

*Office of the Fresno County  
Superintendent of Schools*

**COURT SCHOOLS- Alice M. Worsley  
and DNA School**

**Safe Return to In-Person Instruction  
and Continuity of Services Plan**



*Effective: July 2020  
Revised: December 2020  
Revised: August 2021  
Revised: November 2021  
Revised: June 2022  
Revised: December 2022  
Revised: June 2023*

## **INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES**

Alice M. Worsley and DNA Schools are committed to maintaining a safe work environment that continues to reflect guidance from federal, state, and local public health officials to mitigate the spread of COVID-19. We will continue to practice strategies to decrease the spread of COVID-19. Together, our actions have and will continue to contribute to the wellness of our schools and community.

This Reopening Plan sets forth site specific 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 utilized in conjunction with the practices of the FCSS COVID-19 Safety Plan Toolkit: [FCSS COVID-19 Safety Plan Toolkit](#) and campus-hosting agencies for each respective school site. This document was developed in partnership through consultation with community members, parents, staff and other stakeholders through School Site Council (SSC) Meetings, English Learner Advisory Committee (ELAC) Meetings, School, Parent, and Student Evening Meetings, and Parent Teacher Association (PTA) Meetings, with the most current information known at the time and may be amended as guidance from federal, state, and local agencies change.

### **Community Engagement & Assurances**

- Alice M. Worsley School sought public comment on the development of this plan by conducting a climate survey in the spring of 2021.
- Input from the parent survey was utilized in developing this plan, including parent comments related to Social Emotional Learning strategies implemented in the classroom.
- This plan will be reviewed every 6 months during the 2022-2023 school year.
- This plan will be reviewed regularly with the School Site Council (SSC) English Learner Advisory Committee (ELAC), Parent Teacher Association (PTA), and Fresno County Probation.
- Upon request, this plan will be provided in an alternative format accessible to parents.
- Every plan revision will address each of the aspects of the safety currently recommended by the Centers for Disease Control (CDC), California Department of Public Health (CDPH), or if the CDE has revised its guidance, the updated safety recommendations at the time this plan is revised. [CDC Guidance for K-12 Schools](#), [CDPH Guidance for K-12 Schools](#)
- This plan has been written in a language the parents can understand, or if not practicable, orally translated.

In addition, 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.

## **Updates and changes applied to plan Since December 2022**

- Removed "Gatherings, Field Trips and Visitors" section (pg. 31)
- Removed "Mealtime Considerations" section (pg. 31)
- Removed "Other Considerations for School Settings" section (pg. 31)
- Removed "School Setting: Cleaning and Disinfecting" section
- Removed "Vaccination Status" from Exposure Response Plan section (pgs. 31-32)
- Removed "COVID-19" from screening flowchart for FCSS Students (pg. 34)
- Removed Stages 2 and 3 from Alice M. Worsley plan to reflect Probation Administration protocols (pgs. 8-22)

# **ALICE M. WORSLEY SCHOOL, LOCATED AT THE FRESNO COUNTY JUVENILE JUSTICE CAMPUS**

## ***Purpose***

This document will outline the different stages of the reopening plan as described in the FCSS School Guidance Checklist. This will outline what modifications to the school office, work stations, communal use areas, and classrooms will be necessary at each stage.

**Please note the toggling between stages is possible at any time.**

## ***Background***

As Alice M. Worsley School is located at the Fresno County Probation Department's (PD) Juvenile Justice Campus (JJC), a non-FCSS facility, the PD protocols are also referenced in this document and will compliment safety measures of FCSS.

The Probation Department has identified a housing unit for quarantine should there be a student need. Students enrolled in the quarantine unit will receive instruction via daily student learning portfolios. The assigned teacher will monitor and support learning through weekly written feedback to students and will grade the portfolios on a weekly basis. Teachers will check in with students daily by telephone from their assigned classroom or workstation to the student in the quarantine unit to provide additional support.

The Probation Department contracts for cleaning and disinfecting services with the County of Fresno. Daily cleaning procedures continue throughout campus and

disinfecting as needed. Personal Protective Equipment (PPE) has been provided to

Worsley staff by FCSS and the probation department, including sensor and non-sensor, wall-mounted hand sanitizer dispensers that have been distributed to teachers for their classrooms, disposable face coverings, disposable gloves, all-purpose wipes, and disinfectant cleanser, face shields, and mobile plexiglass desk shields. Staff may pick up additional PPE in the school office as needed.

