

ATTACHMENT A

Guidelines for Essential In-Person Assessments, Cohort, and Hybrid Instruction

Guidelines for Essential In-Person Assessments Essential assessments/ cohort instruction include;

Essential In-Person Assessments Essential assessments include, but may not be limited to: SpEd IEP assessments (initial, triennials, and other mandated assessments), Vision & Hearing screens.

Cohort Instruction includes, but may not be limited to Special Education, English Learners, Homeless, Foster Youth, At Risk Students. Class sizes are limited to 14 students.

Hybrid Instruction includes, but may not be limited to in person instruction, blended online learning, and asynchronous learning

General Guidelines:

- When in Distance Learning, perform tasks virtually that can be done so effectively.
- Keep face-to-face time as brief as possible.
- Follow WWSP protocol.

Assessment Appointments:

- Have designated staff organizing and coordinating appointments, if possible.
- Schedule appointment with parent/guardian keeping the following in mind:
 - Avoid distance learning times whenever possible.
 - Schedule as close to student meal distribution times as possible.Stagger appointments to facilitate physical distancing.

Cohort Instructional Schedule:

- Distance Learning 3-4 days per week
- In-Person Services provided in Cohorts – 1-2 days per week (Tuesday, Wednesday or Friday)
 - Specialized Academic Instruction provided in small groups
 - Related Services 1:1 and small group if allowed

Outside Space Use:

When practicable, provide essential services outdoors, taking into consideration weather and privacy.

Room Use:

- Use a larger room whenever possible, (this may entail changing rooms from the regular assigned room).
- Keep doors and windows open if MRV 13 is not an option.
- Set up the essential service space with physical distancing parameters in place.
- Use plexiglass shields as appropriate.
- Merv 13 filters will be installed in HVAC system for the rooms in use.

Face Coverings

- Face coverings are required for all staff, student and family members following county health guidelines.
- Staff may use a face shield, but they are not to use in replacement of face coverings unless part of an ADA accommodation.

- If face shields are used, face coverings/mask must also be worn unless the face shield has a drape.
- Face coverings for students and staff will be made available.
Exceptions for face coverings:
 - Children younger than 2 years old.
 - Anyone who has trouble breathing or is unconscious.
 - Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
 - Students, teachers, and staff with special educational or healthcare needs, which may include intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity where wearing a face covering may be difficult.
 - Students, teachers, and staff who have a hearing impairment or need to communicate to someone with a hearing impairment and seeing the mouth is essential for communication or assessment with individuals with hearing impairments or speech needs. A clear face covering or face shield with a drape is recommended at this time.

Gloves

- Hand hygiene is recommended over the use of gloves, except for toileting needs and medical procedures, food service, or use of certain chemicals (janitorial).
- After direct contact, dispose of gloves properly and wash hands/use hand sanitizer.
- Gloves must be used for cleaning.
- Staff will be provided an instructional video on the proper use of gloves.

Assessment Tools:

- Employ alternative tools or technologies to facilitate social distancing as appropriate to the discipline.
- Some examples:
 - Alternative testing modalities that are quicker or do not require close contact;
 - Smartboard to present computer-based testing instead of laptop if appropriate.

Mandated Assessment Cleaning and Sanitizing:

- Stagger appointments to ensure physical distancing, and allow time to clean between students
- Sanitize testing material between students, and stagger use of materials as possible
- Sanitize tables, desks, and plexiglass between each appointment
- Refer student or parent to designated public restroom as needed

Cohort Instruction Cleaning and Sanitizing:

- Staggered schedule to ensure physical distancing, and allow time to clean between students
- Sanitize testing material between students, and stagger use of materials as possible
- Sanitize tables, desks, and plexiglass between each cohort group
- Refer student or parent to designated public restroom as needed

Hybrid Instruction Sanitizing:

- Staggered schedule to ensure physical distancing, and allow time to sanitize between students
- Frequent hand washing for a minimum of 20 seconds minimizes the spread of COVID-19.
- All individuals shall be encouraged to wash their hands or use medically effective hand sanitizer when hand washing is not practicable upon entering district sites and every time a classroom is entered.
- CDC guidelines are for 60% or greater alcohol based hand sanitizer.
- Every room with a sink shall be stocked with soap, pump/spray sanitizer, and paper towels.
- Every classroom shall be provided medically effective hand sanitizer.

Assessment- Prior to Appointment: (Active Screening)

- Call parent/guardian the day before to review the following (this could be done by the designated staff organizing and coordinating appointments):
 - Ask parent/guardian if anyone in their household has COVID-like symptoms, if yes, appointment must be rescheduled;
 - Ask parent/guardian if they have been in close contact with anyone who has tested positive for COVID in the last 14 days, if yes appointment must be rescheduled;
 - Review “Symptoms Check Screening Document” below to inform parents/guardian what questions will be asked. If student or family member who will be bringing student currently has these symptoms, reschedule the appointment;
 - Ask families to not bring other people with them to the appointment;
 - Explain, playgrounds are not open;
 - Parents/guardians may not remain on site without prior consent from administration;
 - Parents/ guardians will be provided with an estimated time of completion for assessment;
 - Student and parent must always wear a face covering when on site;
 - Families coming for an appointment will meet designated staff at a predetermined location to undergo health screening.

Cohort Instruction and Hybrid Instruction- Daily Home Screening: (Passive Screening)

- Parent/guardian will check student(s) each morning and report to the school office if child(ren) has any COVID-like symptoms and/or close contact/ potential exposure.
 - If anyone in their household has COVID-like symptoms, student(s) must stay home;
 - If anyone in their household has been in close contact with anyone who has tested positive for COVID in the last 14 days, student(s) must stay home;
 - Families are not to bring other people with them to the school;
 - Playgrounds are not open;
 - Parents/guardians may not remain on site without prior consent from administration;
 - Student and parent must always wear a face covering when on site;

Upon Arrival for Appointment: (active Screening)

- Staff should meet family in the main office or a predetermined location and sign in
- All present must sign in for contact tracing
- Staff, student, and family must be wearing a face covering
 - Ask family to wash their hands or use hand sanitizer when entering the office
 - Symptom screening must be conducted, use screening worksheet below
 - Procedure for symptom screen:
 - o Take temperature and complete the form below to ensure there are no COVID-like symptoms before being cleared to remain on site for essential service;
 - Keep a record of screening.

During Appointments, Cohort, and Hybrid Instruction:

- Keep 6-feet distance as much as possible
- Face coverings/appropriate face shields must be worn at all times
- Minimize sharing of materials
- Use hand sanitizer as needed

After Appointment, Cohort, and Hybrid Instruction:

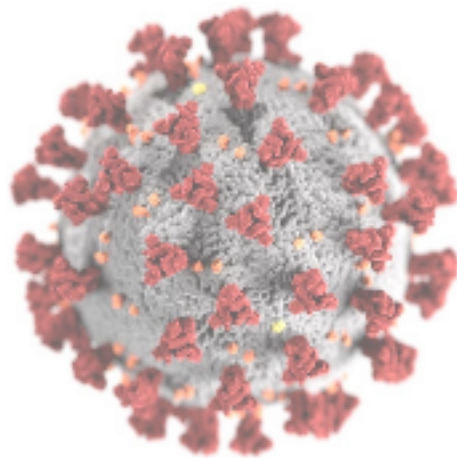
- Staff must sanitize surfaces, materials, and high touch point areas
- If gloves were worn, properly dispose
- Staff must wash their hands between each appointment and cohort group

ATTACHMENT B



Covid-19 Pandemic Response

Written Worksite Specific Plan



October 2020

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Protection Plan

Staff and student health and safety are a top priority at Folsom Cordova Unified School District. The goal of this plan is to minimize harm from and exposure to the Covid-19 Coronavirus. The Superintendent and/or designee(s) have developed this Covid-19 Pandemic Response Written Worksite Specific Plan with guidelines from public health, local/state agencies, the Centers for Disease Control (CDC), and Cal/OSHA. The District response plan and procedures are not exhaustive and will be adjusted as guidelines change with the evolving situation. A concentrated effort from everyone will help to achieve our goals for safe and healthy schools.

