Office of the Fresno County Superintendent of Schools

RETURN-TO-WORK TOOLKIT

Effective: June 22, 2020
This *Return to Work Toolkit* was designed by the Office of the Fresno County Superintendent of Schools (FCSS) to set forth standards and protocols for the safety and well-being of FCSS employees, students and any other persons accessing FCSS office and school settings. Its contents are to be implemented organization-wide and utilized in conjunction with department/program site-specific plans. This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.

### TABLE OF CONTENTS

Introduction: Purpose, Scope And Responsibilities ................................................................. 3  
FCSS Stages Of Re-Entry: Office Settings .............................................................................. 4  
FCSS Stages Of Re-Entry: School Settings ............................................................................ 5  
Re-Entry Schedule .................................................................................................................. 7  
Protection Guidelines ............................................................................................................. 8  
Building Access Protocol: FCSS Employees And Visitors .................................................... 9  
Building Common Area Usage Protocol ................................................................................ 9  
Health Screening Self-Certification Protocol ........................................................................ 10  
Return To Work/School After Illness Protocol: Students & Staff ........................................ 13  
Face Covering Protocol ........................................................................................................ 14  
Social Distancing Protocol .................................................................................................... 15  
Disinfecting Protocol ............................................................................................................. 17  
Personal Protective Equipment (PPE) Guidelines ................................................................. 19  
FCSS Employee And Student COVID-19 Exposure Response Plan .................................... 20  
  COVID-19 Positive Response Process For FCSS Employees ........................................... 21  
  COVID-19 Screening Flow Chart Of FCSS Students ......................................................... 22  
Returning To Work & Staying Healthy .................................................................................... 23  
Frequently Asked Questions ................................................................................................. 24  
Training Videos ..................................................................................................................... 27  
COVID-19 Additional Resources .......................................................................................... 27  
Employee Return To Work Toolkit Acknowledgement .......................................................... 28
INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

The Office of the Fresno County Superintendent of Schools (FCSS) 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 FCSS 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
- Frequent cleaning and disinfecting 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 FCSS Return to Work Toolkit is designed to set forth standards and protocols for FCSS employees as we return to our onsite work locations, in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety. We will update this toolkit to account for the necessary changes as the virus evolves. In the meanwhile, we must offer grace and civility to each other as we make our way through our “new normal.”

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.
FCSS STAGES OF RE-ENTRY: OFFICE SETTINGS

Purpose: To inform FCSS employees of the office re-entry stages that follow the guidelines provided to us by state and local public health officials.

Stage 1: Keeping essential workers safe
- Office buildings are open to essential FCSS staff
- Doors are locked – public access by appointment only
- Teleworking is highly encouraged whenever possible for all staff
- Facial coverings are required
- Social distancing in place
- Gatherings of not more than 10 people with social distancing
- Self-certified health screening upon entry for staff and visitors
- Intensified cleaning and disinfection

Stage 2: Early re-entry
- Office buildings are open to staff
- Doors are locked – public access by appointment only
- Teleworking is used as a tool by management to maintain social distancing in areas where staff otherwise would be too close or when the job duties merit
- Facial coverings are required when in proximity to another person and in common areas
- Social distancing in place
- Physical barriers such as screens are installed where social distancing is not possible
- Gatherings of not more than 10 people with social distancing
- Self-certified health screening upon entry for staff and visitors
- Intensified cleaning and disinfection

Stage 3: Public access - July 1
- Office buildings are open to staff
- Doors are open to public
- Teleworking is used as a tool by management to maintain social distancing in areas where staff otherwise would be too close or when the job duties merit
- Facial covering requirement and social distancing may be relaxed in accordance with official guidance
- Larger gatherings allowed only in accordance with official guidance
- Self-certified health screening upon entry for staff and visitors
- Intensified cleaning and disinfection

Stage 4: Normal operations
- Return to normal operations
FCSS STAGES OF RE-ENTRY: SCHOOL SETTINGS

Purpose: To inform FCSS employees of the school re-entry stages that follow the guidelines provided by state and local public health officials.

