

**RETURN-TO-WORK  
TOOLKIT  
2022-2023**

*This ‘Return-to-Work’ Toolkit was designed by Central Unified School District (CUSD) to set forth standards and protocols for the safety and well-being of CUSD employees, students and any other persons accessing CUSD office and school settings. Its contents are to be implemented organization-wide and utilized in conjunction with department/program site-specific plans. All materials contained herein are based upon information presently available and specifically known to the District. District reserves the right to amend these documents as Local, State and Federal guidance is ascertained.*

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## INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

The Central Unified School District (CUSD) is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) and local public health officials to mitigate the spread of COVID-19. COVID-19 has propelled the world into unprecedented times. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. Until there is a way to rapidly test individuals entering CUSD buildings or a viable vaccine that will help our community achieve herd immunity, we must rely on mitigation strategies to decrease the spread of COVID-19. Together, we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

Dr. Vohra, Interim Health Officer for Fresno County Department of Public Health, reminds us that it will be a combination of mitigation strategies that will guard us against COVID-19. Proven mitigation strategies include:

- Social distancing (staying at least six feet away from others)
- Wearing a facial covering
- Good respiratory etiquette
- Hand hygiene
- Cleaning of surfaces

Any one of the strategies indicated above could offer some protection against COVID-19. However, in combination with each other, the strategies will offer layers of protection to the people who practice them. There will be times where one strategy may not be feasible, but using other strategies can make up for the absence of another. For example, when six feet between people cannot be maintained, we can wear facial coverings and be mindful of the amount of time we are in close proximity to better protect those involved.

The following CUSD Return to Work Toolkit is designed to set forth standards and protocols for the safety and well-being of CUSD employees, students and any other persons accessing CUSD facilities and school settings. Its contents are to be implemented organization wide and utilized in conjunction with department/program site specific plans. The CUSD employee is responsible to provide systems to support compliance and strategies to promote employee safety, including strategies to mitigate the spread of COVID-19.

This document serves as the CUSD COVID-19 Safety Plan (CSP) and Cal/OSHA COVID-19 Prevention Program (CPP). This document with the most current information known at the time and may be amended as guidance from federal, state and local agencies change.

## **To Report COVID-19 Related Illness**

· *Promptly notify your immediate supervisor when reporting COVID-19 related illness.*

**LaVonne English**, Lead Nurse, [lenglish2@centralunified.org](mailto:lenglish2@centralunified.org)

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

**Rosa Romero**, Human Resource Specialist, [rosa.romero@centralunified.org](mailto:rosa.romero@centralunified.org) (Classified)

**Alegdra Meza**, Human Resource Coordinator, [ameza@centralunified.org](mailto:ameza@centralunified.org) (Certificated) ●  
For Time Off from Work/Interactive Process

**Jesse Bath**, Director of Maintenance, Operations, and Transportation, [jbath@centralunified.org](mailto:jbath@centralunified.org)

- For Cleaning and Disinfecting Protocols

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

## **DEFINITIONS**

**Asymptomatic testing:** This testing can be used for surveillance, usually at a cadence of every 2 weeks or less frequently, to understand whether schools have higher or lower rates of COVID-19 rates than the community, to guide decisions about safety for schools and school administrators and to inform LHDs about district level in-school rates. Asymptomatic testing can also be used for screening, usually at a higher cadence (weekly or twice weekly) than surveillance testing to identify asymptomatic or pre-symptomatic cases, in order to exclude cases that might otherwise contribute to in-school transmission. Screening testing is indicated for situations associated with higher risk (higher community transmission, individuals at higher risk of transmission (e.g., adults and high school students transmit more effectively than elementary aged students).

**Close Contact:** A person within six feet for more than 15 minutes in a 24-hour period in shared, indoor space (e.g. a classroom) with someone with COVID-19 regardless of whether person(s) is wearing a mask.

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

**Contact Tracing:** Contact tracing is a process used by the public health department to slow the spread of infectious disease. A contact tracer helps identify people who may have had close

contact with a COVID-19 positive patient and gives close contacts information on how to get care and treatment, and how to self-isolate, if needed.

**Cohort:** 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 total in the cohort) 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 of their group in the setting.

**Hybrid Model (also known as Blended Learning Model):** When a portion of the school’s student population attends in-person while the other portion is engaged in a distance learning model. Students are rotated between in-person and distance learning models.

