



ROADMAP TO
REOPENING 
2020-21

FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT



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INTRODUCTION



INTRODUCTION

Message from Superintendent Koligian

Dear FCUSD Community,

As I reflect on the opening of our 2020-21 school year in a Distance Learning model, I am drawn to the stark difference from just a year ago when we began the 2019-20 year, in person, just as we have done in every year prior. Pivoting the way in which we educate and interact in a virtual world, in response to the COVID-19 pandemic, has been an unprecedented challenge for staff, students, and families. I am continually impressed by the innovation and flexibility demonstrated by our FCUSD community, to achieve our goals of educational excellence for our students under these difficult conditions. While improvements are being made every day to improve learning experiences, I want to emphasize that Distance Learning is not our ideal, and it is temporary. We miss working and learning in person and we miss seeing our students in class. It is my and the District's goal to return to campus for in-person learning as quickly and safely as possible, and we have a plan to implement this goal.

The FCUSD Reopening Roadmap takes into account the many components needed to be in place in order to function safely as we return our students and staff to campus. Outlined in this plan are the health and safety protocols, operational components, and technical logistics needed to be in place for in-person learning. We know the transition will not take place overnight. Therefore, we have outlined a phased plan for reopening our schools that responds to the metrics and guidelines we have been given by the California Department of Public Health and the Governor's orders, along with the corresponding elements for District implementation.

As we move through our 2020-21 school year, I want to assure you that my commitment to our students, staff, and families is to continue providing excellence in education while recognizing how very different this year looks for everyone. I am confident that by working through these challenges together, and by following the FCUSD Reopening Roadmap we will not only bring our best educational offerings to our students, we will be able to safely return to campus at the earliest possible opportunity.

A handwritten signature in black ink that reads "Sarah Koligian". The signature is fluid and cursive, with a prominent initial "S".

Sarah Koligian, Ed.D
Superintendent



| PRIORITIES

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PRIORITIES

Reopening School Priorities

- Health and safety of all students and staff
- Student learning and social-emotional well-being
- Supports for students, staff, and families
- Fiscal and operational viability

Staff and student health and safety are a top priority at Folsom Cordova Unified School District. A main goal of our reopening plan is to minimize harm from and exposure to COVID-19. This response plan includes guidelines from public health, local/state agencies, the Centers for Disease Control (CDC), and Cal/OSHA. The District reopening 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.

We are establishing new norms as we navigate the COVID-19 pandemic. Our lives have changed in numerous ways and we must work together to mitigate risk, while waiting for a vaccine and continuing to prioritize education and the health and well-being of our students. It is essential to recognize there is nothing natural, convenient or comfortable with social distancing, wearing of face coverings, and how everyone is experiencing a very real stress of an unseen virus in our midst.

Flexibility, humility and gratitude are paramount as we continue to learn about COVID-19. As the knowledge base and scientific data grow, our responses may need to adjust and adapt quickly. As the CDC advises, there may be times when we need to return to staying safer at home. Whatever situation may arise, we will work together with parents, staff and the community to address the changes as needed.

Local County Public Health will direct school site requirements, guided by the State Public Health Guidance & Checklist (highlights herein), CDC Recommendations, and in accordance with Cal/OSHA Guidelines on Protecting Workers from COVID-19 (part of Injury & Illness Prevention Program).

The contents of this document are subject to change based on consultation with FCUSD bargaining units and our parent community. The content WILL change based on updates provided by the California Department of Public Health, Cal/OSHA, and/or Sacramento County public health officials. The frequent changes and updates to federal, state, and county guidelines present challenges to both planning and implementation for everyone involved. This plan will be posted on the FCUSD website and updated as needed.



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TIERED FRAMEWORK &
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TIERED FRAMEWORK

This framework replaced the County Data Monitoring metrics. Every county in California is assigned to a tier based on its test positivity and adjusted case rate. Data is reviewed by the State of California weekly and tiers are updated on Tuesdays. To move forward, a county must meet the next tier’s criteria for two consecutive weeks. Public health officials are constantly monitoring data. See the chart below for the framework metrics as set by the [CA Blueprint for a Safer Economy](#).

| | | |
|--|---|--|
| <p>WIDESPREAD</p> <p>Most non-essential indoor business operations are closed.</p> | <p>More than 7</p> <p>Daily new cases (per 100k)</p> | <p>More than 8%</p> <p>Positive tests</p> |
| <p>SUBSTANTIAL</p> <p>Some non-essential indoor business operations are closed.</p> | <p>4 – 7</p> <p>Daily new cases (per 100k)</p> | <p>5 – 8%</p> <p>Positive tests</p> |
| <p>MODERATE</p> <p>Some business operations are open with modifications.</p> | <p>1 – 3.9</p> <p>Daily new cases (per 100k)</p> | <p>2 – 4.9%</p> <p>Positive tests</p> |
| <p>MINIMAL</p> <p>Most business operations are open with modifications.</p> | <p>Less than 1</p> <p>Daily new cases (per 100k)</p> | <p>Less than 2%</p> <p>Positive tests</p> |

Transitioning between tiers/stages

Please note that counties cannot skip tiers in the color coded tiered system set forth in the CA Blueprint. There may be revisions if a vaccine is made available. It is also possible to revert back, if the numbers worsen, for two consecutive weeks. Schools may not reopen fully for in-person instruction until the county has been in the Substantial (Red) Tier for two weeks. Local school and health officials [may decide to open elementary schools](#), and school officials [may decide to conduct in-person instruction](#) for a limited set of students in small cohort. See guidance for [Schools](#).