FCSS Sites: Ramacher, Monte Vista, Sutherland, VHEA, and CTEC
FCSS Classes on District Campuses: Special Education satellite classes
FCSS Classes on non-FCSS Facilities: JJC, DNA, Project Hope, Selma ATP, Lighthouse, and the Fresno County Jail

Stage 1: Keeping essential workers safe
- School buildings are closed to students
- Educational program is 100% distance learning
- School buildings are open to essential FCSS staff
- Doors are locked – scheduled access only
- Teleworking is highly encouraged whenever possible for all staff
- Facial coverings are required
- Social distancing in place
- Gatherings of not more than 10 people with social distancing
- Self-certified health screenings upon entry (coordinated with landlord or host district as needed)
- Intensified cleaning and disinfection (coordinated with landlord or host district as needed)
- In addition to these protocols, Special Education classrooms on school district campuses follow host district protocols

Stage 2: Modified program (will be adjusted as current conditions and orders allow)
- School buildings are open to FCSS staff and limited number of students
- Specific procedures for ingress/egress developed by each site
- Limited ability to transport students due to social distancing requirements
- Educational program modifications developed by each program
- Class sizes limited by spacing of furniture to allow six feet of separation
- Excess and difficult to disinfect furniture and materials removed from classrooms
- Meals eaten in classroom at assigned desk or outdoor space
- Staggered recess and meal periods
- Frequent hand washing/use of hand sanitizer built into schedule
- Teaching of good hygiene practices
- Limited extra-curricular activities
- At-risk staff assigned to distance learning or other lower risk assignments
- Physical barriers such as screens where social distancing is not possible
- Facial coverings are required when in proximity to another person and in common areas
- Gatherings of not more than 10 people with social distancing
- Health screenings upon entry (coordinated with landlord or host district as needed)
- Intensified cleaning and disinfection (coordinated with landlord or host district as needed)
• Frequent disinfection of classroom equipment and manipulatives by instructional staff
• Plan to toggle between modified program and full distance learning (cleaning after diagnosed case, uptick in countywide conditions)
• Special Education classrooms on school district campuses follow host district protocols

Stage 3: Modified program in Fall (will be adjusted as current conditions and orders allow)
• School buildings are open to FCSS staff and students with limits as described below
• Specific procedures for ingress/egress developed by each site
• Limited ability to transport students due to social distancing requirements
• Educational program modifications developed by each program
• Class sizes limited by spacing of furniture to allow for social distancing
• Excess and difficult to disinfect furniture and materials removed from classrooms
• Meals eaten in classroom at assigned desk or outdoor space
• Staggered recess and meal periods
• Frequent hand washing/use of hand sanitizer built into schedule
• Teaching of good hygiene practices
• Limited extra-curricular activities
• At-risk staff assigned to distance learning or other lower-risk assignments
• Physical barriers such as screens may be used where social distancing is not possible
• Facial covering requirement and social distancing may be relaxed in accordance with official guidance
• Larger gatherings allowed only in accordance with official guidance
• Health screenings upon entry (coordinated with landlord or host district as needed)
• Intensified cleaning and disinfection (coordinated with landlord or host district as needed)
• Frequent disinfection of classroom equipment and manipulatives by instructional staff
• Plan to toggle between modified program and full distance learning in response to conditions
• Special Education classrooms on school district campuses follow host district protocols

Stage 4: Normal operations
• Return to normal operations
**Purpose:** To inform FCSS employees of the office and school re-entry schedule. This schedule is subject to change.

### Office Setting:

<table>
<thead>
<tr>
<th>Site</th>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
<th>Stage 4</th>
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* = Pending completion of construction

### School Setting:

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<th>Site</th>
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PROTECTION GUIDELINES

Purpose: To identify the employer and employee responsibilities as FCSS facilities reopen for staff and students.

