours after your symptoms improve or resolve without the use of fever-reducing medications.

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

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

- a) At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- b) Other symptoms have improved; and it is recommended to test for COVID-19.

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

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

COVID-19 TRAINING & INSTRUCTION

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

COVID-19 ADDITIONAL RESOURCES

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

[Fresno County Department of Public Health](#)

[California Department of Education](#)

[California Department of Public Health](#)

COVID-19 VACCINATION RESOURCES

[Centers for Disease Control & Prevention](#)

[Fresno County Department of Public Health](#)

COVID-19 FCSS POLICIES AND SITE-SPECIFIC PLANS

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

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

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

STAY INFORMED: MONITORING COVID-19 IN FRESNO

[Tracking COVID-19 in California](#)

COVID-19 SAFETY PLAN DEVELOPMENT AND ASSURANCES

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

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

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

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

Thank you.