Quick action to protect students and staff

Our main priority is ensuring the health and wellness of students and staff. Therefore, if an outbreak is detected at a school or in our community, we will work closely with our partners in public health to determine if the closure of school(s) are necessary. Regardless of which stage we are in, we will always be prepared to immediately return to Stage I and distance learning.



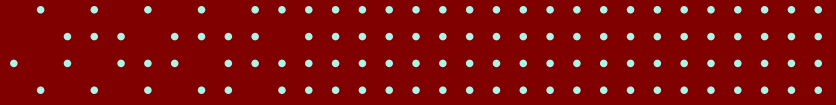
In situations where conditions are gradually changing (for the worse or the better), the District may transition schools from stage to stage. In a coordinated fashion, changes will be communicated to families with as much advance notice as possible and school leaders will work to implement the changes in each school. In some cases, a brief return to distance learning may be necessary to allow for changes to be completed at the school.

Learning Stages in accordance with [California Blueprint for a Safer Economy](#)

Purple: Widespread | Red: Substantial | Orange: Moderate | Yellow: Minimal

| | |
|---|--|
| <p>STAGE I In-person learning is not permitted, all learning is remote</p> | <p>DISTANCE LEARNING</p> |
| <p>STAGE II Continuation of Stage I with addition of limited in-person assessments and cohorts for prioritized groups per Public Health guidelines</p> | <ul style="list-style-type: none"> • 1:1 Assessments (per SCPH) • Cohorts for Students with Unique Needs (per CDPH) <p>Begin in-person assessments. Provide a combination of Distance Learning and in-person services to our most vulnerable student populations including: Special Education, English Learning, Homeless, Foster Youth and At-Risk* students.</p> <p><small>*At-risk students are students at a higher risk of learning loss, not participating in Distance Learning, or at risk for abuse or neglect.</small></p> <ul style="list-style-type: none"> • Childcare for employees’ children and students with unique needs • Possible Elementary opening through waiver application |
| <p>STAGE III Hybrid / Transitional, Virtual Academy K-12</p> | <p>Easing restrictions allow more students to access in-person learning with blended options. Schedules are adjusted to reduce the student population on campus at one time.</p> |
| <p>STAGE IV In-person learning schedule with restrictions</p> | <ul style="list-style-type: none"> • All students may return following health / safety guidelines • Virtual Academy option • Continued restrictions on large gatherings |
| <p>STAGE V In-person learning with no health and safety restrictions</p> | <p>Modifications pending state and public health guidelines</p> |

**Emergency Mental Health Services are available throughout all stages.*



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STUDENT COHORTS & **DISTANCE LEARNING**



STUDENT COHORTS & DISTANCE LEARNING

During certain stages of a pandemic, it is crucial to investigate cases and conduct contact tracing quickly. By grouping students together in cohorts, actions can be taken to limit interactions with other students within the building and on school grounds. Additionally, if there is a suspected case of COVID-19 at a school, it is easier to determine possible exposure and isolate and/or quarantine specific students rather than closing the entire school.

A cohort is a stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals, children and adults) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.) and avoid contact with people outside their group in the setting. Children and supervising adults from one cohort must not physically interact with children or youth and supervising adults in another cohort.

Additional considerations for cohorts:

- Supervising adults should be assigned to one cohort and must work solely in that cohort.
- School districts should develop and implement a plan for cohorts in collaboration with county health and school-based staff; but, express approval by county health is not required
- Cohorts can be expanded to add more than 2 supervising adults as long as cohort size does not exceed 16
- Cohorts can be divided into subgroups of children or youth from the same cohort, as long as the 16 person cohort size is not exceeded
- Cohorts must be kept separate from one another for special activities such as art, music, and exercise
- One to one specialized services can be provided to a child or youth by a support service provider that is not part of the child or youth's cohort
- Specialized supports include, but are not limited to: occupational therapy, speech and language services, behavior services, educational support services and assessments



Distance Learning

We surveyed parents at the end of the school year and have made improvements to distance learning, which is a crucial component of Stages I-IV. Here are some improvements that you will see this year:

LEARNING MANAGEMENT SYSTEM:

- Students and families will be asked to engage in one learning management system to receive updates and track student progress.

FEEDBACK PROVIDED TO STUDENTS:

- Students will receive ongoing academic feedback from their teacher(s). Both **formative assessments**, used to assess learning during a lesson or within a unit and not necessarily used to assign a grade, and **summative assessments**, used to assign a grade at the end of a lesson or unit, will be used by teachers during distance learning.

ATTENDANCE:

- Students are required to engage in distance learning and are expected to log in and participate daily.

GRADING:

- Students are required to engage in distance learning and are expected to log in and participate daily.

ENGAGEMENT:

- All students will receive multiple opportunities to engage in a virtual meeting with their teachers and classmates each week. In Stages III and IV, those opportunities will include in-person instruction.