Employer Responsibilities:
The following Protection Guidelines are FCSS’ responsibilities that will be in place until further notice:

- Implement daily self-monitoring health screening processes for staff and students
- Provide PPE and cleaning/sanitizing supplies for FCSS employees
- Post additional signage throughout FCSS 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)
- Limit the size of gatherings to ensure alignment with Fresno County Department of Public Health guidance
- Consider flexible/rotating work schedules for FCSS employees, when possible
- Stagger assigned breaks and lunch times to avoid large gatherings
- Implement measures encouraging physical distancing of a minimum of six feet between individuals; when physical distancing cannot be maintained, implement procedures to protect employees and students

Employee Responsibilities:
The following Protection Guidelines are minimum standards and employee responsibilities that will be in place until further notice:

- 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)
- Wear face covering in accordance with the Facial Covering Protocol
- Maintain a minimum of six feet of physical distance in accordance with the Social Distancing 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
- 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/disinfecting
- Avoid large gatherings during assigned breaks and lunch times as much as possible
- Minimize close contact and no physical greetings such as a handshake or hug
- Use stairs, not elevator, when available and possible
BUILDING ACCESS PROTOCOL: FCSS EMPLOYEES AND VISITORS

**Purpose:** To inform FCSS employees of the standards when entering FCSS owned and/or operated buildings to ensure the health and safety of employees and visitors.

**BUILDING PREPARATION**
- Signs will be posted at main entrance doors with health and safety reminders
- Six-foot distance markers will be placed at main entrances and other areas where lines may form in FCSS buildings, as appropriate
- Physical barriers will be used when a minimum of six feet of physical distance cannot be maintained
- Hand sanitizer will be available at main entrances and other locations as appropriate, of FCSS buildings
- A drop-off box will be placed in the breezeway of the Peter G. Mehas building for any documents needed to be received by a department/program within the Peter G. Mehas and/or Towers buildings for internal correspondence only.

**PROTOCOL FOR ENTERING AN FCSS BUILDING:**
- All visitors must enter the main building entrance when they visit an FCSS building.

**VISITORS**
- Departments are highly encouraged to schedule appointments in advance for all visitors; walk-in visitors will be seen at the discretion of the department
- All visitors will be expected to self-certify their health status before entering an FCSS building or school site by answering the health questions listed on posted signs at main entrances
- The Front Reception is required to contact a department staff member prior to sending visitor to their destination
- When department staff member greets their visitor at the main entrance, they are expected to ask the same health screening questions as listed on posted signs prior to escorting visitor to their destination
- If department does not answer receptionist call, the visitor will be provided with the contact information to schedule or reschedule their appointment
- Department staff must make every effort to answer calls from the main front reception desk (extension 3000)

BUILDING COMMON AREA USAGE PROTOCOL

**Purpose:** To provide guidance for staff on protocols for usage of common areas.

**Common area definition:** 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.

Common areas are unique areas that will require modifications, both physically and procedurally, to minimize potential exposure. Disinfection of all common areas has been intensified in accordance with the Disinfecting Protocol. Because these areas may be
accessed by others at any time and maintaining six feet of distance may not always be possible, face coverings shall be worn in all common areas except when eating.

**LOBBIES AND WAITING AREAS**
Excess furniture will be removed or identified as not for use. Remaining furniture will be spread out to meet social distancing guidelines. Physical barriers will be put in place as appropriate at reception desks. Signage will be posted regarding self-certified health screenings, hand hygiene and social distancing.

**MEETING ROOMS**
The capacity of meetings rooms is reduced to accommodate social distancing. Signage indicating the reduced capacity is posted at the entrance to the room.

**HALLWAYS**
Because hallways may not be wide enough to allow passing while maintaining six feet of distance, face coverings shall be worn. Do not linger in hallways or engage in conversations as this will make the area more congested.