Special attention to Symptoms Screening Prior to Entry questions

Everyone is to handle their symptom screening prior to arriving on campus each day. Your presence on campus is an indication that you have screened yourself for symptoms per the symptom screening questions included in this plan.

Nondiscrimination Acknowledgement

Transitioning from school closure into the 20/21 school year as smoothly as possible is the concern holding our immediate attention. As we return to work, the District is reminding staff about Board Policy 4030 for a workplace free of harassment, intimidation, and retaliation. This annual acknowledgement is especially important to keep in mind during these unprecedented circumstances and while we await clearer guidelines for re-opening schools. Specifically, this means that we cannot harass or demonstrate negative conduct toward others for the actions that they take to make themselves comfortable at work (for example, maintaining social distance, wearing gloves, etc.).

Please review the Board Policy thoroughly and contact your supervisor with questions or concerns. FCUSD team members have been and continue to be a positive example of respectfulness and patience. Your attention to this requirement is always appreciated.

COVID-19 Written Worksite Specific Plan

Local County Public Health will direct your workplace specific requirements, guided by the **State Public Health [Guidance](#) & [Checklist](#)** (highlights herein) and CDC Recommendations and in accordance with [Cal/OSHA Guidelines](#) on Protecting Workers from COVID-19 (Injury & Illness Prevention Program). ***Note:*** *A Copy of this written worksite specific plan is to be included in the worksite Injury & Illness Prevention Program (IIPP).*

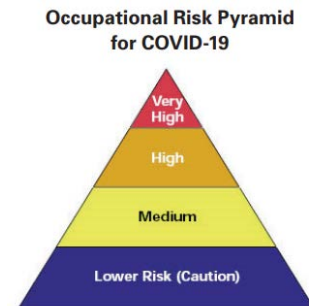
Required Plan Components:

- A. ☐ **The Site Public Health & Safety Team: Person(s) responsible for implementing the site-specific plan**

Administrator	
Head Custodian	
School Nurse	
Office Staff member	
Teacher	

- B. ☐ **Conduct a risk assessment**

Classifying Worker Exposure to SARS-CoV-2: Worker risk of occupational exposure to SARS-CoV-2, the virus that causes COVID-19, during an outbreak may vary from very high to high, medium, or lower (caution) risk. To help employers determine appropriate precautions, OSHA has divided job tasks into four risk exposure levels: very high, high, medium, and lower risk. The Occupational Risk Pyramid shows the four exposure risk levels in the shape of a pyramid to represent probable distribution of risk. Most American workers will likely fall in the lower exposure risk (caution) or medium exposure risk levels. Occupational Risk Pyramid for COVID-19.



- C. ☐ **Establish Control Measures that will be taken to prevent spread of the virus.**
1. ☐ Individual Control Measures
 2. ☐ Cleaning & Disinfecting Protocols
 3. ☐ Physical Distancing Guidelines
- D. ☐ **Provide Training and Communication to employees and employee representatives.**
- E. ☐ **Establish a process to check this plan for compliance and to document and correct deficiencies.**
- F. ☐ **Establish a process to investigate COVID-cases, alert the local health department, and identify and isolate close workplace contacts of infected employees until they are tested.**
- ☐ CDPH Outbreak Management - [Responding to COVID-19 in the Workplace](#)
 - ☐ Cal/OSHA [Recording and Reporting Requirements for COVID-19 Cases](#)

COVID-19 Written Worksite Specific Plan

G. Required Postings – COVID-19

- ☐ Social distancing
 - ☐ Face coverings
 - ☐ Entrance Symptom Screening Checklist - [Poster Template](#)
 - ☐ Workplace Safety Social Distancing Information - [Poster Template](#)
- CDC Available Print Materials (optional resources)
-

Measures to minimize exposure:

1. Stage student and parent materials outside to the greatest extent possible.
2. Post information and instructions outside the office or on the school web site to the greatest extent possible.
3. Place drop boxes in prominent outside locations.
4. Have signs that direct people to web pages or outside resources to the greatest extent possible.
5. Prominently post staff email addresses and phone extensions outside so parents see that as an easy way to communicate.
6. Instruct parents to use email to the greatest extent possible.
7. If “direct interaction” is truly needed, allow only one parent at a time into any office area.
8. If “direct interaction” is truly needed, set appointments to minimize waiting onsite to meet.
9. Do not allow nonessential visitors.
10. Encourage office staff to work from home to the extent possible.
11. Empower Administrators to protect staff safety by minimizing “interacting with the public” to the extent possible.
12. Remind staff to keep work areas clean.

COVID-19 Written Worksite Specific Plan

C.1 INDIVIDUAL CONTROL MEASURES & SCREENING

- ☐ [Symptom screenings and/or temperature checks.](#)
- ☐ [Encourage workers who are sick or exhibiting symptoms of COVID-19 to stay home.](#)
- ☐ [Encourage frequent handwashing and use of hand sanitizer.](#)
- ☐ [Provide disposable gloves to workers using cleaners and disinfectants if required.](#) Consider gloves a supplement to frequent hand washing for other cleaning tasks such as handling commonly touched items or conducting symptom screening.
- ☐ Require face coverings according to the [State Public Health Guidance](#).
Differentiating between face coverings and face shields:
Face shields are not a sufficient stand-alone measure of protection. They cover the eyes but not the respiratory system. If someone is wearing a face shield, they should also be wearing a surgical or cloth face mask. Face shields with cloth drapes can be used. Remember we must wear a face covering when on campus and in public when social distancing is not possible.
- ☐ Communicate the use of face coverings the public.
- ☐ Close or increase distance between tables/chairs in breakrooms or provide break areas in open space to ensure physical distancing.

C.2 CLEANING AND DISINFECTING PROTOCOLS

NEW - Neutral Electrolyzed Water

All sites will be supplied NEW (*Neutral Electrolyzed Water*) disinfectant and sanitizer solution. NEW is a highly effective and virtually non-toxic chlorine based disinfectant. NEW sanitizer is effective for sanitizing all surfaces and is safe to use as a hand sanitizer.

- NEW will be distributed in concentrated form through district mail in gallon jugs.
 - Place empty jugs in outgoing mail location to be replaced by full jugs.
 - Head Custodian can order additional jugs as needed.
 - Custodial Staff will mix concentrated NEW solution into sanitizer and disinfectant solutions:
 - 3:1 NEW concentrate to water for NEW Disinfectant (~500ppm FAC)
 - 5:1 NEW concentrate to water for NEW sanitizer (~250ppm FAC)
- ☐ Perform thorough cleaning in high-traffic areas.
 - ☐ [Frequently disinfect commonly used surfaces and personal work areas.](#)
 - ☐ Clean and sanitize shared equipment between each use.
 - ☐ Clean touchable surfaces between shifts or between users, whichever is more frequent.
 - ☐ Equip shared spaces with proper sanitation products and ensure availability.
 - ☐ Ensure that sanitary facilities stay operational and stocked at all times.
 - ☐ Use District-provided products approved for use against COVID-19 on the Environmental Protection Agency (EPA)-approved list and follow product instructions and Cal/OSHA requirements.
 - ☐ Provide time for workers to implement cleaning practices before and after shifts and consider third-party cleaning companies.
 - ☐ Install hands-free devices if possible.
 - ☐ Consider upgrades to improve air filtration and ventilation.