MATERIAL SUPPORTS:

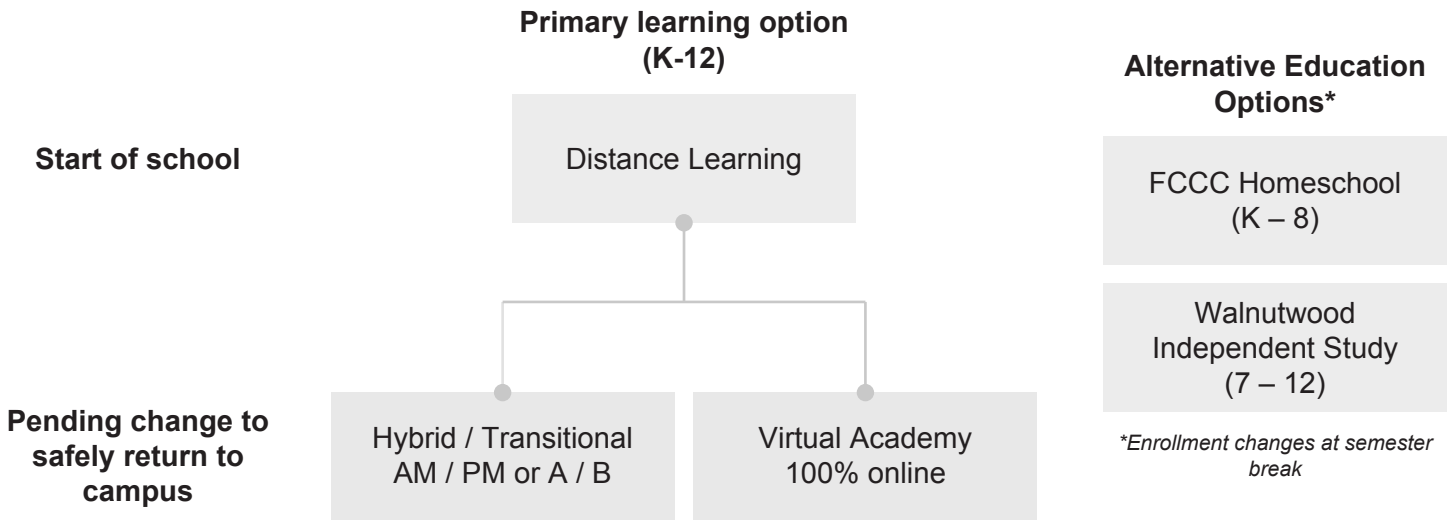
- All students will receive the necessary materials, including but not limited to: Board-adopted textbooks and materials, Chromebooks, APEX and various virtual curriculum, and other teacher choice supplemental materials.

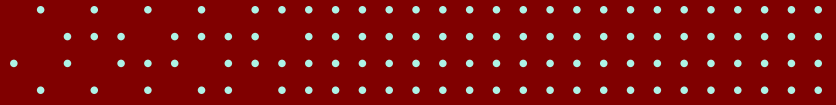


Neighborhood School Distance Learning vs. Year-Long Distance Learning

In stages I and II, families can have their children stay in their resident school with their classmates and continue distance learning. Once into stages III-V, families who desire to keep their children at home for the entire school year may be asked to register for the Virtual Academy. Rerostering may be necessary during this process.

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SCHEDULE OVERVIEW

Hybrid / Transitional Model

ELEMENTARY AM / PM:

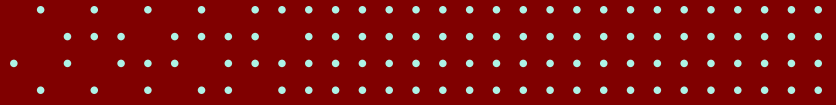
- Develop schedule for AM Block and PM Block - four days a week in person
- Instructional minutes - asynchronous and synchronous learning
 - Student focus while on campus as well as while off campus
- Transitions
- Kindergarten
- Matching teachers and students who are unable to return
- Mondays are asynchronous

SECONDARY A / B MODEL:

- Develop an in-person schedule for Cohort A on Tuesdays and Thursdays and Cohort B on Wednesdays and Fridays
- Instructional minutes met through asynchronous and synchronous meetings
- Matching teachers and students who are unable to return
- Mondays are asynchronous

SPECIAL EDUCATION:

- Self-Contained Classes
 - Monday: Instructional minutes met through synchronous and asynchronous learning
 - Tuesday through Friday: in-person instruction
- Learning Support: follows general education schedules
- Mondays are asynchronous



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WHAT TO EXPECT



WHAT TO EXPECT

FCUSD will continue to follow all health and safety guidelines. Please refer to Health and Safety Protocols. Each site has developed a Work Site Specific Plan (WWSP), pertaining to each stage of reopening, to address health and safety as students and staff increase their presence on campus. The WWSP is available to view at each school site upon request.

Type of Instruction

During Stage I, all FCUSD buildings are closed to in-person instruction, and all students and faculty will be engaged in Distance Learning. Stage II will prioritize a limited number of cohorts of 14 or fewer students. During Stage II, there will be a very limited return to in-person learning prioritized by students with very specific educational, social/emotional and/or socio-economic needs. Stage III will include partial return of all students. In Stage IV, most students will return to their regular five days per week of in-person instruction with normal class sizes. Schools are to avoid large groups, gatherings, or events such as assemblies and dances. Stage V allows students to attend class daily with no restrictions. All school-related activities are permitted. Students enrolled in the year-long virtual academy will remain in the program.

Physical Environment

In Stage I, in-person instruction is not permitted. All interaction and instruction between students and teachers will take place virtually. Most materials, assessments, projects, etc. will also be distributed and completed virtually, with the exception of some materials/packets being picked up and dropped off to the school by arrangement between school administration, the parent(s)/student(s) and teacher(s).

In Stage II, small cohorts will have limited access to the building to prevent the spread of COVID-19, and in order to limit the crossover contact of groups.