**RESTROOMS**
Restrooms are to be stocked at all times with sufficient supplies, particularly hand soap. Adjacent urinals and sinks may be taken out of service to maintain social distancing. If a multiple person restroom is already occupied, consider using a different restroom or waiting if social distancing cannot be maintained.

**BREAK ROOMS**
Staff are encouraged to eat their meals in their office or outdoors at a safe social distance. Breakroom seating capacity is reduced, and dividers placed as appropriate to maintain social distance. Facial coverings may be removed while eating. Shared items should be taken out of service. Shared items include, but are not limited to, condiments, seasonings and toasters. Coffee stations, water dispensers, microwaves and refrigerators may be available for staff use. Staff is strongly encouraged to use proper sanitizing procedures before and after using any shared appliance. Signage encouraging proper hygiene and food safety practices as well as social distancing will be placed in break rooms.

**ELEVATORS**
When using elevators, limit numbers of persons to allow six feet of separation and wear a face covering. Consider using the stairs when available and possible.

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**HEALTH SCREENING SELF-CERTIFICATION PROTOCOL**

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

**EMPLOYEE HEALTH SCREENING**
All FCSS employees who report to work (in-person) are required to “self-certify” their health by answering the questions below prior to entering their assigned work location:
1. Are you feverish?
2. Do you have chills?
3. Do you have a new or worsening cough?
4. Do you have shortness of breath?
5. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
6. Have you traveled outside of the country in the past 14 days?

If employee answers “no” to the questions above, they can report to work. FCSS employees will be expected to adhere to the following precautions:

• Wash hands with soap and water or alcohol-based 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 do not share food or drinks
• Avoid touching eyes, nose and mouth with unwashed hands
• Sanitize work area before leaving each day
• Practice good respiratory etiquette (cover cough and sneezes with a tissue or into sleeve)
• Contact immediate supervisor and leave work immediately if employee starts to feel feverish or have respiratory symptoms

If employee has subjective or documented fever AND any of the respiratory symptoms:

• Stay home and contact your immediate supervisor for further instructions
• Supervisors and managers will utilize and consistently apply the COVID-19 Health Screening Decision Tree for Supervisors to determine whether the employee should stay home or report to work

If employee has respiratory symptoms but NO subjective or documented temperature:

• If symptoms secondary to underlying disease (such as allergies or asthma) and not worsened compared to baseline, then employee can continue to work and follow precautions as stated above
• If symptoms are new, stay home and contact immediate supervisor for further instructions

Employees will also be prompted with health screening questions upon logging onto their FCSS computer each day. Refer to the Health Screening Self-Certification Computer Prompt contained in this Toolkit.

STUDENT SCREENING

Parents of FCSS-run school programs will be educated on the need to certify their child’s health before their child reports to school.

Passive Screening: Instruct parents to screen their child’s health before they send their child to school. Observe the symptoms outlined by public health officials and ask yourself the following questions:

1. Is my child feverish?
2. Does my child have chills?
3. Does my child have a new or worsening cough?
4. Does my child have shortness of breath?
5. To my knowledge, has my child had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)

- If the parent answers “no” to all questions, they can allow their child to come to school.
- If the parent answers “yes” to any of the questions, they will need to stay home and consult with their doctor.

Active Screening: Engage in symptom screening as students enter campus and buses, consistent with public health guidance, which includes:
- Ask all students about COVID-19 symptoms within the last 24 hours.
  1. Are you feverish?
  2. Do you have chills?
  3. Do you have a new or worsening cough?
  4. Do you have shortness of breath?
  5. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)

Complete a visual health check for signs and symptoms of illness (e.g. excessive sweating, lethargy or fatigue)
- If student answers “no” to all questions and appears well, student will be allowed to proceed onto campus
- If the student answers “yes” to any question or upon visual check, the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature may be taken using a touchless infrared thermometer
- If the student’s temperature is 100.4 or above or they have verbally confirmed symptoms, have them don a surgical facemask and go to the isolation area; staff should contact the parent to pick up the student

