



KINGSBURG
ELEMENTARY CHARTER SCHOOL DISTRICT



COVID-19 Safety Plan

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INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

This Covid Safety Plan is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace. Since the outbreak of COVID-19, the Kingsburg Elementary Charter School District (District) Governing Board and staff have taken and continues to take actions to address and respond to its challenges while continuing to provide a quality education for our children.

Throughout the first half of the 2020-2021 school year, the District opened for in-person instruction in accordance with the elementary school waiver, which was approved on October 1, 2020. Seventy percent of the District's enrolled students returned to in-person learning, while observing a hybrid model of instruction. The District further offered parents the opportunity to have their students attend school through distance learning. The District developed a Return-to-Work plan in accordance with state and local county health department guidelines.

As knowledge regarding COVID-19 has developed, the Districts' responses as well as the responses of federal, state, and local governments have evolved. The result has been new laws and regulations, executive orders issued by the Governor, and orders, directives, and guidance by state and local agencies, including state and local public health officers.

On January 14, 2021, the California Department of Public Health (CDPH) issued the COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year (CDPH Guidance). Pursuant to the CDPH Guidance, all school districts in California are required to develop and maintain a COVID-19 Safety Plan.

The Kingsburg Elementary Charter School District (KECSD) 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 is designed to set forth standards and protocols for the safety and well-being of KECSD employees, students and any other persons accessing KECSD offices and school settings. Its contents are to be implemented organization-wide.

The KECSD is responsible to provide systems to support compliance and strategies to promote employee safety, including strategies to mitigate the spread of COVID-19.

This document serves as the KECSD 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 or Ask COVID-19 Testing Related Questions

Your immediate supervisor will be your main contact.

For other COVID-19 Health Related Questions that cannot be answered at your site or department level:

Carol Bray, Director, Human Resources, cbray@kesd.org
For Time Off from Work/Interactive Process

Danny McIntyre, Director, Maintenance & Operations, dmcintyre@kesd.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: A person sharing the same indoor airspace with a positive person for more than 15 minutes (cumulative per day) during the person's infectious period, regardless of whether person(s) is wearing a mask or vaccination status.

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 symptomatic infected persons, 2 days before the infected person had any symptoms through Day 5 after symptoms first appeared, and 24 hours have passed with no fever, without the use of fever-reducing medications, and symptoms have improved, OR

For asymptomatic infected persons, 2 days before the positive specimen collection date through Day 5 after positive specimen collection date after specimen collection date for their first positive COVID-19 test.

For the purposes of identifying close contacts and exposures, infected persons who test negative on or after Day 5 and end isolation, in accordance with this guidance, are no longer considered to be within their infectious period. Such persons should continue to follow CDPH isolation recommendations, including wearing a well-fitting face mask through Day 10.

Major Outbreak: Twenty (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 plan 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 KECSD employees and students, when required and/or requested
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)
- When required, have COVID-19 testing available for staff and students

Employee Responsibilities:

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

COVID-19 TESTING

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

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

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

EMPLOYEE COVID-19 TESTING INFORMATION

Who: KECSD 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)

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

Where: Employees can use Over the Counter/At-Home Rapid Antigen Testing Kits which can be obtained from the District Office or school site for use at home.

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 KECSD employee, unless employee elects to test through a valid healthcare/clinical provider or testing facility (e.g., CVS, Walgreens).

STUDENT COVID-19 TESTING INFORMATION

Who: KECSD will offer free Over the Counter/At-Home Rapid Antigen COVID-19 Testing 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.

Scenarios where testing is MANDATORY:

What: KECSD participates in both the CDPH Professional Antigen Testing program as well as 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 Testing Kits which can be obtained at their school site for use at home.

COVID-19 VACCINATIONS

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

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 symptoms are improving.

On a daily basis, all KECSD employees 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. Exposure to COVID-19
- If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.
 - **EMPLOYEE: If you have new or worsening symptoms, stay home and contact your supervisor immediately.**
 - **STUDENT: If the parent/guardian confirms the student is experiencing symptoms, the student will need to stay home and consult with their doctor and report illness to the school office. 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 the health aide/school nurse/designated staff member.**

ROLE OF SCHOOL ADMINISTRATION

For students subject to COVID-19 quarantines, isolations, and school closures, the KECSD 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.

FACE COVERING PROTOCOL

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

KECSD 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 event location.

Masking may still be mandatory per CalOSHA Guidelines and employees will be instructed by their supervisor depending on their individual situation.

PHYSICAL DISTANCING PROTOCOL

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

- CalOSHA Regulations no longer require physical distancing, except:
 - During an outbreak (3 or more employees in an exposed group), the KECSD 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 KECSD 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

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 MOT 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: KECSD employees and students.