For Stage III, the Hybrid/Transitional model will be considered at all grade levels and at all schools. Students will have access to in-person instruction in a hybrid model while completing distance learning assignments as directed by their teacher during home learning days and/or times. Students will be in smaller groups, typically half of the class roster at any given time.

In Stage IV, most students will return to in-person learning. Families may opt to remain in full-time distance learning through the Virtual Academy. Staff will be able to resume normal duties at their worksite. For instance, at an elementary level, students will be able to transition between core classes and music enrichment. At the secondary level, teachers will move from a team instruction model to the more typical single teacher per class.

For Stage V, full traditional instruction will resume, as well as typical operational activities on all sites.



Students with Unique Needs

During Stage I, educators provide instruction and related services virtually. During Stage II, in-person assessments and a combination of virtual and in person instruction will begin for our most vulnerable student populations, including: Special Education, English Learners, Homeless, Foster Youth and At Risk Students.

Food Services

During Stages I and II, meals will be available at all school sites with curbside pickup. Stage III will allow for meal service to take place on site, with students eating either outside, or in the cafeteria. Stages IV and V will resume typical meal service.

Transportation

In order to practice health and safety protocols while students are on a school bus, several modifications will take place which could include reduced ridership, a seating chart, wearing of face masks, proper ventilation, and hand sanitizing upon boarding and disembarking the bus. More information will be forthcoming as we reinstate transportation for students.

During Stage I, no services are provided. Stage II will bring limited busing services as required by student IEPs. Stages III and IV will bring busing services back with enhanced safety and cleaning protocols in place.

Childcare

Stage I allows for limited childcare services at schools. Stage II will offer expanded childcare services. Stages III, IV, and V child care options available at all elementary schools, through the Student Care or ASES program.

Students with Unique Needs

Stages I and II do not allow for any athletics or activities to take place. Stage III allows for after-school extracurricular activities and athletics in small cohorts (14:2). Conditioning and workouts will take place per SCPH guidelines for high school Fall Season only. Stage IV allows after-school extracurricular activities and athletics for high schools only, and practices within SCPH guidelines. For Stage V, full traditional athletics/ activities will resume. Per California Interscholastic Federation (CIF) guidelines, sport seasons are as follows:

- Fall Season will start December 2020
- Winter Season will start February 2021
- Spring Season will start March 2021



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HEALTH & SAFETY PROTOCOLS

In-Person Reopening Criteria

Schools may not reopen fully for in-person instruction until the county has been in the Substantial (Red) Tier for two weeks. Local school and health officials [may decide to open elementary schools](#), and school officials [may decide to conduct in-person instruction](#) for a limited set of students in small cohorts.

See guidance for [Schools](#).

In addition, FCUSD is looking at many other important factors, and will work with Sacramento County Public Health (SCPH) to determine when to reopen based on additional criteria including:

- Local epidemiological data including cases per 100,000 population
- Testing capacity
- Rate of test positive
- Communicable disease follow-up capacity
- Local preparedness to support a health care surge
- Vulnerable populations
- Ability to implement and adhere to public health measures

School Closing Criteria

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Sacramento County Public Health Department. Individual school closure may be appropriate in either of the following situations:

- There are multiple cases in multiple cohorts at a school
- At least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school

In consultation with SCPH, district-wide school closures will be considered if 25% or more of schools in the district have closed due to COVID-19 within 14 days. For example, 9 schools are closed within the same two-week span due to COVID-19. SCPH may also determine if school and/or district-wide closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

COVID-19 Voluntary Staff Testing

Once schools are physically reopened to at least some in-person instruction, California Department of Public Health (CDPH) recommends that surveillance testing be implemented based on the local disease trends.

If epidemiological data indicates concern for increasing community transmission, schools should increase testing of staff to detect potential cases as lab testing capacity allows. School staff are essential workers, which includes teachers, school nurses, support staff, para-professionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff.

School districts and schools shall test staff periodically, as testing capacity permits and as practicable. Testing



is voluntary and staff can choose to sign up for testing at the frequency recommended below by Sacramento County Public Health. Examples of recommended frequency include testing all staff over two months, where 25% of staff are tested every two weeks, or 50% every month to rotate testing of all staff over time.

School employees who need testing would either go to their health care provider or a state-operated or other community testing site. The Department of Managed Health Care has filed an emergency regulation to require health plans to pay for COVID-19 testing for all essential workers, including employees in school. In addition, tests are available at community testing sites throughout the county. [Click here for COVID-19 testing sites.](#)

Symptom Screening

Active and / or passive screening methods will be applied in accordance with public health guidelines.

LEARNING MANAGEMENT SYSTEM:









- ***Passive screening:*** Staff and students must screen for symptoms at home daily, prior to arriving on campus. Staff and students presence on campus is an indication that they have selfscreened for symptoms per current symptom screening questions.
- ***Active Screening:*** Staff and students entering a site or school bus to be screened for illness including a temperature check and review of signs and symptoms of illness. Parents/guardians would remain with their student until the student is admitted to the site. Any student or staff with a temperature of 100 degrees or higher, or signs or symptoms of illness listed on the symptoms screening questions shall return home. Staff and families shall prepare for morning delays for an active screening process.

Passive screening is the method currently in use and will be applied to cohorts and the hybrid model. Active screening will be applied to 1:1 Assessments.

Please note: Active symptom screenings will identify only that a person may have an illness, not that the illness is COVID-19. Many of the symptoms of COVID-19 are also common in other illnesses like the common cold, the flu, or seasonal allergies. The CDC currently recommends that schools do not conduct active symptom screenings (screening all students in grades K-12). Parents or caregivers should monitor their children for signs of infectious illness every day. Those who are sick or experiencing symptoms should not attend school in-person.