VISITORS SCREENING
Passive Screening: When possible, any visitor coming will be educated on the need to certify their health before coming to an FCSS building or school site
- Questions that visitors are expected to answer regarding their own health:
  1. Are you feverish?
  2. Do you have chills?
  3. Do you have a new or worsening cough?
  4. Do you have shortness of breath?
  5. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
6. Have you traveled outside of the country in the past 14 days?
   • If the visitor answers “no” to all questions, they may enter the FCSS office/school setting
   • If the visitor answers “yes” to any of the questions, they need to stay home

   **Active Screening:** The department designee who greets the visitor at the main entrance shall ask the same health screening questions as stated above prior to escorting the visitor to their destination.

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**HEALTH SCREENING SELF-CERTIFICATION PROMPT**

**Purpose:** To provide an example of what the FCSS computer notification will state when an employee turns on their computer each day.

**FCSS Healthy Workplace – Employee Self-Screening**

**Employee Self-Screening**

1. Are you feverish?
2. Do you have chills?
3. Do you have a new or worsening cough?
4. Do you have shortness of breath?
5. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
6. Have you traveled outside of the country in the past 14 days?

If you reply YES to any of the questions above or you are feeling ill, please advise your supervisor immediately.

Thank you for adhering to all precautionary measures, on a daily basis, including wearing a face covering and maintaining six-feet physical distancing at all times, and to the extent possible.

Together, we can create an emotionally and physically safe workplace for everyone. Thank you, for doing your part today!

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**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.
To assure that students and employees are free from fever and respiratory illness or completely recovered from COVID-19 confirmed illness before returning to school and work. Case management of ill students and staff assures students and staff only return to work/school when safe to do so.

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER FEVER (NOT RELATED TO COVID-19)
Per the Fresno County Department of Public Health, students and staff may return to work/school as soon as the following criteria is met:

- At least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement of symptoms (e.g., cough, shortness of breath, gastrointestinal issues or other signs and symptoms of illness)

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER CONFIRMED POSITIVE COVID-19 TEST
Per the Fresno County Department of Public Health, students and staff may return to work/school after a positive COVID-19 test, as soon as the following criteria is met:

- If tested for COVID-19 and were positive, they can return to work/school:
  - If they have no fever for three days without the aid of medications and show improvement in respiratory symptoms, and;
  - It has been 10 days since onset of symptoms
- For individuals who NEVER had any symptoms, but were tested POSITIVE, they can return to work/school after 10 days have passed since the date of their first positive COVID-19 diagnostic test
- If individual had an exposure, but never had any symptoms and were told to self-isolate, they can return to work/school after 14 days of self-isolation are over

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 should call student or staff daily to check on symptoms and to offer support to the ill individual
- Once ill individual meets criteria listed above, the school nurse will clear the student or staff member to return to work/school

FACE COVERING PROTOCOL

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

FCSS Employees
Face coverings must be worn in FCSS facilities when social distance of a minimum of six feet cannot be maintained. Employees may remove face coverings when alone in their own offices, assigned work areas or cubicles. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces, when working within six feet of another person and when travelling through FCSS facilities.
An appropriate face covering is one that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk or linen. Acceptable cloth face covering options include, but are not limited to:

- Face covering provided by FCSS
- Bandana
- Neck gaiter
- Homemade face covering
- Scarf
- Face shield (consider a shield with a cloth drape on the bottom)
- Tightly woven fabric, such as cotton T-shirt and some types of towels

A cloth face covering that no longer covers the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to a person’s face; has holes or tears in the fabric; and/or obstructs an employee’s vision do not comply with this protocol. An employee or member of the public must immediately replace their face covering when damaged or leave the facility.