**STAGE 1-Major Outbreak** (20 or more COVID-19 cases in an "exposed group" within a 30-day period)

Students during this phase remain in their living units should local authorities determine a need to temporarily suspend student movement from living units to classrooms. In this instance, instruction will take place via individual student portfolios as Internet is not accessible in the living units. The PD will schedule a 240-minute instructional day between the hours of 8:30 AM-1:00 PM for students to complete their work. Teachers will enhance the portfolios and provide support to their students with phone check-ins. Instructional minutes shall be certified by the teacher and will be based on the timevalue of the assignments.

The portfolios for students in need of specialized academic instruction in accordance with an Individualized Education Plan, 504 Plan services, and English Language Development will be modified by the applicable teacher and school staff. Special Education teachers will work in coordination with the general education teacher to modify instruction to meet the needs of their students. Special education teachers will also work with their students via phone check-ups in this stage. IEP meetings will continue with families and students via phone calls or when possible, by video conferencing with Microsoft TEAMS.

Academic support and advocacy services will continue to be provided to Foster Youth and their families in collaboration with FCSS, Worsley school staff, Probation Department staff, supporting agencies, and receiving school districts. Services for our Foster and Homeless youth include: access to a school issued laptop, counseling support, academic advising, school psychologist counseling, and when students return to their district of residence referrals for services for students in need of nutrition, housing, medical, and transportation needs will be made by our youth liaison.

All FCSS school staff continue to implement and monitor individualized services for all students, including learners with special needs. Individualized Education Plans (IEP), Section 504 and Student Success Team (SST) plans are maintained and evaluated through weekly portfolio assignments. This includes curriculum-based activities that have been scaffolded to meet individual student needs. IEP, 504 and SST meetings continue to be held remotely in order to discuss planning and implementation of current and new plans for students.

English Learners receive individual support by Cross-Cultural, Language and Academic Development (CLAD) teachers in order to continue English language acquisition. Instructional and support staff monitor enrollment rosters and communicate needs with assigned staff for review, implementation and monitoring of services.

Fresno County Superintendent of Schools (FCSS) Curriculum and Instruction (C&I) coaches, Visual and Performing Arts (VAPA) and Instructional Technology coaches will provide professional learning and coaching in the areas of Instructional Technology, Visual and Performing Arts, English Language Arts/English Language Development, Math, and Science for teachers and school site administrators. Through this training teachers and students will strengthen their ability to utilize online resources that are individualized at the student level and can be jointly viewed by teachers. Social Emotional Learning (SEL) strategies and building student engagement in a remote learning environment will be integrated into this training and shared with staff at the weekly professional learning communities.

Remote instruction at this stage will include the preparation and delivery of weekly student learning portfolios. The portfolios will be prepared by teachers.

School staff and PD administration will continue to collaborate on the weekly collection and distribution of the portfolios from the school office to the housing units by PD identified personnel and schedule of daily phone calls to students in their living units.

**STAGE 2– Return to Pre-COVID OPERATIONS**



# REOPENING FOR DNA SCHOOL

This document will outline the procedures and protocols that will be followed as described in the FCSS School Guidance Checklist. This will outline what modifications to the school work stations, communal use areas, and classrooms will be necessary for a safe return to in-person instruction.

The following are the procedures for supporting a safe and healthy learning environment for the students and staff of DNA School classrooms, located at Dr. Novelle & Associates' (DNA) short-term residential therapeutic program.

## **Stage 1-Major Outbreak** (20 or more COVID-19 cases in an "exposed group" within a 30-day period)

- Teachers will support students with phone and virtual check-ins after the instructional day schedule.
- 240 instructional minutes will be delivered virtually through Google Classrooms and Google Meetings. All students have been issued a Chromebook from the school to support virtual teaching in their group homes.
- Instructional minutes shall be certified by the teacher and based on the time value of the assignments. All course objectives will be consistent with the established school's governing board policy and are consistent with school standards as outlined in the school's subject/course descriptions. Assignment and Work Record ('AWR') forms will include additional descriptions of the major objectives and activities of the courses of study covered by this agreement including the evaluation of student work. The term "Course Value" ('CV') refers to the number of credits (secondary education) the student will attempt.
- Specific methods of study will be designated on the 'AWR' and Attendance Record. Examples of methods of study for the student will include but are not limited to: Independent Reading or Assisted Reading, Textbook Activities, Problem Solving, Study Projects, Drill & Practice, Experiential Learning, Computerized Curriculum, Web/Internet Research, Library Research, Field Trips, Learning Center Courses.
- Students in need of specialized academic instruction in accordance with an Individualized Education Plan, 504 plan services, English Language Development will be modified by the applicable teacher and school staff. The special education teacher will work in coordination with the general education

teacher to modify instruction to meet the needs of their students. Special education teachers will check in with students via phone and virtual check ins. IEP meetings will continue with families, group home staff, and students via phone calls or by video conferencing with Microsoft TEAMS.