**Isolation:** Separates infected people who have a confirmed positive COVID-19 test from others.

**Index Case:** A person with a positive COVID-19 test.

**Physical distancing:** Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with CDC K-12 School Guidance.

**Fully Vaccinated:** People are considered fully vaccinated for COVID-19 when it is two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

**Not Fully Vaccinated:** People are considered not fully vaccinated for COVID-19 if they do not meet the requirements defined as a fully vaccinated person, regardless of their age. See Fully Vaccinated definition.

**Fully Vaccinated and Boosted:** People are considered fully vaccinated and boosted when it is two weeks or more after they received the third dose of (Pfizer-BioNTech or Moderna), or dose after single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

**Outbreak:** According to CalOSHA, three (3) or more COVID-19 cases in an “exposed workplace” within a 14-day period or identified as an outbreak by a local health department. According to FCDPH, two or more positive COVID-19 cases in a classroom or three positive COVID-19 cases within a school.

**Quarantine:** Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill.

**Response testing:** This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV2.

**Social Distancing:** See Physical distancing.

**Stable Groups:** A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities.

**Surveillance Testing:** See Asymptomatic Testing. **Symptomatic Testing:** This testing is used for individuals with symptoms of COVID-19 at school. In this situation, the school guidance requires that these individuals stay home and isolate in case they are infectious. The Guidance includes the possibility of returning to school in the case of a negative test for SARS-CoV-2 and 24 hours after fever is resolved and symptoms are improving.

**10/1 Rule:** Current CDC guidelines state that the index case must self-isolate for at least 10 days from the date symptom began (for symptomatic patients) OR at least 10 days from the day the positive test was collected, PLUS one day with no symptoms without the use of medications. If the index case has serious underlying medical conditions, contact FCDPH for consultation regarding the isolation period.

## **PROTECTION GUIDELINES**

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

### **Employer Responsibilities:**

- Extend grace and civility to all those you interact with while in the workplace
- Implement daily self-monitoring health screening processes for staff and students
- Provide PPE (including N95 for unvaccinated employees for voluntary use) and cleaning supplies for CUSD employees
- Post additional signage throughout CUSD buildings and worksites to raise awareness regarding health and safety protocols (See Building Access and Building Common Area Usage Protocols)
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)
- When required, have COVID-19 testing available for staff and students

### **Employee Responsibilities:**

- Extend grace and civility to all those you interact with while in the workplace
- Self-certify your health daily (See Health Screening Self-Certification Protocol)
- When required, wear face covering in accordance with the Facial Covering Protocol
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer
- Avoid touching eyes, nose and mouth with unwashed hands
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free (See Return to Work/School After Illness Protocol)
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning

### **VACCINATIONS**

CUSD recognizes that vaccination is effective at preventing COVID-19, protecting against both transmission and serious illness or death. Vaccinations are free to anyone who would like to receive them. To learn more about the different vaccinations available, go to the Fresno County Department of Public Health website: <https://www.co.fresno.ca.us/departments/publichealth/covid-19/covid-19-vaccine-information>. To find a vaccination clinic and to schedule an appointment, go to [www.myturn.ca.gov](http://www.myturn.ca.gov)

To comply with Cal/OSHA standards, CUSD is required to document the vaccination status of employees. Therefore, CUSD employees are asked to complete the COVID-19 Vaccination Status Attestation form.

### **CRITERIA FOR CLASSROOM/SCHOOL CLOSURE**

The Fresno County Department of Public Health (FCDPH) considers an outbreak two or more positive COVID-19 cases in a classroom or three positive COVID-19 cases within a school. CUSD Health Department and FCDPH will consult about classroom and/or school closures. The decision to close a classroom or school will be made by the Fresno County Health Officer on a case-by case basis. The specific criteria are outline by the FCDPH which can be found here: <https://www.co.fresno.ca.us/Home/ShowDocument?id=49500>

### **SAFETY PRECAUTIONS**

CUSD employees will be expected to adhere to the following precautions:

When sharing an indoor space with students, staff (as well as visitors) shall wear a mask.

- Wash hands with soap and water for 20 seconds or alcohol-based hand sanitizer before starting work and frequently throughout the day.
- Practice social distancing, sit and/or stand at least six feet from other people.
- Do not shake hands or hug people and not share food or drinks.
- Avoid touching eyes, nose and mouth with unwashed hands.
- Practice good respiratory etiquette (cover cough and sneeze with a tissue or into a sleeve).
- If an employee starts to feel feverish or have respiratory symptoms, the employee should put on a surgical facemask, isolate themselves, contact their immediate supervisor, and leave work immediately.