Employees who choose to use a surgical mask or N95 respirator may do so as long as the surgical mask or N95 respirator is in good condition and can remain securely attached to the employee’s face. If employees choose to wear an N95 respirator, they may be required to sign a waiver.

**FCSS Students**

Students shall wear face coverings in compliance with each school site and school district protocol.

**FCSS Visitors**

Visitors must wear a face covering when entering and moving about FCSS facilities. When a visitor reaches their destination, they may remove their face covering when a minimum of six feet can be maintained. However, visitors may be expected to keep face coverings on at all times in certain situations.

### SOCIAL DISTANCING PROTOCOL

**Purpose:** To provide guidance to staff on best practices for social distancing. The most important mitigation strategy in the fight against COVID-19 is social distancing. The document provides best practices for both the school and office setting. Following these strategies will help assure that office, classrooms, and common areas meet the CDC guidelines for social distancing. If social distancing is not feasible, individuals will need to wear masks until social distancing can be achieved.

**DEFINITIONS**

**Social Distancing:** According to the CDC, social distancing, also called physical distancing, means keeping space between yourself and other people outside of your home by:
• Staying at least six feet (about two arm’s length) from other people
• Not gathering in groups
• Staying out of crowded places and avoiding mass gatherings

Close Contact: refers to a person who may have been exposed to someone who tested positive for COVID-19. A close contact should be asked to self-quarantine for 14 days at home. According to the Fresno County Department of Public Health, to be considered a close contact, a person needs to be within six feet of a COVID-19 positive person, unmasked, for 15 minutes or more. A contact tracer, clinic or hospital staff, or the Fresno County Department of Public Health will contact someone considered a close contact once that determination has been made.

BEST PRACTICES FOR SOCIAL DISTANCING

Gatherings, Field Trips and Visitors
• Pursue virtual group events, gatherings or meetings, if possible, and promote social distancing of at least six feet between people if events are held; limit group size to the extent possible
• Postponing high-contact activities/classes (e.g. PE, field trips, choir, high-contact after-school activities, such as football) and restructuring athletic, performing arts and club activities to keep students engaged while physically distant
• Limit any nonessential visitors, volunteers and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
• Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings and spirit nights, as much as possible
• Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches and communities

Staggered Scheduling
• Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible
• When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts)
• When teleworking or flexing work schedules/hours is not practical or available, employees and others are to maintain a minimum of six feet of physical distance between employees and others, to the extent possible, especially if social distancing is recommended by state and local health authorities.

Mealtime Considerations
• Delivering meals to classrooms, the specific area in the campus designated for each class or in kiosks near locations where students will be eating
• Having students eat lunch and snacks in the classroom or outside in designated areas for each class so that students do not mix
Student Arrival
- Designate multiple student drop-off areas around school; at these drop off areas, assemble multiple health questionnaire check-in stations that are at least six feet apart; Place tape “x” every six feet behind the tables to cue waiting students to wait until called upon.
- Students should be escorted back to their classes; If classroom staff is not ready to receive students, students should wait in an area that allows for appropriate social distancing; if social distancing is not feasible, students should wear masks.

Student Departure
- Students should stay in classroom until parent/guardian or bus is ready to receive them; once ready, students should be escorted to the front office or bus loading area by a classroom staff member.

Other Considerations for School Settings:
- Hold classes in larger rooms, such as the gym, library or cafeteria and space students at least six feet apart.
- In any locations where students need to line up, place markers on the pavement to show where students stand to maintain a distance of six feet in a single line and where lines form so that lines are at least six feet part.
- Using block schedules or rotating teachers through the classroom(s) rather than having students change classrooms.
- Hold staff meetings virtually.
- If not being used as individual classrooms, consider keeping libraries, gyms and playgrounds off-limits for regular use unless they can be sanitized between groups.

DISINFECTING PROTOCOL

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

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected three times per day. In the office setting, staff may utilize disinfecting supplies that will be provided at stations around offices to disinfect computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting supplies as appropriate.