The table illustrates some of the overlap between the symptoms of COVID-19 and other common illnesses.

| Symptoms of COVID-19 | Strep Throat | Common Cold | Flu | Asthma | Seasonal Allergies |
|--|--------------|-------------|-----|--------|--------------------|
| FEVER  | ✓ | | ✓ | | |
| COUGH  | | ✓ | ✓ | ✓ | ✓ |
| SORE THROAT  | ✓ | ✓ | ✓ | | ✓ |
| SHORTNESS OF BREATH  | | | | ✓ | |
| FATIGUE  | | ✓ | ✓ | ✓ | ✓ |
| DIARRHEA OR VOMITING  | ✓ | | ✓ | | |
| RUNNY NOSE  | | ✓ | ✓ | | ✓ |
| BODY/ MUSCLE ACHES  | ✓ | ✓ | ✓ | | |

This list does not include all possible symptoms and children and youth with COVID-19 infection may experience any, all, or none of these symptoms. (See [Symptoms of Coronavirus](#) for more information).

Students who are sick with contagious illnesses should not attend school, but most illnesses do not require the same level or length of isolation that COVID-19 does. Excluding students from school for longer than what is called for in existing school policies (e.g., fever free without medication for 24-hours) based on COVID-19 symptoms alone risks repeated, long-term unnecessary student absence.

For full details, refer to:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>



Reopening School Priorities

- Physical distancing
- Hand hygiene
- Face coverings
- Cough/sneeze etiquette
- Passive and active screening

Physical Distancing

Everyone must practice physical distancing. This means keeping at least 6 feet as practicable from other people. Maintaining adequate space is one of the best prevention tools available to avoid exposure to COVID-19. We recognize that physical distancing can sometimes be difficult to maintain, such as when walking in a busy hallway or in a crowded area. This makes the use of face coverings even more essential and important.

Staff who work in a space together, such as an office or in a classroom, must ensure they maintain a physical distance of 6 feet at all times and must wear a face covering when in a space with other individuals.

Hand & Respiratory Hygiene

Everyone must wash their hands frequently. If soap and water are not available, use of hand sanitizer is recommended. Training on effective hand-washing and use of hand sanitizer will be provided to all students and staff. At a minimum, students and staff must wash their hands or use hand sanitizer:

- When they arrive to school/work
- Before lunch
- Before leaving the site for the day
- When using the restroom
- When hands are visibly dirty
- After using a tissue or coughing into their hands

Remember to cover coughs and sneezes. If a tissue is used, throw away after use and wash hands with soap and water.

Face Coverings

An acceptable face covering includes cloth face coverings and surgical masks. A face covering must be worn when on campus and in public when social distancing is not possible.

Wearing a face covering prevents a person from spreading respiratory droplets while talking, singing, breathing, or coughing. Face coverings primarily protect other people in case the wearer is asymptomatic unknowingly infected with COVID-19.

All FCUSD staff and students are required to wear a face covering unless it is not recommended by a physician.



Face coverings should be worn at all times including:

- While entering or exiting school grounds or district offices
- While on a school bus
- Engaged in work and interacting in person with another person
- Working in any space visited by multiple people such as the front office, staff room or hallways

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 mask or face covering. Face shields with cloth drapes can be used.

What if a person refuses to wear a face covering?

Continual efforts will be made, using positive reinforcement teaching strategies, to ensure face coverings are worn properly. If a concern about wearing face coverings arises, please notify the assigned School Nurse and/or Health Services or assigned supervisor immediately for additional support. Each unique situation will be assessed and support strategies will be employed for the well-being and safety of all. In the event that a student who is not exempt from wearing a face covering continually refuses to wear one, the CDPH requires schools to provide distance learning for this student.

COVID-19 Response Teams

SCHOOL SITE SAFETY TEAM:

- **Sites will designate person(s) responsible for implementing the site-specific plan.** These teams may consist of a combination of the following staff members:
 - Administrator
 - Head Custodian
 - School Nurse
 - Office Staff
 - Teacher(s)

The School Site Safety Teams will regularly communicate the importance of following all outlined safety measures. In the event of a COVID-19 concern, the School Site Safety Team and District case management personnel will provide direction on next steps, document cases, conduct contact tracing as needed, and communicate with Sacramento County Public Health.

- **Establish Control Measures that will be taken to prevent spread of the virus.**



RESPONSIBILITIES OF SCHOOL SITE STAFF:

- Sites must prepare for when someone gets sick. Individuals who have symptoms of illness must be immediately separated to prevent possible transmission of disease to others. Individuals who are sick should go home or to a healthcare facility depending on the severity of their symptoms.
 - Sick students and sick staff must:
 - Be quickly separated from other students/staff until picked up by a parent/guardian
 - Maintain more than 6 feet of distance from others, preferably in a separate room that is well ventilated
 - Wear a disposable mask
 - Attending staff must use standard precautions when assisting a sick individual.
 - For suspected COVID-19 this includes: disposable face mask, eye covering/face shield and gloves
 - Call parent/guardian for immediate pick up. If a parent/guardian cannot pick up the student, consider procedures for arranging transportation to their home. Provide parent/guardian or staff member with Stay at Home/When to Return to School instructions
 - Disinfect all surfaces after the student/staff leaves and before use by others
 - If COVID-19 is suspected, contact your school nurse or Health Services; follow Communicable Disease Response Protocols
- Collect and track illness-related absence information at the time of student or staff absence
 - Work with attendance staff to support communicable disease and absence documentation, including follow-up, as directed by the Sacramento County Health Department
- Follow HIPAA confidentiality laws noting that communicable disease concerns are confidential, and all staff are expected to protect health information except to report to Health Services.
- Require students and staff to remain home if sick
 - Stay home if experiencing the following symptoms of illness: fever or chills (100.4 degrees or higher), cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea; subject to change as revised by CDC
 - Stay home if advised to isolate or quarantine by your doctor or the health department due to COVID-19 precautions; reasons may include:
 - Recent contact with a person with COVID-19
 - Recent diagnosis with COVID-19
 - Recent travel from somewhere outside the U.S.
 - Return to school or work when fever free for at least 24 hours without fever-reducing medication, at least 10 days since symptoms first appeared, and symptoms have improved or after the ordered quarantine/isolation period, if applicable



- Alert COVID Response Team Lead or site administrator in the following high risk situations:
 - 10% absence of school population with similar symptoms
 - 25% of a classroom are absent with similar symptoms
 - A staff member, student or family member reports diagnosis or exposure to COVID-19

Site COVID Response Team Lead will contact Kerri Kaye, RN in Health Services immediately.

Communicable disease monitoring and response is an ongoing responsibility of Health Services staff. FCUSD Health Services will follow the guidelines and procedures outlined by Sacramento County Public Health Department to respond to positive cases and close contacts in order to reduce the spread of COVID-19 in the community. FCUSD Health Services will:

- Verify any reported concern, including speaking directly to families and/or staff
- Stay up-to-date with current information and update district and school site administrators regarding the guidance received from CDC, SCPH and CDPH
- Coordinate the response to a reported case. They will provide information and guidance to individuals, families, administrators and staff regarding quarantine, isolation and testing to ensure public health protocols are followed
- Provide training and information to staff, students, parents/caregivers, and community
- Health Services will monitor and update procedures according to public health authorities and guidelines
- Establish a process to investigate COVID-cases, alert the local health department, and identify and isolate close school site contacts of infected persons until they are tested

Some examples of measures taken to minimize exposure:

- Stage student and parent materials outside to the greatest extent possible
- Post information/instructions outside the office or on the school website to the greatest extent possible
- Place drop boxes in prominent outside locations
- Have signs that direct people to web pages or outside resources to the greatest extent possible
- Prominently post staff email addresses and phone extensions outside so parents see that as an easy way to communicate
- Instruct parents to use email to the greatest extent possible
- If “direct interaction” is truly needed, allow only one parent at a time into any office area
- If “direct interaction” is truly needed, set appointments to minimize waiting onsite to meet
- Do not allow nonessential visitors
- Encourage office staff to work from home to the extent possible
- Administrators will maintain safety by minimizing interaction with the public to the extent possible



Cleaning & Disinfecting

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.

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 with 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)

DISINFECTING PROTOCOL:

- Frequently clean and sanitize shared equipment and high contact surfaces as practicable
- Equip shared spaces with proper sanitation products and ensure availability



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UPDATES PER SCPH








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STAGES AT A GLANCE










STAGES AT A GLANCE

STAGE I








| | | |
|---|-----------------------------------|---|
|  | TYPE OF INSTRUCTION | During Stage I, all FCUSD buildings are closed to in-person instruction, and all students and faculty will be engaged in distance learning only |
|  | PHYSICAL ENVIRONMENT | No services/instruction are provided at any FCUSD campus |
|  | STUDENTS WITH UNIQUE NEEDS | Distance Learning |
|  | FOOD SERVICES | Available at all school sites with curbside pickup |
|  | TRANSPORTATION | No services are provided |
|  | CHILDCARE | Childcare services at schools (Student Care, ASES) |
|  | ATHLETICS & ACTIVITIES | None |

STAGE II

| | | |
|---|-----------------------------------|---|
|  | TYPE OF INSTRUCTION | Most students will continue to engage in distance learning, as described in Stage I. |
|  | PHYSICAL ENVIRONMENT | Limited facilities usage for specifically identified groups of students, support staff and faculty |
|  | STUDENTS WITH UNIQUE NEEDS | Begin in-person assessments. A combination of in-person and virtual services and instruction will be provided to our most vulnerable student populations including, but not limited to: Special Education, English Learners, Homeless, Foster Youth and At -Risk Students* <i>*Students at higher risk of learning loss, not participating in Distance Learning, or at-risk for abuse or neglect</i> |
|  | FOOD SERVICES | Available at all school sites with curbside pickup |
|  | TRANSPORTATION | Limited to students who require transportation with an IEP |
|  | CHILDCARE | Expanded childcare services at schools (Student Care, ASES) |
|  | ATHLETICS & ACTIVITIES | None |