## **HEALTH SCREENING SELF-CERTIFICATION PROTOCOL**

Purpose: CUSD encourages employees, students and visitors to self-certify their health prior to entering CUSD offices and school settings as a preventive measure to mitigate the spread COVID19 and to promote good health.

**PURPOSE:** CUSD will implement a health screening process on a daily basis for all employees, students and visitors, prior to entering CUSD office and school settings, as a preventive measure to mitigate the spread of COVID-19.

### **Employee Health Screening:**

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

1. Fever and/or chills (100 degrees or higher)
  2. A new or worsening cough
  3. Shortness of breath
  4. Loss of taste and/or smell
  5. Congestion and/or runny nose
  6. Sore throat
  7. Fatigue
  8. Muscle and/or body aches
  9. Headache
  10. Nausea/vomiting and/or diarrhea
  11. Exposure to COVID-19 in the past 14 days
- If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.

- If symptoms are new, stay home and contact your supervisor immediately.

**Student Screening:**

On a daily basis, Parents/Guardians should be mindful of the following symptoms prior to sending their child to school:

1. Fever and/or chills (100 degrees or higher)
  2. A new or worsening cough
  3. Shortness of breath
  4. Loss of taste or smell
  5. Congestion and/or runny nose
  6. Sore throat
  7. Fatigue
  8. Muscle and/or body aches
  9. Headache
  10. Nausea/vomiting and/or diarrhea
  11. Exposure to COVID-19 in the past 14 days
- If the parent/guardian answers “no” to all questions, they can allow their child to come to school.
  - If the parent/guardian answers “yes” to any of the questions, they will need to stay home and consult with their doctor. When the student does not appear to be well or states they do not feel well during the school day, the student will be evaluated by a school nurse/designated staff member.

Throughout the day, staff will use a visual health check for signs and symptoms of illness.

- If the student upon visual check appears ill or reports they feel ill, staff will use the Guidelines for Referral to the Health Office to determine if the reason can be a Classroom Based Service or a reason to visit the Health Office.
- Students with minor first aid should be attended to in the classroom or on the playground. This will ensure that well students remain that way and do not bring illness into the classrooms. When the students visit the Health Office they may be exposed to ill students, including those with fever and communicable diseases. This exposure may bring the illness into the classrooms. In this time of social distancing we also need to ensure our Health Office is available for students that are ill, receive medical procedures or medication, and there is space available for these students according to social distancing guidelines.

**GUIDELINES FOR REFERRAL TO THE HEALTH OFFICE TO CONSIDER CLASSROOM/PLAYGROUND BASED SERVICES**

Before a student is sent to the Health Office:

- Contact the Health Office to consult with staff on the reason for referral.
- Health Staff will make a recommendation after being contacted by school staff to determine if a student should be sent to the Health Office or if the issue can be handled in the classroom or playground.
- Contacting the Health Office before sending a student will ensure social distancing.
- A pass or note with their first and last name will accompany the student.
- A pass or note will state the reason for their visit.
- The student will be triaged in the Health Office and then the student will return to class or be sent home.
- If the student has a fever of 100 or more and there are symptoms associated with COVID19 (COVID-19 Screening Tool for Symptoms), Flu or communicable diseases, they will be given a surgical facemask to wear and wait in an isolation/sick area monitored by a staff member until their parent/guardian takes them home. If they are unable to wear facial covering, they will maintain social distancing.
- Some symptoms of COVID-19 are similar to other conditions. For example, a student with documented seasonal allergies and a runny nose may not have COVID-19 symptoms, but symptoms of seasonal allergies and may return to class.
- A student will wash their hands or use hand sanitizers before returning to class.
- If a student returns to class, they will return with the note sent by staff and the brief results of the visit.