COVID-19 Written Worksite Specific Plan

C.3 PHYSICAL DISTANCING GUIDELINES

- ☐ Implement methods to physically separate workers by at least six feet using measures such as physical partitions or visual cues (e.g., floor markings, colored tape, or signs to indicate where to stand).
- ☐ Reconfigure office spaces, cubicles, etc. and decrease maximum capacity for conference and meeting areas.
- ☐ Adjust in-person meetings, if they are necessary, to ensure physical distancing.
- ☐ Stagger employee breaks, in compliance with wage and hour regulations, if needed.
- ☐ Reconfigure, restrict, or close common areas and provide alternatives where physical distancing can be practiced.
- ☐ Limit the number of individuals riding in an elevator and ensure the use of face covers.
- ☐ Utilize work practices, when feasible and necessary, to limit the number of employees at the office at one time, such as telework and modified work schedules.

Staff Access to Campus and Facilities

Create a list of classrooms and other areas of the campus that will be occupied. Maintenance & Operations will be implementing a cleaning schedule and HVAC energy management plan based on site use.

Site: _____ **Date completed:** _____

Hours that campus can be accessed by Staff (start and end times): 7am to _____

Include office space, restrooms, food service areas, etc. In addition, attach a site map marking rooms that will not be used. These pages will be used by multiple departments.

[illegible]

Site Specific Addendum

Placeholder - include site specific details and instructions.

COVID-19 Written Worksite Specific Plan

D. EMPLOYEE TRAINING

Training Information as required by the California Department of Public Health Guidance is sourced from the CDC provided to all employees includes the following information:

1. [Information on COVID-19](#)
2. [Preventing the Spread](#)
3. [Vulnerable/High Risk Individuals](#)
4. [Self-Screening Instructions/Symptom Checks based on the CDC Guidelines](#)
5. [Sick Employees](#): The importance of not coming to work if employees have a frequent cough, fever, difficulty breathing, chills, muscle pain, headache, sore throat, recent loss of taste or smell, or if they or someone they live with have been diagnosed with COVID-19.
6. [When to seek medical attention](#): Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately, Trouble breathing, Persistent pain or pressure in the chest, New confusion, Inability to wake or stay awake, Bluish lips or face.
**This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.*
7. [The importance of hand washing](#)
8. [The importance of physical distancing](#), both at work and off work time
9. Face Coverings:
 - ☐ [Face coverings, masks, and respirators – Information & Overview](#)
 - ☐ [Face coverings, masks & respirators - Handout](#)
 - ☐ [Use of Cloth Face Coverings to Help Slow the Spread of COVID-19 – CDC Recommendations](#)
10. [Healthy Schools Act](#) – Integrated Pest Management Training: Provide annual Healthy Schools Act (free online) training [to all teachers, staff, and volunteers who use sanitizing wipes or sprays.](#)

The training materials below were developed to contain the required components of COVID-19 awareness as well as optional supplemental information on Coping with Stress and De-escalation techniques when responding to others.

Note materials selected for use below:

- ☐ Public School Works Training Courses on [PSW online](#)
 - M-850 Covid-19: How to Protect Yourself and Others
 - M-851 Managing Stress and Anxiety during the Coronavirus Pandemic
 - To be completed by employees upon return to work or prior to August 12, 2020**
- ☐ Written Worksite Specific Plan review
 - upon return to the worksite and/or as updated
- ☐ [Annual Healthy Schools Act](#) IPM Training (free online, satisfies #10 above)

FCUSD Staff training courses

[Covid-19 training courses](#)

Course number: M-850
minutes)

Covid-19: How to Protect Yourself and Others (approximately 25

Course number: M-851

Managing Stress and Anxiety during the Coronavirus

Pandemic (approximately 20 minutes)

[Mandated Reporter Child Abuse course](#)

Course number: M-394

Child Abuse Reporting – California (approximately 1 hour, required annually)

Course links will be emailed to your fcusd.org email address or you can access training by clicking the links above. Completion of the courses will be recorded in your online training transcript, no need to print certificates.

Login to PublicSchoolWORKS

1. Click “PSW Login,” *not* Google Sign In
2. Username is your full FCUSD email address, name@fcusd.org
3. Password is your 6-digit employee ID number

Your 6-digit employee ID number is on your paystub.



If the course isn't listed, click on Available Courses in the Menu section on the left. Enter the course number in the Search box on the right. Click Enroll and begin the course. Completed courses will be tracked in your online transcript.



For technical assistance, call the Staff Helpline at (866) 724-6650.

These courses were selected to train FCUSD Staff on the District's response to Covid-19 and pandemic conditions. Links to these courses will be emailed to your fcusd.org email address. Completion of the courses will be recorded in your online training transcript, no need to print certificates.

Username: full fcusd.org email address

Password: 6-digit employee ID number

M-850 COVID-19: How to Protect Yourself and Others (25 minutes)

This course examines health-and-safety issues related to coronavirus disease 2019 (i.e., COVID-19). All information in this course is pulled directly from the Centers for Disease Control and Prevention (CDC) website. After taking this course you will understand: where the COVID-19 situation currently stands and how the CDC is responding to it; why there has been a rise in cases; how COVID-19 spreads; how to clean your hands properly and why doing so is crucial to curb the spread of the disease; why it's important to avoid close contact with other people; why you should stay home if you're sick; why covering coughs and sneezes and throwing away tissues are important; when you need to wear a facemask, if one is available; the difference between cleaning and disinfecting; how to clean and disinfect hard (non-porous) surfaces; how to clean and disinfect soft (porous) surfaces; how to clean and disinfect electronics; how to clean and disinfect linens, clothing and other items that go in the laundry; what COVID-19 symptoms you should watch for; how to use the CDC's "Coronavirus Self-Checker" tool, which leads you through a series of questions about your symptoms; when you should seek medical attention; whether someone who has been quarantined for COVID-19 can spread the illness to others; whether the virus that causes COVID-19 can be spread through food, including refrigerated and frozen food; if warm weather will stop the outbreak of COVID-19; if there's a specific temperature that kills the virus that causes COVID-19; where, on the CDC website, you can find answers to frequently asked questions about COVID-19; how you, as an educator, can plan and take action if a COVID-19 outbreak occurs in your community; how to talk to children about COVID-19, and what facts you should discuss; what general principles for talking to children you should apply when talking to children about the disease. In addition, a second, optional section of this course also discusses what you should do if you're sick.

M-851 Managing Stress and Anxiety during the Coronavirus Pandemic (20 minutes)

In early 2020 a new disease known as the coronavirus, or COVID-19, began to catch the attention of the general public in North America. With symptoms ranging from fever to difficulty breathing, this new virus has no known treatment. Schools and some businesses closed to prevent the spread of the virus. State officials ordered quarantines. Travel ground to a halt and hospitals prepared for an influx of new patients. Everyday life became drastically different for everyone. Conditions and information surrounding this new virus are changing daily. Even as our individual situations are affected by this global pandemic, there are things we can do to help ourselves and others cope with the stress and anxiety that these uncertain times can bring. By taking this course, you will learn: the definitions of stress and anxiety and the differences between each; reactions and symptoms of stress; tips for taking care of yourself and others; individuals who are at higher risk for anxiety and stress; how social media can lead to anxiety; how eating healthy, stretching, exercising, and breathing techniques can reduce stress; effective deep breathing exercises; how hobbies can help decrease anxiety; ways to talk and listen to students to minimize anxiety; technology roadblocks that may cause anxiety; signs of anxiety students may show and how you can help families in need.