STAGE III

| | |
|--|---|
|  <p>TYPE OF INSTRUCTION</p> | <p>Hybrid/Transitional model of distance learning and in-person instruction. When not physically in class, students will be completing school work asynchronously</p> |
|  <p>PHYSICAL ENVIRONMENT</p> | <p>Students will be placed into two cohorts. Elementary students will attend either an AM or PM session. Secondary Students will have in-person instruction on Tuesdays and Thursdays or Wednesdays and Fridays. Classroom desks will be spaced further apart and schools will adhere to social distancing and other health protocols as much as possible. Restrictions remains on large group gatherings such as rallies, assemblies, theatre productions, etc</p> |
|  <p>STUDENTS WITH UNIQUE NEEDS</p> | <p>Transitional/Hybrid Model. Special Education self-contained classes will be in-person 4 days a week; Learning Support will follow general education schedules</p> |
|  <p>FOOD SERVICES</p> | <p>Breakfast and lunch may be consumed in the cafeteria or outside while maintaining health precautions and protocols</p> |
|  <p>TRANSPORTATION</p> | <p>Staff will disinfect the buses after each group of students has been transported, throughout and/or at the end of each day</p> |
|  <p>CHILDCARE</p> | <p>Expanded childcare services at schools (Student Care, ASES)</p> |
|  <p>ATHLETICS & ACTIVITIES</p> | <p>High school Fall Season only, cohort (14 to 2) conditioning / workout per SCPH guidelines.</p> |








FCUSD ROADMAP TO REOPENING

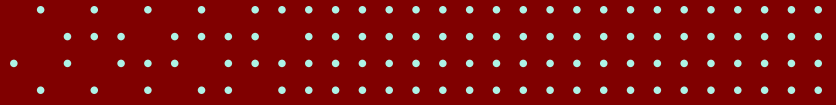


STAGE IV

| | |
|---|---|
|  TYPE OF INSTRUCTION | In Stage IV, most students will return to in-person learning on their school site five days per week |
|  PHYSICAL ENVIRONMENT | While “class time” will return to normal, restrictions continue to apply to large gatherings such as assemblies, theatre productions, sporting events, etc |
|  STUDENTS WITH UNIQUE NEEDS | Students who are medically able and willing to return to school will receive their support during in-person learning. Distance Learning will be provided for students with special needs who are medically vulnerable and need to remain in home learning |
|  FOOD SERVICES | Food will be served in the cafeteria in alignment with any applicable federal, state, and local health orders. If at all possible, seating may be arranged to provide social distancing. Staff will maximize use of outdoor spaces for lunch |
|  TRANSPORTATION | Staff will disinfect the buses after each group of students has been transported, throughout and/or at the end of each day |
|  CHILDCARE | The FCUSD Student Care will offer before and after school care. After School and Education Safety (ASES) will offer after school care at the nine funded sites |
|  ATHLETICS & ACTIVITIES | High school only practices with SCPH guidelines |

STAGE V

| | |
|---|--|
|  TYPE OF INSTRUCTION | Full return to traditional classroom teaching and learning |
|  PHYSICAL ENVIRONMENT | All previous restrictions on group gatherings, campus use, etc. are lifted |
|  STUDENTS WITH UNIQUE NEEDS | Regular schedule without restrictions |
|  FOOD SERVICES | Normal lunch periods |
|  TRANSPORTATION | Normal schedule |
|  CHILDCARE | Normal schedule |
|  ATHLETICS & ACTIVITIES | Normal schedule |



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ELEMENTARY WAIVER UPDATES

PER SCPH



ELEMENTARY WAIVER UPDATES PER SCPH

Entrance, Egress, and Movement






Each site has marked/stamped their campus for traffic flow and posted signs showing entrance and exit. Gathering areas have been closed off. Cohorts, staff, and classrooms/restrooms are scheduled to ensure no mixing.

- To minimize the number of people a student will come into contact with while arriving or departing school, we will stagger pick-up and drop-off times and/or locations along the curb.
- Drop off and pick up for all students will occur at the curb, with the exception of Pre-Kindergarten.
- K-12 parents/caregivers arriving by vehicle are asked to pull up to their child’s designated drop/off pick up location on the curb for drop off and pick up.

Health Screenings

COVID-19 Illness and Quarantine Guidelines

In all cases please inform [redacted], RN | Health Services at [redacted]

| PERSON A | PERSON B | PERSON C | PERSON D |
|---|---|---|--|
|  <p>Any person who has tested positive for COVID-19. Confirmed with lab result.</p> <p>With symptoms: Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> ✓ 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 <p>The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p>Without symptoms (Asymptomatic): Quarantine for 10 days from test date:</p> <ul style="list-style-type: none"> ✓ 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 |  <p>Any person who lives in the same household with Person A</p> <p>NO symptoms:</p> <ul style="list-style-type: none"> ✓ 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 |  <p>Any person with close contact to Person A (>15 min, < 6 feet)</p> <p>Quarantine for 14 days following date of last exposure</p> <ul style="list-style-type: none"> ✓ 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 |  <p>Any person who has had exposure to Person B or C</p> <p>NO QUARANTINE OR ACTION REQUIRED unless:</p> <p>Person B develops symptoms OR tests positive and Person D had contact with within 14 days then:</p> <ul style="list-style-type: none"> ✓ contact Primary Care Provider to see about testing ✓ Contact Health Services with questions regarding timing and exposure ✓ Clear on daily self-health screening tool |
|  <h2>Recovered and Released</h2> | | | |
| <p>Definitions:</p> <p>Isolation separates infected people with a contagious disease from people who are not sick.</p> <p>Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.</p> <p>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.</p> | | | |



Staff Training and Family Education

Staff has been trained on the Written Worksite Specific Plan (WWSP) in PublicSchoolWORKS and in staff meetings.