**GUIDELINES FOR REFERRAL TO THE HEALTH OFFICE OR CONSIDER CLASSROOM/PLAYGROUND BASED SERVICES**

Reasons For Health Office Visit	Classroom Based Services
Symptoms of COVID-19	Medications a student can self-administer and that are self-carried.
Symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C), which may include rash, swollen red eyes, tongue, hands, and feet.	Minor Tooth/Primary tooth comes out.
Suspected Fever	Small paper cuts, abrasions, picked scabs.
Scheduled specialized Physical Health Care Procedures (Consider staggered times :)	Wound care/Ice pack for small bumps and bruises or use of cool cloth (paper towel)
	Localized bug bites. (Cool cloth)

<p>Diabetic care and monitoring for “lows” or unconscious  Catheterization  Gastric Tube Feedings  Scheduled medications (Consider staggered times and calling ahead to ensure social distancing)</p>	<p>Minor headaches or fatigue with no other symptoms</p> <p>Mild stomach ache or nausea.</p>
<p>Altered levels of consciousness/possible concussion  Avulsed Tooth (not related to teething)</p>	<p>Readily controlled nosebleeds, where the student can deliver self-care.  Anxiety/stress/psychological issue using calming measures and /or contact school psychologist or counselor</p>
<p>Head injury/complaining of neck pain- DO NOT move, keep the student calm  And call  911</p>	<p>Muddy Clothes (call parents)</p> <p>Broken shoes/sandals/belts (call parents)</p>
<p>Difficulty breathing/shortness of breath</p>	<p>*Staff members may contact the Health Office for first aid supplies, if they do not have them.  *</p>
<p>Severe abdominal/groin pain</p>	<p><i>(CSNO COVID-19 Health Services Recovery Plan Resource in Educational Setting, June 2020)</i></p>
<p>Seizure (uncontrolled movement). DO NOT hold down, remove objects that may cause injury</p>	

**Visitor Screening:**

Visitors should be mindful of the following symptoms prior to entering any CUSD facility:

1. A fever and/or chill (100 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days

## **RETURN-TO-WORK/SCHOOL AFTER ILLNESS PROTOCOL:**

### **STUDENTS & STAFF**

**Purpose:** To provide guidance on when to allow a student to return back to school and an employee to return back to work after showing signs of a fever and respiratory illness.

#### **Criteria for Return to Work/School After Fever:**

Staff and students may return to work/school when the following criteria is met:

1. At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and
2. Other symptoms have improved; and

Staff members or students should have a negative test for SARS-CoV-2 if returning before day 11, OR healthcare provider documentation that symptoms are typical of the staff member's or student's underlying chronic condition (e.g., allergies or asthma) OR healthcare provider confirmation of an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus).

#### **Criteria for Return-to-Work/School After Confirmed Positive COVID-19 Test:**

In accordance with the Fresno County Department of Public Health (FCDPH), students and staff may return to work/school after a positive COVID-19 test, as soon as the following criteria is met:

- If tested positive for COVID-19 test and ASYMPTOMATIC, they can return to work/school:
  - **Time-based strategy.** Can return to work if:
    - They re-test on Day 5 or more and are asymptomatic
    - If they choose not to test, they return and 10 days have passed since the date of their first symptom and have a positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
  - **Time-based strategy for severely immunocompromised.** Can return to work if:
    - 20 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the

- symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.
- Tested positive for COVID-19 and SYMPTOMATIC, they can return to school/work:
    - Symptom-based strategy. Can return to work if:
      - They retest on day 5 or more, are asymptomatic and the covid-19 diagnostic test is negative they may return on day 6 or, If they choose not to re-test, they return at least 10 days have passed since symptoms first appeared and at least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications and
      - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved.
  - **Symptom-based strategy for severe to critical illness or who are severely immunocompromised.** Can return to work if:
    - At least 20 days have passed since symptoms first appeared, and
    - At least 1 day (24 hours) have passed since last fever without the use of fever reducing medications, and
    - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved.

**Criteria for Return to Work/School After Exposure to a Confirmed Positive COVID-19 Person:**

All asymptomatic close contacts less than six feet for a cumulative total of 15 minutes within a 24-hour time period in a shared indoor air space (e.g. classroom) may discontinue quarantine after Day 10 from the date of last exposure without testing. If close contact develops symptoms, the close contact will need to be isolated for 10 days from the start of symptoms. See *Criteria for Return to Work/School After a Confirmed Positive COVID-19 Test* above for guidance.

- CUSD positions designated as “healthcare workers” who were exposed to a confirmed COVID19 person and are asymptomatic:
  - If there are staffing shortages, the “healthcare worker” may return to work after Day 7 from the date of last exposure after completing a Polymerase Chain Reaction (PCR) nasal swab test after Day 5 and receives a negative test result. After this time, the “healthcare worker” must use surgical face masks at all times during work and continue to use face coverings when outside the home through Day 10 after last exposure.
- CUSD employees who are fully vaccinated and boosted or not yet eligible to receive a booster, or who have been diagnosed with COVID-19 in the last 90 days are presumed immune if they are asymptomatic. They do not need to quarantine if exposed to a confirmed positive COVID-19 case and/or to someone with COVID-19 symptoms.