COVID-19 Written Worksite Specific Plan

E. MONITORING

The District (including Health Services, Maintenance, Human Resources, Business Services) will:

- ☐ work with Site Public Health & Safety Teams (see Section A) on monitoring conditions and compliance with procedures in this plan
- ☐ investigate any confirmed COVID-19 illness in consultation with the Sacramento County Public Health Department and determine if any work-related factors could have contributed to risk of infection
- ☐ identify close contacts (within six feet) of a confirmed infected employee and take steps to isolate COVID-19 positive employee(s) and close contacts
- ☐ update the plan as needed to prevent further cases

Site Public Health & Safety Teams will:

- ☐ arrange site according to guidelines in Section C
- ☐ inform staff to report concerns to the Site Public Health & Safety Team
- ☐ regularly evaluate the site and make modifications as needed
- ☐ document deficiencies
- ☐ correct deficiencies

F. CASE INVESTIGATION

The District will investigate Covid-19 cases, alert the local health department, and conduct contact tracing to identify possible exposure. If you have questions or concerns, please contact your immediate supervisor.

Staff must:

- ☐ stay home when sick
 - Absences for sickness other than Covid-19 are to be entered as regular sick time in the absence management system (formerly AESOP) on the District web page, <https://www.fcusd.org/Domain/932>
- ☐ communicate COVID-19 related exposure or symptoms to their Supervisor
 - Covid-19 absences will be tracked in the absence management system (formerly AESOP) on the District web page, <https://www.fcusd.org/Domain/932>. Human Resources can make adjustments to leave and return-to-work plans per health care provider directives and medical diagnosis.
- ☐ work with Human Resources on return-to-work arrangements and contact tracing. Additional steps will be handled on a case-by-case basis.

Human Resources contact Sheryl Sharp, Personnel Technician 916-294-9000, ext. 104414

Management will:

- ☐ Send employees exhibiting symptoms home
- ☐ Communicate all developments to Health Services, HR, and Maintenance

COVID-19 Written Worksite Specific Plan

Covid-19 Case Management Contact Information

Human Resources	Sheryl Sharp	916-294-9000 x 104414	ssharp@fcusd.org
Health Services	Kerri Kaye	916-294-9013	kkaye@fcusd.org
Business Services	Jennifer Serran	916-294-9000 x 104552	jserran@fcusd.org

Covid-19 Case Management information is confidential.

Covid-19 case management information is confidential. Only those needing to be involved in contact tracing and possible quarantine procedures will be communicated with.

COVID-19 Illness and Quarantine Guidelines

In all cases please inform

, RN | Health Services at

PERSON A



Any person who has tested positive for COVID-19.
Confirmed with lab result.

With symptoms:

Isolation until the following requirements have been met:

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

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

Without symptoms (Asymptomatic):

Quarantine for 10 days from test date:

- ✓ Monitor self for symptoms, take temperature twice a day
- ✓ Released from quarantine after 10 days have passed as long as no symptoms have been present

PERSON B

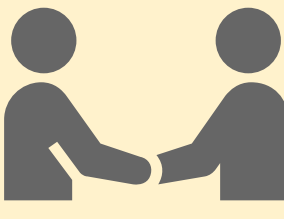


Any person who lives in the same household with Person A

NO symptoms:

- ✓ Quarantine immediately
- ✓ Quarantine while **Person A** is ill and isolated
- ✓ Quarantine an additional 14 days after **Person A** has recovered and been released
- ✓ Quarantine can last up to 24 days or longer

PERSON C

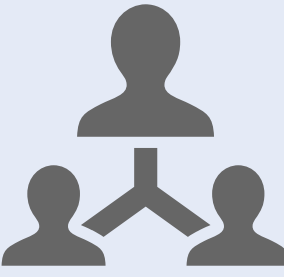


Any person with close contact to Person A
(>15 min, < 6 feet)

Quarantine for 14 days following date of last exposure

- ✓ Contact Health Department with any questions XXX-XXX-XXX
- ✓ Monitor self for symptoms, take temperature twice a day
- ✓ Notify Primary Care Provider if symptoms develop

PERSON D



Any person who has had exposure to Person B or C

NO QUARANTINE OR ACTION REQUIRED *unless:*

Person B develops symptoms OR tests positive and **Person D** had contact with within 14 days *then:*

- ✓ contact Primary Care Provider to see about testing
- ✓ Contact Health Services with questions regarding timing and exposure
- ✓ Clear on daily self-health screening tool



Recovered and Released

Definitions:

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

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Close Contact defined as anyone who was within 6 feet of an infected person for at least 15 minutes, starting from 48 hours before the person began feeling sick until the time the person was isolated.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd



WH1422 REV 03/20

Symptom Screening Prior to Entry

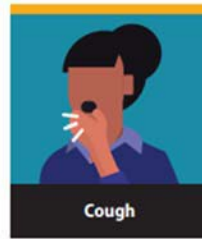
Required by Public Health Agencies 8/5/20



Diarrhea



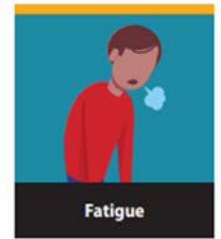
Fever or Chills



Cough



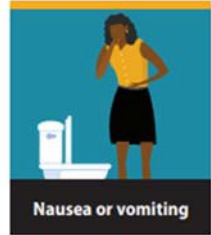
Shortness of breath or difficulty breathing



Fatigue



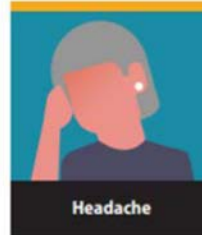
Congestion or runny nose



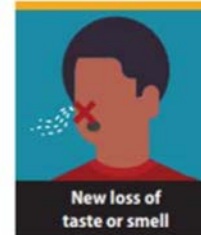
Nausea or vomiting



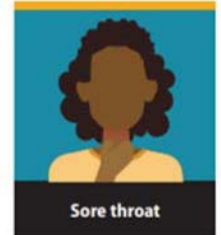
Muscle or body aches




Headache





New loss of taste or smell





Sore throat


1.  **Yes**, I currently am experiencing (or have experienced in the past 14 days) one or more of the symptoms of COVID-19 above, that are new to me, and that I can confirm are not related to any ongoing condition that I have previously or regularly experienced (i.e., seasonal allergies, migraines, sore throat, chronic mild chest congestion associated with common cold, etc.)

 **No**, as of today, and in the past 14 days, I have not experienced any symptom of COVID-19 above.

2.  **Yes**, I am currently taking a medication (prescription or over-the-counter) that may mask or disguise the symptoms of COVID-19?


 **No**, I am not currently taking any medication (prescription or over-the-counter) that I am aware may mask or disguise the symptoms of COVID-19?


3.  **Yes**, someone in my household, or someone I have come in close contact with (within 6 feet for 15 minutes or more), is ill or presenting the symptoms of COVID-19 above.

 **No**, nobody in my household, or that I have come in close contact with (within 6 feet for 15 minutes or more), is ill or presenting the symptoms of COVID-19 above.



Wait until at least 24 hours have passed since recovery, defined as resolution of fever without the use of fever-reducing medications, AND improvement in other symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since symptoms first appeared.

 **Yes**, in the last 14 calendar days, I travelled out of the U.S.
Stay home for 14 days from the time you returned home from travel.

 **No**, in the last 14 calendar days, I did not travel out of the U.S.



Feeling Sick?

Stay home when you are sick!

If you feel unwell or have the following symptoms **please leave the building and contact your health care provider.** Then follow-up with your supervisor.

DO NOT ENTER if you have:



cdc.gov/CORONAVIRUS

10 things you can do to manage your COVID-19 symptoms at home

Accessible Version: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

If you have possible or confirmed COVID-19:

1. **Stay home** from work and school. And stay away from other public places. If you must go out, avoid using any kind of public transportation, ridesharing, or taxis.



2. **Monitor your symptoms** carefully. If your symptoms get worse, call your healthcare provider immediately.



3. **Get rest and stay hydrated.**



4. If you have a medical appointment, **call the healthcare provider** ahead of time and tell them that you have or may have COVID-19.