- All LEA school staff continue to implement and monitor individualized services for all students, including learners with special needs. Individualized Education Plans (IEP), Section 504 and Student Success Team (SST) plans are maintained and evaluated through weekly portfolio assignments. This includes curriculum-based activities that have been scaffolded to meet individual student needs. IEP, 504 and SST meetings continue to be held remotely in order to discuss planning and implementation of current and new plans for students.

- English Learners receive individual support by Cross-Cultural, Language and Academic Development (CLAD) teachers in order to continue English language acquisition. Instructional and support staff monitor enrollment rosters and communicate needs with assigned staff for review, implementation and monitoring of services.
- Additionally, academic support and advocacy services will continue to be provided to Foster Youth and their families in collaboration with FCSS and DNA Group Home staff, supporting agencies, and receiving school districts. Services for our Foster and Homeless youth include: access to a school issued laptop, counseling support, academic advising, school psychologist counseling, and when students return to their district of residence referrals for services for students in need of nutrition, housing, medical, and transportation needs will be made by our youth liaison.
- Fresno County Superintendent of Schools (FCSS) Curriculum and Instruction (C&I) coaches, Visual and Performing Arts (VAPA) and Instructional Technology coaches will provide professional learning and coaching in the areas of Instructional Technology, Visual and Performing Arts, English Language Arts/English Language Development, Math, and Science for teachers and school site administrators. Through this training teachers and students will strengthen their ability to utilize online resources that are individualized at the student level and can be jointly viewed by teachers. Social Emotional Learning (SEL) strategies and building student engagement in a remote learning environment will be integrated into this training and shared with staff at the weekly professional learning communities.
- Social/emotional wellness of students will be evaluated in collaboration between DNA group home staff and FCSS teachers, in addition to support from Central Unified school psychologists and RSP teachers. DNA group home administration will maintain therapeutic services and communication with FCSS staff

## **STAGE 2– Return to Pre-COVID OPERATIONS**

## **Face Covering Protocol**

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

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

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

## **Physical Distancing Protocol**

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

CalOSHA Regulations no longer require physical distancing except:

- During an outbreak (3 or more employees in an exposed group), the FCSS will evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.
- Physical distancing and barriers must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status.

## **Cleaning and Disinfecting Protocol**

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

On April 5, 2021, the CDC updated its guidance on cleaning and disinfecting a facility. The CDC found that the risk for people to become infected if they touch surfaces the virus has landed on and then touch their nose, mouth, or eyes is low. Additionally, the guidance states that cleaning with soap and water at least once a day is generally sufficient. More frequent cleaning may be needed when a COVID-19 case has been reported in the space.

## **Engineering Controls and Ventilation**

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

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

## **FCSS Employee and Student COVID-19 Exposure Response Plan**

**Purpose:** The FCSS recognizes the importance of responding quickly and appropriately to possible or

confirmed COVID-19 exposure to an FCSS employee or student. Therefore, the FCSS has created the following employee and student exposure response plan and flowcharts:

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

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

### **PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS**

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

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

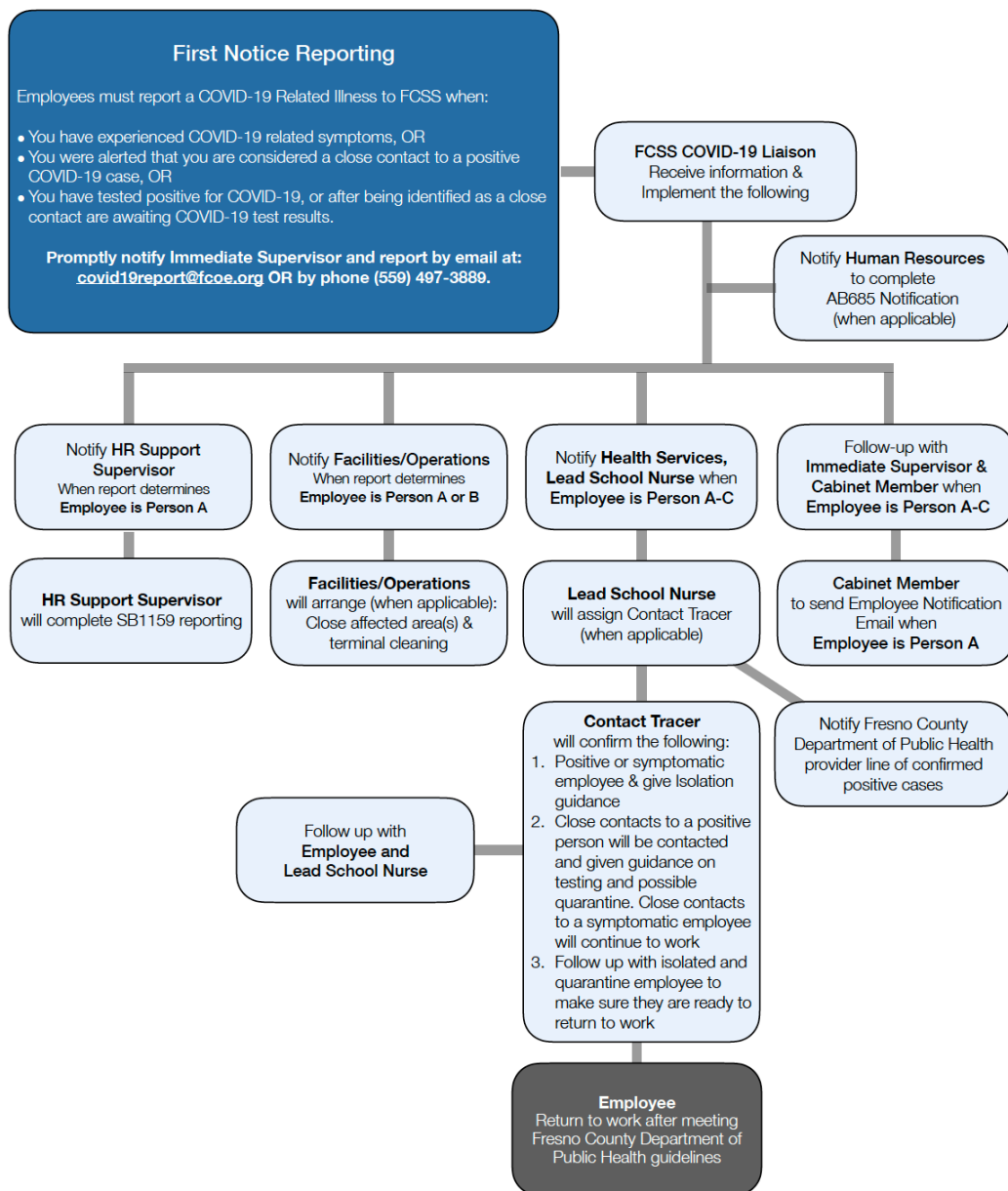
- You have experienced COVID-19 related symptoms, OR
- You were alerted that you are considered a close contact to a positive COVID-19 case, OR
- You have tested positive for COVID-19, or after being identified as a close contact are awaiting COVID-19 test results.

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

1. Promptly notify your immediate supervisor that you are going to report a COVID-19 related illness.
2. Immediately report all COVID-19 Related Illnesses as indicated above by email, covid19report@fcoe.org OR by phone (559) 497-3889.
3. Provide the following information when you email or call to ensure timely reporting:
  - a. First and Last Name
  - b. Your Email and Phone Number
  - c. Reason for Report (e.g., experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results)
  - d. Department and actual Work Location (e.g., worksite and room number, if applicable)
  - e. Actual date you last worked (specify whether in-person or telework)
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