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

N95 RESPIRATORS

Who may use: KECSD employees and students.

When to use: For KECSD 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, health aides.

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

Typical tasks necessitating use: tracheostomy suctioning or nebulizer treatments.

KECSD EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN

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

- Process For Employees to Report COVID-19 Related Illness
- COVID-19 Screening Flowchart of KECSD Students
- KECSD Students COVID-19 Illness and Quarantine Guidelines
- KECSD 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 KECSD 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 KECSD 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 and are awaiting COVID-19 test results.

Employees are expected to follow the steps as indicated below:

1. **Immediately** report all COVID-19 Related Illnesses as indicated above to your immediate supervisor or site designee.

2. 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)
3. Your supervisor/designee will assist in determining appropriate next steps.
4. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.

KESD STUDENT ILLNESS PROTOCOL 2023-2024

STUDENTS WHO TEST POSITIVE FOR COVID-19

Stay home for at least 5 days

May Return:

- After day 5 IF
- Symptoms are improving or resolved AND
- No fever for at least 24 hours without use of fever reducing medication



SYMPTOMATIC AT SCHOOL



If COVID is suspected, and the child has a fever, the student will be sent home and should not return until it is clear that symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies) and the student has been fever-free for 24 hours without fever-reducing medication

SYMPTOMATIC AT HOME

May return when:

- The student has been fever-free for 24 hours without fever-reducing medication AND
 - Symptoms are mild and improving OR
 - Symptoms are due to a non-infectious cause (e.g., allergies)



CLOSE CONTACT WITH COVID-19

Students may come to school as long as they remain symptom free. Monitor for symptoms. CDPH recommends testing 3- 5 days from last contact. Stay home and test if symptoms develop.

*This protocol is subject to change and will be kept up to date in accordance with CDPH and FCDPH recommendations.
For questions, please contact the Health Aide at your child's school.

Updated 5/1/2023

COVID Protocol Fall 2023

	Staff	Students
<p>Positive</p> <p>Day 0 is first day of symptoms or positive test if asymptomatic</p>	<ul style="list-style-type: none"> - Stay home. - Provide positive test results. <ul style="list-style-type: none"> - Print out test results from facility OR - Home test results: write initials and start time on test. Take a picture of test and send to Principal/designee. Must be date/time stamped. - Principal or designee will review protocol, test/return dates with employee, and complete COVID intake forms and send to Director- HR with proof of positive test. -Can return on day 6 if fever free for 24 hours, and if symptoms are mild or resolved. 	<ul style="list-style-type: none"> -Stay home for at least 5 days. May return: <ul style="list-style-type: none"> -After day 5 IF symptoms are improving or resolved AND fever free for 24 hours without the use of fever reducing medication.
<p>Symptomatic</p>	<ul style="list-style-type: none"> - Stay home if you have symptoms that are new or not typical for you. - Principal or designee will review protocol and test/return dates with employee. - Test at a facility or using a home test. Note: Home test results: write initials and start time on test. Take a picture of test (must be date and time stamped) and send to Principal or designee & Director- HR ONLY if positive. - If positive, follow 'Positive' protocol Return: <ul style="list-style-type: none"> - If negative and symptoms are improving with no fever or taking fever-reducing medicine for 24 hours. OR -Get alternative diagnosis from Dr with return date 	<p>AT SCHOOL:</p> <p>If COVID is suspected, and the child has a fever, the student will be sent home and should not return until it is clear that the symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies) and the student has been fever free for 24 hours without fever reducing medication</p> <ul style="list-style-type: none"> - With parent permission, the student can test at school and stay if they test negative for COVID and are fever-free. <p>AT HOME:</p> <ul style="list-style-type: none"> - May return when the student has been fever-free for 24 hours without fever-reducing medication AND symptoms are mild and improving or are due to a non-infectious cause (e.g., allergies).
<p>Close contact</p>	<ul style="list-style-type: none"> - May continue working as long as symptom free and test within 3-5 days after last exposure and let designee know test results. - If test result is positive, send to principal/designee and follow isolation recommendations above ('Positive'). - If negative, let designee know and be cleared to remain on site. - If symptoms develop, test and stay home (see earlier section 'Symptomatic') 	<ul style="list-style-type: none"> - No individual notifications of close contact. - Students may come to school as long as they remain symptom free. Monitor for symptoms. - CDPH recommends testing on days 3-5 from last contact

EMPLOYEE COVID-19 Illness and Quarantine Guidelines

KECSD Employees COVID-19 Illness and Quarantine Guidelines

Contact site designee with any new symptoms.
Report all positive cases to your site designee as soon as possible.