5. For medical emergencies, call 911 and **notify the dispatch personnel** that you have or may have COVID-19.



6. **Cover your cough and sneezes.**



7. **Wash your hands often** with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.



8. As much as possible, **stay** in a specific room and **away from other people** in your home. Also, you should use a separate bathroom, if available. If you need to be around other people in or outside of the home, wear a facemask.



9. **Avoid sharing personal items** with other people in your household, like dishes, towels, and bedding.



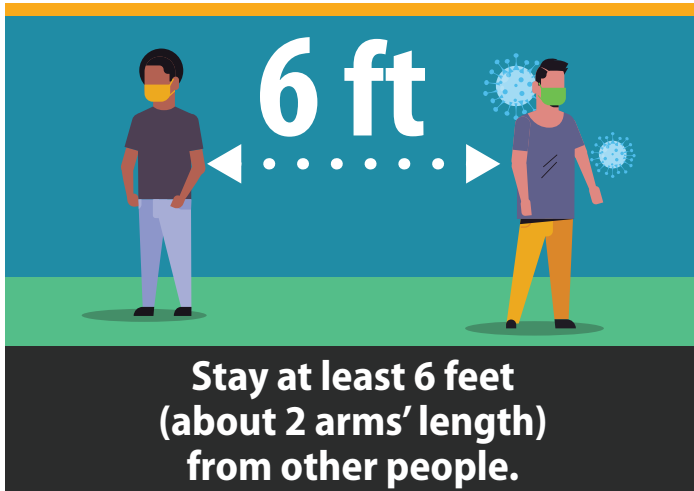
10. **Clean all surfaces** that are touched often, like counters, tabletops, and doorknobs. Use household cleaning sprays or wipes according to the label instructions.



cdc.gov/coronavirus

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus

Stop Germs! Wash Your Hands.

When?

- After using the bathroom
- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- After changing diapers or cleaning up a child who has used the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage



How?



Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.



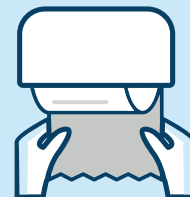
Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, and under your nails.



Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.



Rinse hands well under clean, running water.



Dry hands using a clean towel or air dry them.

Keeping hands clean is one of the most important things we can do to stop the spread of germs and stay healthy.

LIFE IS BETTER WITH

CLEAN HANDS



www.cdc.gov/handwashing

This material was developed by CDC. The Life is Better with Clean Hands Campaign is made possible by a partnership between the CDC Foundation, GOJO, and Staples. HHS/CDC does not endorse commercial products, services, or companies.



CS310027-A

Please wear a cloth face covering.



**Maintain a distance of 6 feet
whenever possible.**



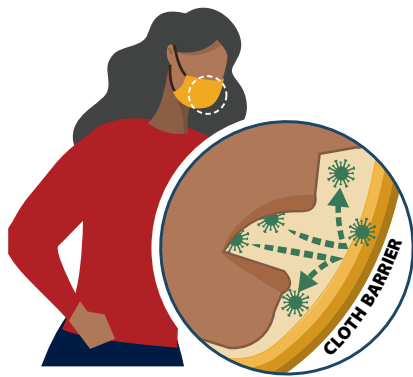
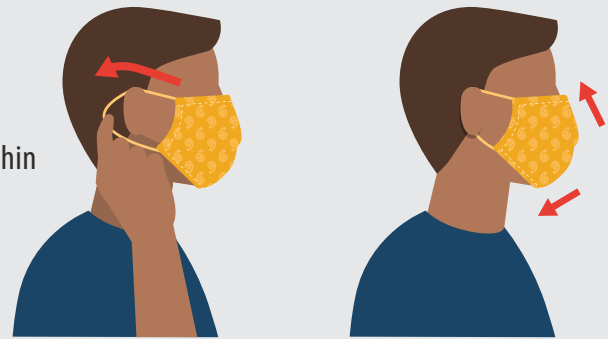
cdc.gov/coronavirus

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

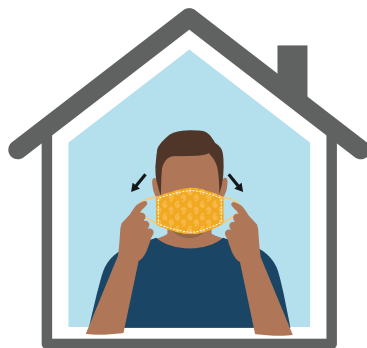


USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

GUIDELINES FOR THE WORKPLACE



Do not congregate in break rooms, work rooms, copier rooms, file rooms or other areas where people tend to socialize.

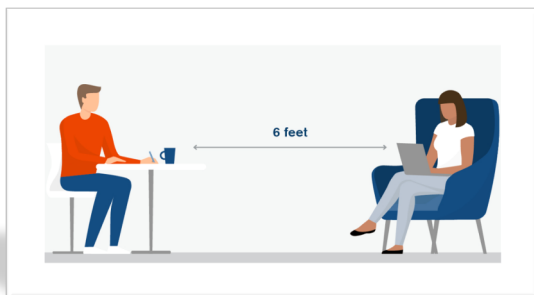
Keep six feet apart as often as possible.



Avoid in-person meetings: Use online conferencing, email or the phone when possible, even when people are in the same building. Unavoidable in-person meetings should be:

- Short
- Held in a large meeting room
- Sitting at least six feet from each other
- Avoid shaking hands

Eat lunch at your desk or away from others and avoid crowded areas.



In public settings where other social distancing measures are difficult to maintain, CDC advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.



Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.

- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.

- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

If you are currently experiencing any respiratory problems, have a new or worsening cough, or new or worsening shortness of breath, fever, chills, sore throat, new loss of taste or smell?

STAY HOME!

A HEALTHY FUTURE IS IN YOUR HANDS



CLEAN HANDS KEEP YOU HEALTHY



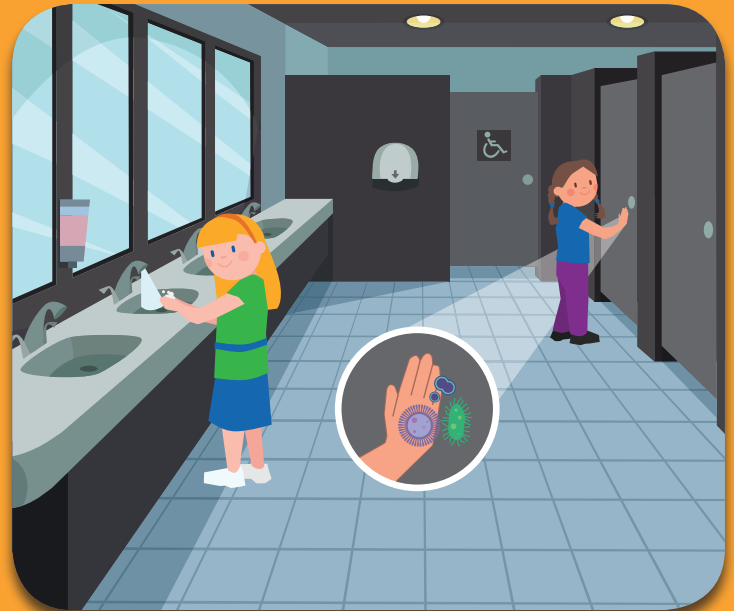
Accessible version: www.cdc.gov/handwashing



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

Germms are everywhere!

You can pick up germms from things you do every day.



Wash your hands so you don't get sick.

Accessible version: www.cdc.gov/handwashing



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

ATTACHMENT C

COVID-19 Illness and Quarantine Guidelines

In all cases please inform

, RN | Health Services at

PERSON A



Any person who has tested positive for COVID-19.
Confirmed with lab result.