Only approved Environmental Product Agency (EPA) products will be used to disinfect. The list of EPA-approved products can be found [here](#).

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 SOP #833 – Integrated Pest Management.
OFFICE SETTINGS
- Peter G. Mehas Center and Towers buildings: the FCSS custodian will disinfect common area high-touch surfaces three times a day; these areas include door handles and panic hardware, counters, handrails, elevator buttons, light switches, breakroom tables, microwaves, and refrigerator handles; the contracted custodial company will disinfect during the routine nighttime service.
- At office locations served by landlord provided or hired cleaning service, areas will be disinfected according to contractual terms, usually nightly (including but not limited to Channing Court, Starpoint Towers, Civic Center, Pacific Southwest Building).
- At all office locations, disinfection stations with cleaning supplies, PPE and product use instructions are available to staff to disinfect work areas whenever desired.

SCHOOL SETTINGS
Important: Disinfectants should not be applied on items that children might put in their mouths. Cleaning toys and other items used by children should be done with soap and water or an appropriate sanitizing solution.

FCSS School Sites (Ramacher, Sutherland, Monte Vista, VHEA, and CTEC):
FCSS custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, three times a day. Classrooms, including student desks, student chairs, trash cans, in-classroom restrooms and all hard surface flooring will be disinfected one time per day.

Items such as student manipulatives, toys, equipment, teacher/paraprofessional desks and chairs or items not listed above are the responsibility of the teacher/paraprofessional to clean or disinfect. Disinfecting supplies are available to staff in designated areas or by contacting the site custodian.

All classrooms and bathrooms are fogged with a probiotic spray one time per week. This probiotic fogging is not a substitute for disinfecting with a product on the EPA list of approved disinfectants but is an additional step to eliminate biofilm that can protect bacteria and viruses.

Integrated Classrooms:
Integrated classrooms (including but not limited to special education classes at district sites and DNA) are disinfected in accordance with the host school districts’ custodial procedures. These procedures vary from district to district, but include, at a minimum, daily disinfection of classroom surfaces as described above.

Disinfecting supplies are provided to integrated classroom staff for additional disinfection during the day.

JJC, Lighthouse:
At locations served by landlord-provided custodial service, areas will be disinfected according to contractual terms, usually nightly. Disinfecting supplies are provided to staff for additional disinfection during the day.
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 Facilities & Operations Department and distributed as needed. Departments with PPE needs not specifically related to COVID-19 response shall continue to purchase and provide the needed PPE.

SURGICAL FACE MASKS
Who should use: Designated positions such as: School nurses, LVNs, custodial staff and ill persons.
When to use: When required by state or local health order (As of 5/19/2020, the City of Fresno Emergency Order 2020-13 requires employees of essential businesses to wear facial coverings while in the essential facility)
Typical tasks necessitating use: Employee presence in an essential facility, nursing services (nurses providing nursing services/procedures, masking any student or staff that are showing signs and symptoms of respiratory illness).

MEDICAL-GRADE GLOVES
Who should use: Custodians, maintenance personnel, teachers, paraeducators, school nurses, licensed vocational nurses, and anyone using disinfecting products that require skin protection.
When to use: When using cleaning products that require skin protection, when a person may come into contact with bodily fluid or other contaminants.
Typical tasks necessitating use: Cleaning, diapering, providing first aid, specialized healthcare procedures.

FACE SHIELDS/EYE PROTECTION
Who should use: Custodians, teachers, paraeducators, school nurses or anyone trained to do specialized healthcare procedures.
When to use: When splash protection is required.
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, and licensed vocational nurses.
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.

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

**Purpose:** FCSS recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an FCSS employee or student. Therefore, the FCSS has created, in conjunction with the Fresno County Department of Public Health, flow charts to ensure employees know and understand who to notify and what will occur in response. The flow charts were created to protect confidential health information, including the identity of affected individuals.