PERSON A	PERSON B	PERSON C
 <p>Any person who has tested positive for COVID-19 regardless of vaccination status, previous infection, or lack of symptoms</p> <p>Isolation:</p> <ul style="list-style-type: none"> ✓ Stay home for at least 5 days. ✓ Isolation can end <u>after</u> day 5 if symptoms are not present or are resolving (testing is recommended before returning to work). ✓ If fever is present, isolation must be continued until fever resolves for 24 hours without the use of fever-reducing medications. 	 <p>Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results</p> <p>With Symptoms:</p> <p>Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> ✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and ✓ <u>Symptoms</u> have improved <p>*Person B should have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.</p>	 <p>A person sharing the same indoor airspace with a positive person for more than 15 minutes (cumulative per day) during the person's infectious period, regardless of whether person(s) is wearing a mask or vaccination status.</p> <ul style="list-style-type: none"> • Person C may continue to report to work but must test within 3 to 5 days after their last close contact* • If an exposed employee tests positive for COVID-19, follow isolation instructions for Person A. • If an exposed employee becomes symptomatic, follow instructions for Person B. <p><i>*Any person who has been confirmed COVID-19 positive within the last 30 days is exempt from testing unless symptoms develop.</i></p> <p style="text-align: right;"><small>Updated 04/25/2023</small></p>

SYSTEMS FOR COMMUNICATION

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

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

- Reporting of COVID-19 symptoms
- 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
- KECSD procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- KECSD procedures on access to COVID-19 testing including asymptomatic, symptomatic or response testing

In compliance with AB685, the KECSD is required to provide timely employee 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 site designee.

SAMPLE EMPLOYEE NOTIFICATION EMAIL

From: Principal/Supervisor
To: Work Location/Department Staff
Subject: IMPORTANT NOTIFICATION

Hello Staff Members,

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

Due to a rise in cases among school and community members, there is an increased potential of being exposed to COVID-19. Please remember to monitor for symptoms, **stay home when you are sick**, and get tested. (If you test negative when your symptoms first start, wait 24 hours and test again).

You must report any symptoms or positive COVID-19 test to your site designee immediately. In addition, if you are experiencing symptoms, we suggest that you test for COVID-19 or otherwise consult with a health care provider.

To ensure a safe working and learning environment, KESD quickly responds to reports of COVID-19. The work location will be disinfected in accordance with existing protocols. Thank you for following the guidance and protocols outlined in the KESD COVID-19 Prevention Plan. It is your diligence adhering to the COVID-19 protocols that will help to mitigate the spread of COVID-19.

Our district continues to work in full cooperation with FCDPH to minimize potential risks to employees, students, and members of the public.

Thank you again for your dedication during this time.

KESD 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. You may also file a worker's compensation claim if you contract COVID-19 through your employment. Likewise, KESD 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.

FREQUENTLY ASKED QUESTIONS

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

Promptly notify your immediate supervisor or designee.

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 Carol Bray, Director, Human Resources at cbray@kesd.org. Carol will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

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

Each school has developed a site-specific plan. Contact the student's school principal for more information.

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

By following the steps outlined on the *KECSD 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 "KECSD 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 Carol Bray, Director, Human Resources, at cbray@kesd.org and/or the District Office at 559-897-2331.

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

Yes, when working on behalf of the KECSD, 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 KECSD COVID-19 Safety Plan. However, employees must be mindful when they are at a location where the COVID-19 protocols are determined by partnering entities, the KECSD employees must follow the COVID-19 protocols as determined by the entity having jurisdiction to set the COVID-19 protocols for the location.

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

You can return to work 24 hours after your symptoms improve or resolve.

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

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

- a) At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
- b) Other symptoms have improved; and
- c) It is recommended they have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 5 days have passed since symptom onset.

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

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

COVID-19 INFORMATION

Purpose: The KECSD 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 KECSD POLICIES AND SITE-SPECIFIC PLANS

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

STAY INFORMED: MONITORING COVID-19 IN FRESNO COUNTY

[Tracking COVID-19 in California](#)

COVID-19 SAFETY PLAN DEVELOPMENT AND ASSURANCES

The KECSD is committed to maintaining a safe working environment for all staff, students and visitors. The KECSD 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 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 KECSD Superintendent's Office, Facilities & Operations and Human Resources Departments. Input is sought from various stakeholders through surveys, safety committee meetings and Board meetings. The contents of this document are regularly reviewed and approved by the Superintendent and implemented district wide.

All KECSD employees have access to the KECSD COVID-19 Safety Plan and are informed when revisions and/or updates are implemented to remain in compliance with changes to health and safety provisions. All KECSD 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 KECSD COVID-19 Safety Plan, please contact your immediate supervisor or Human Resources.

Thank you.