With symptoms:

Isolation until the following requirements have been met:

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

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

Without symptoms (Asymptomatic):

Quarantine for 10 days from test date:

- ✓ Monitor self for symptoms, take temperature twice a day
- ✓ Released from quarantine after 10 days have passed as long as no symptoms have been present

PERSON B



Any person who lives in the same household with Person A

NO symptoms:

- ✓ Quarantine immediately
- ✓ Quarantine while **Person A** is ill and isolated
- ✓ Quarantine an additional 14 days after **Person A** has recovered and been released
- ✓ Quarantine can last up to 24 days or longer

PERSON C

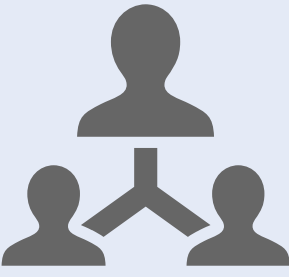


Any person with close contact to Person A
(>15 min, < 6 feet)

Quarantine for 14 days following date of last exposure

- ✓ Contact Health Department with any questions XXX-XXX-XXX
- ✓ Monitor self for symptoms, take temperature twice a day
- ✓ Notify Primary Care Provider if symptoms develop

PERSON D



Any person who has had exposure to Person B or C

NO QUARANTINE OR ACTION REQUIRED *unless:*

Person B develops symptoms OR tests positive and **Person D** had contact with within 14 days *then:*

- ✓ contact Primary Care Provider to see about testing
- ✓ Contact Health Services with questions regarding timing and exposure
- ✓ Clear on daily self-health screening tool



Recovered and Released

Definitions:

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

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

Close Contact defined as anyone who was within 6 feet of an infected person for at least 15 minutes, starting from 48 hours before the person began feeling sick until the time the person was isolated.

ATTACHMENT D

**2020-21**

School Name _____

COVID-19 Family Agreement

All of us at _____ [School] are VERY excited to welcome our students and families back on campus! We also want you to know that _____ [School] takes the health and well-being of our students, teachers, and staff very seriously. We commit to partnering with you to do all we can to ensure a safe and productive year for our students. Please read the commitments below and return the signature page to your homeroom teacher as a symbol of your agreement to partner with _____ [School] during this unprecedented time. If we ALL work together and adhere to this agreement, then we as a school community are doing everything possible to keep our classrooms open for in-person instruction. We appreciate our families and believe that **WE CAN DO THIS!** The District response plan and procedures are not exhaustive and will be adjusted as guidelines change with the evolving situation. We will be in close contact with Sacramento County Public Health.

____I commit to screen my child for symptoms consistent with COVID-19 every morning or afternoon before bringing him/her to school. FCUSD will communicate and offer training for the symptom screening app when available.

____I commit to following the [SCPH Response Scenarios](#) and get tested if I, or my children, demonstrate symptoms of COVID or have known exposure.

____I commit to communicate with the school of any [symptoms](#) or positive results/positive known exposure so that proper quarantine can be implemented to those affected. Please refer to this [Decision Tree](#).

____I commit to being available to come pick up my child within 30 minutes if they are ill.

____I commit to wearing a face covering and will maintain social distance if I *need* to go to the office. Please utilize email and phone calls whenever possible.

____I commit to have my child wear a face covering (with the exception of designated eating times, and recess). Wear masks with two or more layers over the nose and mouth and secure it under the chin.

Do NOT wear masks intended for healthcare workers, for example, N95 respirators

Students	
Under 2 years old	No
2 years old and over	Yes, unless exempt*
* An exemption must include a medical diagnosis from an MD, DO, NP, or PA.	

CDC does not recommend the use of gaiters or face shields. Evaluation of these face covers is on-going but effectiveness is unknown at this time. Follow guidelines about materials and quality of face coverings. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html>

____I commit to encouraging my child to practice social distancing while at school.

____I commit to encouraging my child to practice healthy hygiene habits including hand washing and hand

sanitizing.

___I commit to ensuring my child leaves personal toys, balls, and such at home.

___I commit to reminding my child to follow the playground rules. Playgrounds are closed during school hours until further notice except for pre-arranged use for specified groups (e.g. cohorts, Special Ed, etc.). Staff will share playground rules with students.

___I commit to send my child with a water bottle each day. If you do not have one, contact the office.

___I commit to reminding my child to refrain from sharing snacks and supplies.

___I commit to following FCUSD safety procedures and protocols. The procedures are not exhaustive and will be adjusted as guidelines change with the situation.

___I commit to encourage/help my child log in to complete the independent learning each day.

___I commit to picking up my child on time when their school day is over. Loitering is not permitted.

___I commit to making sure my child takes care of their Chromebook, brings it back and forth to school each day if required by the teacher, and keeps it charged.

___If my child rides the bus, I commit to promote social distancing at the bus stop.

___If my child walks to and from school, I commit to encouraging my child to practice social distancing.

___I commit to following drop-off and pick-up procedures and that those procedures may change to accommodate the situation. I commit to wearing a face covering and will practice social distancing. As a parent, I commit to exit campus promptly at the bell. **Parents are not permitted on campus during school hours and therefore your student cannot be met at their classroom.*

___I commit to standard Immunization regulations required for school entry.

California school immunization law requires students to receive immunizations before entry to pre-kindergarten (child care or preschool) and school. Please ensure that your child is up to date with their required immunizations. Elementary school students should receive their immunizations by November 9th and middle school students should receive their immunizations by November 30th. If they do not receive their immunizations, they will need to enroll in the Virtual Academy. California school immunization requirements can be found at www.shotsforschool.org. If you'd like assistance in reviewing your child's immunization records and determining what immunizations are necessary, please feel free to email kmcbrien@fcusd.org.

School Contact Information

	Name	Phone	email
Principal			
School Nurse			
Office Staff			



2020-21

School Name _____

COVID-19 Family Agreement

Please return *this page* of the COVID-19 Agreement to your teacher by Tuesday, 11/10/2020. Committing to an agreement ensures that we are all working together on precautionary measures and safety practices as we come back to _____ [School].

Student Name, printed

Homeroom Teacher

Grade

Student Signature

Date

Parent Signature

Date

ATTACHMENT E

Student Symptom Decision Tree

Screen all students for potential COVID-19 symptoms or exposure

Low-risk: general symptoms



Fever ($\geq 100.4^{\circ}\text{F}$)



Sore throat



Congestion/runny nose



Headache



Nausea/vomiting/diarrhea



Fatigue/muscle or body aches



Cough



Difficulty breathing



Loss of taste/smell

Exposure to COVID-19 positive person?

Close contact: less than 6 feet, 15 minutes or longer

NO

▶ 1 **low risk** symptom



Send home



Return to school **24** hrs after symptom resolution (without fever reducing medication)

▶ ≥ 2 **low risk** symptoms
OR 1 **high risk** symptom



Send home



Evaluation by health care provider

1

Confirm alternate diagnosis.
A doctor's note not required.



Return to school after **24** hrs without fever and symptoms improving

2

Negative SARS-CoV-2
PCR test.



Return to school after **24** hrs without fever and symptoms improving

3

Positive SARS-CoV-2
PCR test
OR
No provider visit or test.

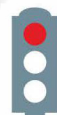


Return to school only after 10 days since symptom onset and 24 hrs without fever. Quarantine close contacts of confirmed cases. Contact HCA if questions.

YES



Stay home*



Return to school after 14 days from last contact, unless symptoms develop. If symptoms develop, perform SARS-CoV-2 PCR test.