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:

- [Information on COVID-19](#)
- [Preventing the Spread](#)
- [Vulnerable/High Risk Individuals](#)
- [Self-Screening Instructions/Symptom Checks based on the CDC Guidelines](#)
- [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
- [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.*

- [The importance of hand washing](#)
- [The importance of physical distancing](#), both at work and off work time
- 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
- [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)



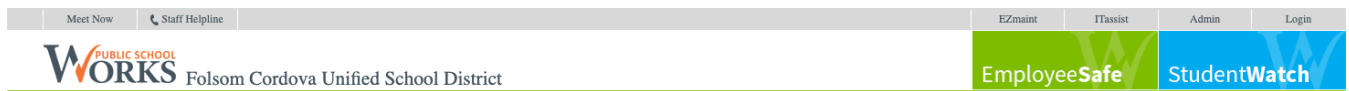
FCUSD STAFF TRAINING COURSES

- **Covid-19 training courses**
 - Course number: M-850 Covid-19: How to Protect Yourself and Others (approximately 25 minutes)
 - 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

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



Portal - Staff Training



Account Login

Please Read!

User Name: Enter your full email address for the User Name (name@fcusd.org)

Password: User your 6-digit Employee ID number for the password

User Name

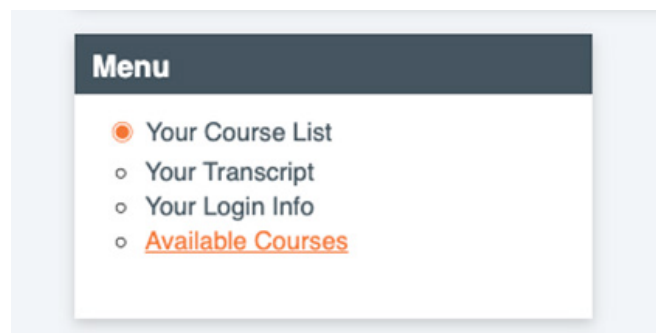
Password

Login

[Click here](#) if you need help

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.





FCUSD STAFF TRAINING

These courses were selected to train FCUSD Staff on the District's responses to the Covid-19 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-digital 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.



Staff Training and Family Education

See page 10 of the WWSP. Staff has been trained in PublicSchoolWORKS and via staff meetings.

Communication Plans

The District will communicate with staff and/or families regarding positive Covid-19 cases. FCUSD schools and staff will maintain confidentiality and protect employee and student privacy in accordance with the Americans with Disabilities Act (ADA), the Family Educational Rights and Privacy Act [FERPA], and state and local laws and regulations.

The District will investigate Covid-19 cases and reports. In the event that there is a positive case, the District will alert and collaborate with the local health department and conduct contact tracing to identify possible exposure. Affected individuals will be contacted directly by Human Resources and/or Health Services. Site staff will notify individuals of closures and restrictions put into place due to Covid-19 exposure. Please note that FCUSD will only communicate and provide data for confirmed COVID-19 cases.

FCUSD COVID-19 Communication Protocols

Folsom Cordova Unified School District will continue to share information with our staff, families, and community, taking great care to ensure individuals aren't readily identifiable while providing transparent communication to the fullest extent possible. This year, more than ever, the health and well-being of our school communities is the responsibility of all. Parents and guardians should notify their school as soon as possible if their student is exhibiting symptoms of COVID-19, seeking a diagnosis, or receives a positive test result. Staff members must also speak with their principal or supervisor in any of these instances.

In the event of a positive or probable COVID-19 case in our schools, our COVID-19 Illness and Quarantine Guidelines will be followed:

- Any individual who tests positive will be contacted by the FCUSD health department and/or HR department to begin contact tracing.
- Anyone deemed "exposed" will be asked to quarantine for a 14-day period and monitor for symptoms. Any students in this situation will continue learning virtually.
- In order to maintain confidentiality and privacy, only individuals who have come into close contact with a verified COVID-19 positive case will be contacted.

COVID-19 Dashboard Reporting Protocols

To ensure our community is provided with the most recent and accurate information, the updated number of verified COVID-19 positive cases will be published on the FCUSD COVID-19 Dashboard on Wednesdays: www.fcusd.org/COVID.

Verified positive cases reported will include only staff and students who have had a presence on an FCUSD school or work site. Positive cases for students and staff who are 100% virtual will not be included in the Dashboard.



Definitions

- **Quarantine** includes individuals who might have been exposed to COVID-19 or who've recently had close contact with someone with COVID-19. A quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick
- **Exposure (Close Contact)** includes individuals who were within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset. Individuals who were in proximity to a positive case are notified and will be asked to quarantine for 14 days
- **Verified Positive** only includes individuals with a lab-confirmed positive test
- **Physical Distancing:** Each campus has been marked/stamped for traffic flow. Directional signs are posted. Classrooms have been configured to only allow for the maximum amount of people each space can hold to maintain six feet of social distancing. [See page 23 for additional physical distancing information](#)



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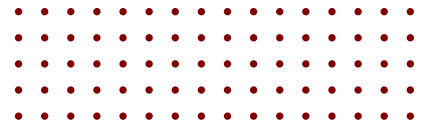
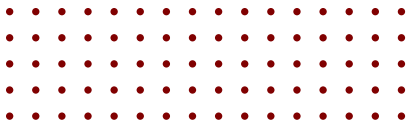


ACKNOWLEDGMENTS

The Folsom Cordova Unified School District is grateful for the collaboration we share with our partners and stakeholders, including state and county health officials, along with our staff, families and students whose engagement and feedback have been instrumental in the creation of this document.

As we work diligently towards the safe reopening of our schools, we are committed to keeping you engaged and informed of the timeline and process. Please continue to visit our website for the most current information.

www.fcusd.org/2020-21schoolyear



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Rancho Cordova, CA 95742