All close contacts released from quarantine before Day 10 must:

- Self-monitor for COVID-19 symptoms through Day 14 and if symptoms occur, immediately self-isolate and refer to the Process for Employees to Report COVID-19 Related Illness chart located in this CUSD Return-to-Work Toolkit.
- Adhere strictly to all recommended non-pharmaceutical interventions, including consistent use of face coverings and maintaining a distance of at least 6 feet from others, through Day 10.

### **Role of School Nurse and/or Health Staff/Contact Tracer:**

Once alerted to a fever or respiratory illness in a student or staff, a member of the health staff or contact tracer should communicate with the individual to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness.

- Health staff/contact tracer should call students or staff to check on symptoms and to offer support to the ill individual.
- Once an ill individual meets criteria listed above, the health staff/contact tracer will clear the student or staff member to return to work/school.

### **COVID-19 CASE FORM**

If an employee or student becomes ill on campus/district, they will immediately report to the school's isolation area and the case form will be completed.

Once the employee or student arrives at the isolation area, immediately provide them with a mask. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The contact tracer must complete the COVID-19 Case Form. The employee must notify their supervisor.
- The contact tracer and others attending to the ill student and/or employee should also wear a protective mask and gloves while working with the suspected infected person.
- The contact tracer will direct the ill student and/or employee to leave school or call the parent of the student to be picked up and go home.
- When interviewing a student and/or employee with a confirmed case of COVID-19, the contact tracer must identify persons who they may have come in close contact with, as defined as being within six feet of someone, for a total of 15 minutes within a 24-hour period in a shared indoor airspace. (e.g. classroom)
- *Unless required by the local health authority, the name of the employee or child should not be provided.*

- If the person with a confirmed case of COVID-19 is able to identify, to the best of their knowledge, any person whom they may have had close contact with, the student and/or employees will be advised by the contact tracer that they may have been in close contact with a confirmed COVID-19 person. The close contact person will then be asked to follow the quarantine policy for those exposed to covid-19. Parents of students will be notified if their child is a close contact.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned in addition to all other common surfaces recently touched by the employee or student.

## **FACE COVERING PROTOCOL**

**PURPOSE:** The following shall be the protocol for wearing a face covering while in a CUSD facility as a measure to mitigate the spread of COVID-19.

“Face covering” means a surgical mask, a medical procedure mask, a respirator worn voluntarily, or a tightly woven fabric or non-woven material of at least two layers. A face covering has no visible holes or openings and must cover the nose and mouth. A face covering does not include a scarf, ski mask, balaclava, bandana, turtleneck, collar, or single layer of fabric.

NOTE: CUSD will provide a face shield in accordance with the chart below. To comply with cloth drape, employees shall tape a paper towel to the bottom of the face shield and replace paper towel on a daily basis.

Employees who are not fully vaccinated have the right to request an N95 respirator for voluntary use. CUSD will provide the respirator at no cost to employees and instructions on how to properly fit and wear the respirator. If an employee does not request an N95 respirator, they must wear an approved face covering as defined above.

### **CUSD Students:**

Students shall wear face coverings in compliance with each school site and school district protocol, and in accordance with the California Department of Public Health Return to School Guidance.

### **CUSD Visitors:**

Visitors shall wear face coverings in compliance with each school site and school district protocol, and in accordance with the California Department of Public Health Return to School Guidance.

## **PHYSICAL DISTANCING PROTOCOL: IN THE SCHOOL SETTING**

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

- The California Department of Public Health Return to School Guidance, dated July 12, 2021, removes the requirement for physical distancing student to student in the classroom setting as long as masking is implemented at the school.
- CalOSHA Emergency Temporary Standards (ETS) no longer require physical distancing, except:
  - During an outbreak (3 or more employees in an exposed group), the CUSD will evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.
  - Physical distancing and barriers must be used in a major outbreak according to current guidelines for all employees, regardless of vaccination status.
- For contact tracing purposes, anyone within six feet for a cumulative total of 15 minutes within a 24-hour time period in a shared indoor airspace, (e.g. classroom) will be considered a close contact.