*In consultation with Sacramento County Public Health



This care pathway was designed to assist school personnel and is not intended to replace the clinician's judgment or establish a protocol for all patients with a particular condition. Diagnosis and treatment should be under the close supervision of a qualified health care provider. Guidance might change

ATTACHMENT F

ADDRESSING POTENTIAL EXPOSURE AND/OR COVID-19 POSITIVE STUDENTS, TEACHERS, AND STAFF AT SCHOOL AND IN THE WORKPLACE

This guidance includes several scenarios for school settings (teachers, staff, and students on campus) and for office settings (district offices or schools with staff, but no students on campus). It also includes templates for communicating with staff and/or parents about the variety of scenarios that may impact school sites. In the event that your school or district office is experiencing a scenario that is not covered in this document, contact Sacramento County Public Health for guidance on your specific situation.

SCHOOL/COHORT SETTING SCENARIOS

SCHOOL SETTINGS WITH STUDENTS PRESENT (IN-PERSON LEARNING)

Scenario 1	Recommended Actions and Communications
A student or staff member responds “yes” to one of the health screening questions , has a temperature of 100.4 or above , and/or exhibits symptoms of COVID-19.	<ul style="list-style-type: none"> ● The cohort remains open. ● The student or staff member should not enter the building, should be sent home, and self-isolate. ● The student or staff member should seek guidance from their healthcare provider. ● Healthcare provider confirms alternate diagnosis for symptoms. Return to school in 72 hours after symptoms resolve/improve. ● Those with symptoms consistent with COVID-19 should isolate and not return until 10 days + 24 hours after symptoms improve. ● Sacramento County Public Health (916) 661-7331
Scenario 2	Recommended Actions and Communications
A student or staff member lives with or has been in close contact with a person who has tested positive for COVID-19.	<ul style="list-style-type: none"> ● The cohort remains open. ● The student or staff member is expected to report this to the site administrator immediately, is excluded from the cohort, and they and all household members should quarantine, monitor symptoms, and contact their health provider to schedule testing. ● The site administrator should gather any additional information regarding details of known contact and share this information with SCPH. ● SCPH will advise of any additional next steps including support of expedited testing if advised. ● If the student or staff member has siblings, family or household members at other school sites with possible exposure they should be excused from school and SCPH contacted to assess exposure risk and determine disposition (e.g. exclude from cohort). ● All families of students and staff members of the cohort should

	<p>be notified that a student or staff member has a household member that has tested positive for COVID-19.</p> <ul style="list-style-type: none"> ● Sacramento County Public Health (916) 661-7331 ● Communication Template (Sample Letter)
Scenario 3	Recommended Actions and Communications
<p>A student or staff member of a cohort tests positive for COVID-19.</p>	<ul style="list-style-type: none"> ● The cohort will be closed for 14 days from last known exposure. ● All families of students and staff members of the cohort should be notified with a phone call followed by a letter that a student or staff member in the cohort has tested positive. Students and staff should be quarantined for 14 days from date of last known contact. ● The entire cohort of staff and students should be tested working directly with their healthcare providers and/or SCPH. ● Further testing of family members may be advised based on cohort test member results. ● Sacramento County Public Health (916) 661-7331 ● Communication Template (Sample Letter)
Scenario 4	Recommended Actions and Communications
<p>A student or staff member who has quarantined or isolated for any of the reasons in scenarios one, two or three and is tested - and tests negative.</p>	<ul style="list-style-type: none"> ● The cohort remains open. ● Even though the student or staff member has tested negative, if the student or staff member has had close contact with an individual that has tested positive for COVID-19, they must remain in quarantine or isolation for 14 days from last known contact with the individual. ● All families of students and staff members of the cohort should be notified that the student or staff member tested negative. ● Sacramento County Public Health (916) 661-7331 ● Communication Template (Sample Letter)

OFFICE SETTING SCENARIOS

DISTRICT OFFICES OR SCHOOL SETTINGS WITH NO STUDENTS PRESENT (DISTANCE LEARNING)

Scenario 1	Recommended Actions and Communications
A staff member has a temperature of 100.4 or above, and/or exhibits symptoms of COVID-19.	<ul style="list-style-type: none"> The staff member is expected to stay home and isolate until symptom free for 72 hours, notify their supervisor, and seek guidance from their healthcare provider. If tested for COVID-19, the staff member is expected to notify their supervisor.
Scenario 2	Recommended Actions and Communications
A staff member lives with or has been in close contact with a person who has tested positive for COVID-19.	<ul style="list-style-type: none"> The staff member is expected to report details and timing of contact to their supervisor immediately, quarantine and work remotely if possible, monitor symptoms, and seek guidance from their healthcare provider, and/or SCPH. If unable to work remotely, work with supervisor and personnel on available leave options. If tested for COVID-19, the staff member is expected to notify their supervisor of results as soon as possible. Communication Template (Sample Letter)
Scenario 3	Recommended Actions and Communications
A staff member tests positive .	<ul style="list-style-type: none"> The staff member is required to immediately notify their supervisor or the personnel department as well as SCPH. The staff member is required to work with SCPH to assess potential worksite exposure, any recommended additional testing or steps, including quarantine or isolation instructions. The staff member will isolate, work remotely if possible, monitor symptoms, and seek guidance from their healthcare provider. Individuals who test positive and never develop symptoms must isolate for 10 days from the date of the test. Communication Template (Sample Letter)
Scenario 4	Recommended Actions and Communications
A staff member who has quarantined or isolated for any of the reasons described above and is tested - and tests negative .	<ul style="list-style-type: none"> Even though the staff member has tested negative, if they had close contact with an individual that has tested positive for COVID-19, they should remain in quarantine for 14 days from last known close contact with the individual.
Scenario 5	Recommended Actions and Communications
A staff member has been in close contact with someone	<ul style="list-style-type: none"> The staff member is asked to provide details of timing and duration of contact, continue to monitor health, follow all health

<p>who is symptomatic and is scheduled to be tested.</p>	<p>and safety protocols, and is provided information on testing for essential workers.</p> <ul style="list-style-type: none"> ● If close contact tests positive go to Scenario #2. ● If tested for COVID-19, the staff member is expected to notify their supervisor of test results as soon as possible. ● Communication Template (Sample Letter)
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ATTACHMENT G

Sanitation Protocols



Sanitation Team – YOU play a key role

Maintaining a sanitary and COVID safe environment requires a continuous and diligent effort from EVERYONE. All FCUSD staff, students, parents and community members have roles to play. It can be as simple as personal use of a face covering, or as strenuous as cleaning/sanitizing an entire campus. No schools have enough custodial personnel to effectively keep a campus clean, sanitized and COVID safe. It takes a team effort!

Timing is key to interrupting surface transmission of the coronavirus. Studies indicate the virus has a limited lifespan on surfaces, so transmission is most likely in the hours immediately following contamination. This makes real-time sanitation during school hours crucial to preventing transmission of the coronavirus.

This requires a great team effort with all members wearing multiple hats.

Shared Roles include

- Educate yourself on sanitation protocols and model personal hygiene and distancing guidelines.
- Monitor and remind students about the importance of personal distancing, hand washing and wearing face masks in a positive and kind manner.
- Utilize sanitation resources to help maintain real-time sanitation of your specific work environment, be it a classroom, office or other.

Pitch in and help! Remain positive, proactive and alert to potential transmission risks. Avail yourself of sanitation resources and make use of them. If it's being touched, sanitize it!

NEW - Neutral Electrolyzed Water

All sites will be supplied NEW (*Neutral Electrolyzed Water*) disinfectant and sanitizer solution. NEW is a highly effective and virtually non-toxic chlorine based disinfectant. NEW sanitizer is effective for sanitizing all surfaces and is safe to use as a hand sanitizer.