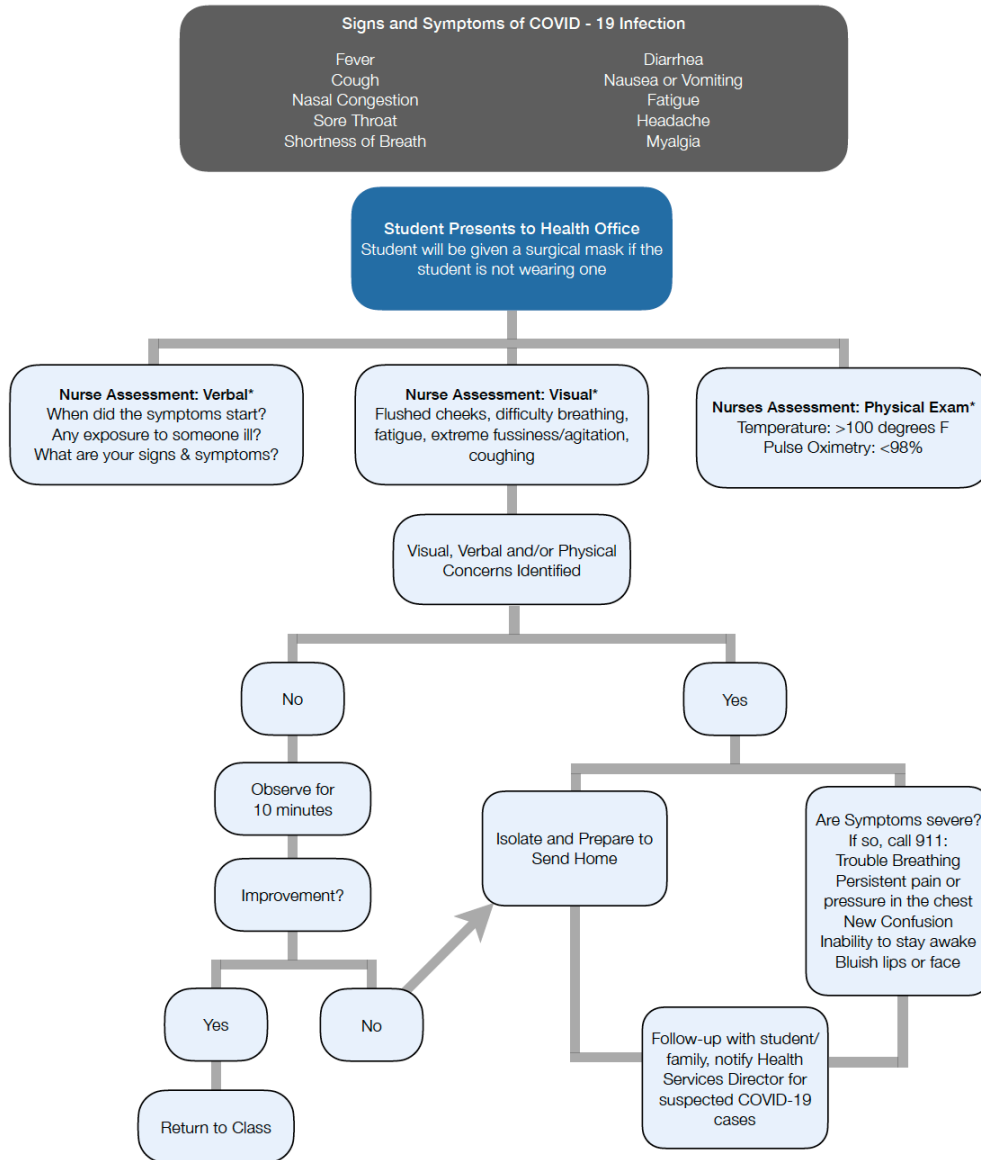
**Purpose:** The First Notice Reporting Flowchart was designed to demonstrate the internal process that takes place after an employee reports a COVID-19 related illness.



**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.

## COVID-19 TESTING

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

### EMPLOYEE COVID-19 TESTING INFORMATION

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

#### Scenarios where employee testing is recommended:

- When an employee becomes symptomatic at school, employees should test before being sent home.
- Before returning from a prolonged school break, (i.e., winter, spring, and/or summer break) When an employee has tested positive and symptoms have significantly improved after day 5.

#### Scenarios where employee testing is MANDATORY:

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

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

**Where:** Employees can use Over the Counter/At-Home Rapid Antigen Test kits which can be obtained at their school site, Health Services, or Human Resources for use at home or they can be tested at their school. Employees may self-test and self-report using over the counter (OTC) home tests that must be obtained from their school's health office, Health Services, or Human Resources. [Click here](#) for instructions on how to self-test and self-report.

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

#### What is the cost?

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

## STUDENT COVID-19 TESTING INFORMATION



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

**Scenarios where testing is recommended:**

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

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

**Where:** Students can use Over the Counter/At-Home Rapid Antigen Test kits which can be obtained at their school site for use at home. [Click here](#) for instructions on how to self-test and self-report.

## COVID-19 VACCINATIONS

**Purpose:** : FCSS recognizes that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death. Therefore, the FCSS strongly encourages employees to stay up to date with COVID-19 vaccinations including all primary series doses and boosters. Vaccinations are free to anyone who would like to receive them. To learn more about the different vaccinations available access the Fresno County Department of Public Health website: <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-vaccine-information>. To find a vaccination clinic and schedule an appointment, go to [www.myturn.ca.gov](http://www.myturn.ca.gov).

If you have any questions about this Reopening Plan, please contact Marisa Gamboa, Executive Director of Court and Community Schools at [mgamboa@fcoe.org](mailto:mgamboa@fcoe.org) or by phone at (559) 600-4950.

Guidance obtained from:

[FCSS COVID-19 Safety Plan Toolkit](#)

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

[Fresno County Department of Public Health](#)

[California Department of Education](#)

[California Department of Public Health](#)