## **CLEANING AND DISINFECTING PROTOCOL**

Per CDPH guidelines dated June 30, 2022, “In general routine cleaning is enough to sufficiently remove the virus that causes Covid-19 from the surface. If disinfectants are used, use asthma-safer products. Disinfecting (using disinfectants on the [U.S. Environmental Protection Agency COVID-19](#) list) removes any remaining germs on surfaces, which further reduces any risk of spreading infection.

For more information on cleaning a facility regularly, when to clean more frequently or disinfect, cleaning a facility when someone is sick, safe storage of cleaning and disinfecting products, and considerations for protecting workers who clean facilities, see [Cleaning and Disinfecting Your Facility](#).

If a facility has had a sick person with COVID-19 within the last 24 hours, clean the spaces occupied by that person during that time.”

Only approved Environmental Product Agency (EPA) products will be used to disinfect.

All product label instructions shall be followed by anyone using a disinfecting product, paying attention to appropriate Personal Protective Equipment (PPE) and required product dwell time to effectively disinfect. In a school setting, anyone using a disinfecting product must have completed the Integrated Pest Management (IPM) training in accordance with the Healthy Schools Act.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES**

**PURPOSE:** To provide guidance to staff on what PPE may be applicable to their job duties in response to COVID-19.

To obtain the best pricing and track expenditures for possible reimbursement, PPE specific to COVID-19 response shall be procured in bulk quantities by the Maintenance & Operations Department and distributed as needed. Departments/Sites with PPE needs not specifically related to COVID-19 response shall continue to purchase and provide the needed PPE.

### **Surgical Face Masks:**

- *Who should use:* Designated positions such as: school nurse/registered nurses, licensed vocational nurses, health aides, custodial staff, staff and ill persons, or anyone trained to do specialized healthcare procedures.
- *When to use:* When required by state or local health order and in accordance with the CUSD Face Covering Protocol.
- *Typical tasks necessitating use:* Employee presence in an essential facility, nursing services (employees providing nursing services/procedures, masking any student or staff that are showing signs and symptoms of respiratory illness).

### **N95 Respirators:**

- *Who should use:* School Nurses, licensed vocational nurses, and employees who are not fully vaccinated and would like to use one voluntarily.
- *When to use:* When performing aerosolizing medical procedures, when using products that would require respiratory protection according to the Safety Data Sheet, and for unvaccinated employees who want to voluntarily use them.
- *Typical tasks necessitating use:* tracheostomy suctioning, performing nebulizer treatments, or when handling concentrated cleaning and disinfecting products, as required by the Safety Data Sheet.

### **Face Shields/Eye Protection:**







*Who should use:* Custodians, teachers, paraeducators, school nurses /registered nurses, licensed vocational nurses or anyone trained to do specialized healthcare procedures and in accordance with the CUSD Face Covering Protocol.

- *When to use:* When splash protection is required and in accordance with the CUSD Face Covering Protocol.
- *Typical tasks necessitating use:* Diapering, providing first aid, performing specialized healthcare procedures and cleaning contaminated areas and while doing medical aerosol procedures such as oral or tracheostomy suctioning or nebulizer treatments. NOTE: The face shield guidance on this PPE protocol is for specific medical procedures and tasks that require splash protection.







### **Medical-Grade Protective Gowns:**

- *Who should use:* Custodians, teachers, paraeducators, school nurses, licensed vocational nurses and health aides.
- *When to use:* Generally, when clothing needs to be protected from contaminants.
- *Typical tasks necessitating use:* Diapering, providing first aid, performing specialized healthcare procedures and cleaning contaminated areas.
- NOTE: For employees performing Aerosol Generating Procedures, a level 3 medical grade protective gown is required. A lower-level medical grade protective gown is adequate for all other medical procedures performed in the school setting.