- NEW will be distributed in concentrated form through district mail in gallon jugs.
 - Place empty jugs in outgoing mail location to be replaced by full jugs.
 - Head Custodian can order additional jugs as needed.
- Custodial Staff will mix concentrated NEW solution into sanitizer and disinfectant solutions:
 - 1:3 NEW concentrate to water for NEW Disinfectant (~400ppm FAC)
 - 1:5 NEW concentrate to water for NEW sanitizer (~20ppm FAC)

Sanitation Supply Stations

- Custodial staff to maintain **Sanitation Supply Stations** in strategic locations around campus where ***teachers and staff*** can find essential sanitation supplies:
 - NEW sanitizer solution
 - Used to re-fill dedicated classroom spray bottles
 - Loaner spray bottles of NEW sanitizer (For use and return)
 - microfiber towels and used towel laundry basket
 - Request sheet for PPE and other safety/sanitation related items.

Color Coded Sanitation Indicators

Sanitation indicators allows tracking of sanitation status of shared spaces and items.

RED – Indicates area or items/spaces that require sanitation

GREEN - Indicates area or items/spaces that have been sanitized and are safe to use.

Use color codes on boxes, baskets or tables containing shared items. Color codes can be used for spaces like offices or classrooms to indicate sanitation status by using door hangers, placards, etc.

Priority Sanitation Areas

Sites should identify areas that are a high priority for frequent sanitation. They may include:

- Classrooms with younger students (pre-K through 2nd grade).
- SPED classrooms.
- Student Care
- Common areas shared by multiple groups/cohorts.
- Areas used by medically fragile population.
- Touch points like hand rails, door handles, etc...

Create and maintain a site list and map of high priority sanitation areas and incorporate sanitation procedures for these in daily schedules.

Site Sanitation Planning Checklist

Prior to school start date

- Classroom Walk:
 - Desk/Table layout supports distancing
 - Question clutter. Is it essential? Does it hinder cleaning & sanitation procedures.
 - Is there shared equipment that requires sanitation precautions? (ex. saran wrap on keyboards)
 - Is there a color coded sanitation table or container for un-sanitized and sanitized objects?
 - Is the classroom priority (High/Med/Low) defined and documented?
 - Is there signage required to aid in distancing (seating locations), personal hygiene, traffic patterns...
- Site Walk
 - Define traffic patterns, gathering locations (rain and shine)
 - Signage, markers, barriers to support distancing
 - Identify Sanitation Station locations
 - Sanitation Supply Stations for NEW sanitizer jugs, spray bottles, microfiber towels and laundry container for used towels, hand sanitizer
 - Hand washing stations
 - Hand sanitizer locations
 - Identify priority spaces and touchpoints for sanitation.

Cleaning & Sanitation Schedule Guidelines

There is not a one size fits all schedule for cleaning and sanitation across our schools. Staff and student populations, site programs and priorities will affect schedule details. We have listed some district level goals for cleaning and sanitation frequency to be taken into consideration for creating site schedules. The COVID pandemic has shifted priorities toward more frequent sanitization at the expense of cleaning frequency. Staff teamwork and participation in sanitation activities may free up more time for cleaning.

- **Sanitation Goals:**

- All in-use classroom surfaces daily between cohorts (am/pm)
- All common area surfaces and touchpoints twice daily minimum. More if feasible.
- Restrooms 3 times daily (one of these a full cleaning)
- Shared touch items/equipment daily or between classes/cohorts (PE Equipment)
- Sanitation Caveats:
 - Goals are minimums. More frequent sanitation of common areas/touch points is desirable and dependent on non-custodial staff pitching in.
 - Minimum goals are likely not achievable with custodial staffing alone. Especially during peak absences.

- **Cleaning Goals:**

- Daily
 - All trash removed
 - All restrooms cleaned
 - High priority classrooms cleaned
 - Kitchen floor cleaned
 - Student Care & ASES rooms cleaned
 - Office counters and Plexiglas guards wiped down
 - Nurses office and waiting areas
- Every Other Day
 - Medium priority classrooms cleaned
 - Low priority classrooms cleaned when possible
 - Admin offices and used common spaces cleaned
- Every Third Day
 - Low priority classrooms that were skipped two days
- Weekly
 - Unused classrooms or common areas
- Cleaning Caveats:
 - Cleaning frequency of medium/low priority classrooms/areas are lower priority than sanitizing frequency.

Brainstorm

Deep (Cleaning) Thoughts

- Can secondary students self-sanitize desks if we can provide enough wipes?
- Utilizing Naturally Occurring Sanitation
 - Studies indicate coronavirus has a limited lifespan apart from a host organism. That lifespan is further shortened by certain environmental factors. Sunlight has been shown to inactivate the SARS virus, a virus similar to coronavirus. Can we take advantage of this in certain situations by placing equipment or items in outside locations for a period of time under the right conditions (PE equipment, books, ???)

ATTACHMENT H



Folsom Cordova Unified School District

Date:

Dear Families,

We are committed to keeping your child and our whole community safe and healthy. We need your help. Each morning, before sending your child to school, we would ask you to complete the following checklist. If your child has any of the symptoms below (cold, flu, COVID-19, or other illnesses) we ask that you keep them home and to notify the school.

Students should stay home if:

- Fever: 100.4 degrees Fahrenheit or higher without medication
- New-uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change from baseline)
- New onset of loss of taste or smell
- Has more than one episode of vomiting or diarrhea
- If in the past 14 days, the student has come into contact with someone who has been diagnosed with COVID-19
- Your child is unable to participate in school due to:
 - Being tired
 - Lack of appetite
 - Severe sore throat-especially if sore throat is accompanied by a headache, stomach ache, or rash. If your child has these symptoms, call your doctor. The child may have strep throat without a fever.
- Rashes that are itchy and scaly should be evaluated by a medical provider before coming to school
- Yellow or green discharge from eyes, ears, nose or any other part of the body
- Pink eye (red, puffy, itchy eyes) needs to be cleared by a medical provider before coming to school

Students may return to school when:

- 24 hours fever free without medication
- 24 hours after the last episode of vomiting or diarrhea
- 24 hours after the first dose of antibiotics at home

Notify the school:

For any illness beyond cold or flu, please provide a doctor's note stating that your child is not contagious and it is safe for him/her to return to school. Please notify the school if the student shows symptoms of COVID-19, if the student or anyone they live with has been diagnosed with COVID-19, or if they are waiting for test results.

Please encourage your student(s) to wash their hands and cover their cough/sneeze! Your help in preventing the spread of disease is greatly appreciated.

ATTACHMENT I



Wearing Face Shields & Cleaning

Normally, face shields are used in a medical setting, not an educational setting. The exposure to droplets in an educational setting is very different from an emergency room or hospital setting. Per SCPH, reusable face shields can be cleaned according to these instructions. Please note, the face shields FCUSD purchased that have the drape attached are intended for single use and therefore cannot be cleaned as described below. The face shields we have from the Office of Emergency Services are not designated for single use and can be cleaned as described below.

Prioritize eye protection for selected activities such as:

- During care activities where splashes and sprays are anticipated, which typically includes aerosol generating procedures
- During activities where prolonged face-to-face or close contact with a potentially infectious patient is unavoidable

How to wear a face shield:

- With a cloth or surgical face mask.
- Without a face mask, use a face shield with a drape.
- Perform hand hygiene before and after securing face shield in place.
- Take care not to touch your face shield while wearing. If touched, please perform hand hygiene immediately.

Face Shields should be removed and cleaned:

- When visibly soiled or difficult to see through
- After wearing

Face shields should be discarded if damaged.

- Face shield can no longer fasten securely or cleaning does not restore visibility

Adhere to recommended manufacturer instructions for cleaning and disinfection.

- While wearing gloves, carefully wipe the *inside*, *followed by the outside* of the face shield using a clean cloth saturated with neutral detergent solution or cleaner wipe.
- Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with disinfectant solution.
- Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
- Fully dry (air dry or use clean absorbent towels).
- Remove gloves and perform hand hygiene.