## STUDENTS COVID-19 ILLNESS AND QUARANTINE GUIDELINES

Student A	Student B	Student C	Student D	Student E	Student F
 <p>Any student who has tested positive for COVID-19 &amp; confirmed with lab results <u>With symptoms</u>; Isolation until the following requirements have been met:</p> <p>-10 days since symptoms first appeared <u>and</u></p> <p>-24 hours*(1 day) with no fever (without use of fever-reducing medicine) <u>and</u></p> <p>- Symptoms have improved *The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p><u>Without symptoms (asymptomatic)</u>: Isolate for 10 days from test date:</p> <p>-Monitor self for symptoms, take temperature twice a day</p> <p>1Released from isolation after 10 days have passed as long as no symptoms have been present</p>	 <p>Any student who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results <u>With Symptoms</u>: Isolation until the following requirements have been met:</p> <p>-24 hours*(1 day) with no fever (without use of fever-reducing medicine) <u>and</u></p> <p>-Symptoms have improved *Student B should have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition(e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.</p>	 <p>Any student who lives in the same household with Person A OR Symptomatic B*</p> <p>If Student C is without symptoms (asymptomatic): -Quarantine for 10 days following date of last exposure including complete separation from the person in your house with COVID-19. This means no contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom. -Quarantine to continue for 10 days after Person A completes isolation if unable to avoid exposure to Person A. -If Student C remains asymptomatic, they may discontinue quarantine under the following conditions: ---Quarantine can end after Day 10 from the date of last exposure without testing ---Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative. *If Student C becomes symptomatic, follow the instructions under Student B</p>	 <p>Any student with close contact to Person A (&gt;15 min (cumulative per day), &lt;6 feet): If Student D is exposed and both Student D and the positive student were <u>UNMASKED</u> Student D must quarantine. If Student D remains asymptomatic, they may discontinue quarantine under the following conditions: ---Quarantine can end after Day 10 from the date of last exposure without testing ---Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.</p> <p>If student D is exposed and both students were MASKED, student D may enter a "Modified Quarantine". Students under a Modified Quarantine can continue to come to school under the following conditions:</p> <ul style="list-style-type: none"> <li>✓ Are asymptomatic</li> <li>✓ Continue to appropriately mask, as required</li> <li>✓ Undergo at least twice weekly testing during the 10-day quarantine, and</li> <li>✓ Continue to quarantine for all extracurricular activities at school, including sports and activities within the community setting.</li> </ul>	 <p>Any student who has had exposure to Student B, C or D <b>NO QUARANTINE OR ACTION REQUIRED</b> --Continue to self-certify your health on a daily basis.</p> <p>If Student B, C or D with whom Student E had exposure within 14 days tests positive (timeline should start 2 days before Student B, C or D develops symptoms) then follow directions for Student D.</p>	 <p>Any student who is fully vaccinated against COVID-19</p> <p>Student F needs to mask and should continue to practice handwashing, etc.</p> <p>If Student F is exposed to COVID19: --If asymptomatic, no quarantine is needed</p> <p>--If symptomatic, COVID-19 testing and contacting primary physician is recommended. Student may return to work when symptom-free for 24 hours.</p> <p>If Student F tests positive for COVID-19: --Must isolate for 10 days and can r when symptom-free for 24 hours (with no fever (without the use of fe reducing medicine)</p>

## COVID-19 ILLNESS AND QUARANTINE GUIDELINES

Person A	Person B	Person C	Person D	Person E	Person F
 <p>Any person who has tested positive for COVID-19 &amp; confirmed with lab results  <b><u>With symptoms:</u></b> Isolation until the following requirements have been met: --10 days since symptoms first appeared <b>and</b> --24 hours*(1 day) with no fever (without use of feverreducing medicine) <b>and</b> --Symptoms have improved                      *The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p><b><u>Without symptoms (asymptomatic):</u></b> Isolate for 10 days from test date:                      --Monitor self for symptoms, take temperature twice a day                      --Released from isolation after 10 days have passed as long as no symptoms have been present</p>	 <p>Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results  <b><u>With Symptoms:</u></b>                      Isolation until the following requirements have been met:                      --10 days since symptoms first appeared <b>and</b> --24 hours*(1 day) with no fever (without use of feverreducing medicine) <b>and</b> --Symptoms have improved                      *The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days                      * If Person B receives a negative test result, employee may return to work sooner than the 10 days as long as their symptoms have resolved.</p>	 <p>Any person who lives in the same household with Person A OR Symptomatic B*                      If Person C is without symptoms (asymptomatic):                      --Quarantine for 10 days following date of last exposure including complete separation from the person in your house with COVID-19. This means no contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom.                      --Quarantine to continue for 10 days after Person A completes isolation if unable to avoid exposure to Person A. *If Person B receives a negative test result, then Person C does not need to quarantine.</p>	 <p>Any person with close contact to Person A (&gt;15 min (cumulative per day), &lt;6 feet)                      Quarantine immediately for 10 days** following date of last exposure --Monitor self for symptoms, take temperature twice a day --Notify Primary Care Provider if symptoms develop                      **If a healthcare worker is quarantined, the length of quarantine is reduced to 7 days with a negative test result after day 5.</p>	 <p>Any person who has had exposure to Person C or D                      NO QUARANTINE OR ACTION REQUIRED <b>unless:</b> Person C or D develops symptoms OR Person E had contact within 14 days (timeline should start 2 days before Person C or Person D develops symptoms) <b>then:</b>                      --Continue to selfcertify your health on a daily basis</p>	 <p>Any person who has received COVID-19 vaccine:                      Person F needs to continue to practice social distancing, masks, handwashing, etc.</p> <p>If Person F is exposed to COVID-19:                      --If asymptomatic, no quarantine is needed                      ==If symptomatic, COVID-19 testing and contacting primary physician is recommended.                      Employee may return to work when symptom-free. If Person F tests positive for COVID19:                      --Must isolate for 10 days and can return when symptom-free for 24 hours (1 day) with no fever (without the use of fever-reducing medicine)</p>



Central Unified School District

## Returning to Work and Staying Healthy

Our schools play a critical role in the overall health of our community and returning to regular operations will aid in the recovery from the COVID-19 pandemic.

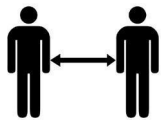


**HEALTH SCREENING** Staff should self-monitor for symptoms before physically reporting to work. If employees have any COVID-19 symptoms or a reasonable belief that they may have been exposed to COVID-19, they should stay home.



### ENHANCED CLEANING/DISINFECTING IN PLACE AT WORK SITES

Custodial staff will perform regular cleaning daily. Cleaning supplies, hand sanitizer and soap are available for employees.



**PHYSICAL DISTANCING** Recent evidence indicates that in-person instruction can occur safely without minimum physical distancing requirements when other mitigation strategies (e.g., masking) are implemented. This is consistent with [CDC K-12 School Guidance](#).



**FACE COVERINGS** Adults in K-12 school settings are recommended to mask when sharing indoor spaces with students.

**VULNERABLE EMPLOYEES** may self-identify as members of a high-risk or vulnerable population. If employees identify as part of this population, they should inform Human Resources to arrange for alternate work assignments or eligible leave.

**The safety of our employees is a top priority. A return to work sites will be carefully coordinated following guidance from public health agencies and reflecting best practices for the workplace.**

## **FREQUENTLY ASKED QUESTIONS**

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

*Notify supervisor immediately as outlined on the COVID-19 Positive Exposure Plan for CUSD Employees Flow Chart contained in this Toolkit. By following the steps on the Flow Chart, the identity and health information of the employee will be confidential and aid in decreasing the chance of spreading COVID- 19.*

### **2. What should I do if someone living in my immediate household tests positive for COVID-19?**

*Remain at home. Notify your supervisor immediately. The circumstances will be confidentially reviewed with the Human Resources Department and Lead School Nurse.*

### **3. What if a person in my immediate household has been exposed to COVID-19 and directed to quarantine for ten (10) days?**

*Contact your immediate supervisor. If the person living in your immediate household is not showing any symptoms of COVID-19, the CUSD employee may continue to report to work. If the person living in the immediate household begins to show signs of COVID-19, consult with a medical provider and notify the immediate supervisor who will consult with the Human Resources Department and Lead School Nurse.*

### **4. How will CUSD support staff in promoting a safe and smooth return to school for students attending CUSD programs?**

*CUSD is committed to following the guidelines provided by CDC, CDPH, FCDPH, and Cal/OSHA in order to promote a safe environment for students, staff, and community.*

### **5. What does a contact tracer do?**

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

### **6. How will CUSD protect my HIPAA rights and confidentiality should I test positive for COVID-19?**

*All medical related information shared with an employee's supervisor is confidential. However, in order to evaluate the risk of the infection to other employees, a supervisor will share this information with their appropriate district supervisor to begin contact tracing protocol.*

## **TRAINING VIDEOS**

Please watch the training videos for Donning and Doffing Personal Protective Equipment (PPE) at the links below.

[Putting on Personal Protective Equipment: CDC Video](#)

[Taking off Personal Protective Equipment: CDC Video](#)

## **COVID-19 ADDITIONAL RESOURCES**

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

[Fresno County Department of Public Health](#)

[California Department of Education](#)

[California Department of Public Health](#)