Refer to COVID-19 Positive Response Process for FCSS Employees and COVID-19 Screening Flow Chart of FCSS Students, which are contained in this Toolkit.
COVID-19 Positive Response Process for FCSS Employees

**Employee** will communicate positive test results to Benefits Analyst and Immediate Supervisor

**Benefits Analyst** notified of COVID - 19 Positive Employee

- **Notify** appropriate Cabinet Member
- **Notify** Director, Health Services

- **Notify** Facilities/Operations
- **Notify Fresno County Department of Public Health**
- **Notify Public Information Officer (PIO)**

**Facilities/Operations** will close affected areas

**Provide support and guidance**

**Work with Human Resources** to draft communication to department/programs

**Assign Contact Tracer**

**Report to Director, Health Services on Results**

**Director, Health Services** to alert affected employees/guests

**Fresno County Department of Public Health Packet given to close contacts on how to quarantine**

**Contact Tracer to follow up with COVID - 19 Positive Employee and Director, Health Services**

**Employee released to return to work after meeting Centers for Disease Control (CDC) guidelines**

**Employee to work with Benefits Analyst on return to work**

**Director, Health Services to follow up with Benefits Analyst**

Important Note: Aside from the specified contacts noted above on this flow chart, the County Superintendent and FCSS employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. FCSS may notify affected employees in a way that does not reveal personal health-related information of an employee.
COVID-19 Screening Flow Chart of FCSS Students

Signs and Symptoms of COVID-19 Infection
- Fever
- Cough
- Nasal Congestion
- Sore Throat
- Shortness of Breath
- Diarrhea
- Nausea or Vomiting
- Fatigue
- Headache
- Myalgia

Student Presents to Health Office
Nurse to give student a surgical mask if the student is not wearing one

Nurse Assessment: Verbal
When did the symptoms start?
Any exposure to someone ill?
What are your signs & symptoms?

Nurse Assessment: Visual
Flushed cheeks, difficulty breathing,
fatigue, extreme fussiness/agitation, coughing

Nurse Assessment: Physical Exam
- Temperature >100 degrees F
- Pulse Oximetry: <98%

Visual, Verbal and/or Physical Concerns Identified

No
- Observe for 10 minutes
  - Improvement?
    - Yes
      - Return to Class
    - No
  - Isolate and Prepare to Send Home

Yes
- Are Symptoms severe?
  - If so, call 911:
    - Trouble Breathing
    - Persistent pain or pressure in the chest
    - New Confusion
    - Inability to stay awake
  - Follow-up with student/ family, nursing health services director for suspected COVID-19 cases

Return to Class
On **Wednesday, July 1**, FCSS employees will begin returning to their work sites in preparation for the opening of the 2020-2021 school year. 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.

**OUR HEALTHY WORKPLACE PROTOCOLS**

**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 and disinfecting of high-touch surfaces, furniture, floors and restrooms. Cleaning supplies, hand sanitizer and soap are available for employees.

**SOCIAL DISTANCING**
Staff is asked to maintain a minimum of six feet between themselves and other employees as or when possible. Physical workspaces may be adjusted to address social distancing.

**BARRIERS**
Designated areas in which interaction with the public takes place will be provided physical barriers such as plastic screens and guards.

**FACE COVERINGS**
When social distancing is not achievable, staff should wear face coverings.

**VULNERABLE EMPLOYEES**
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 assignment 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 immediate supervisor and Benefits Analyst immediately as outlined on the COVID-19 Positive Exposure Plan for FCSS 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?
   Notify immediate supervisor and the Benefits Analyst immediately. The circumstances will be confidentially reviewed with the Director of Health Services and employee will, in most cases, be asked to quarantine for 14 days.

3. What if a person in my immediate household has been exposed to COVID-19 and directed to quarantine for 14 days? What should I do?
   If the person living in your immediate household is not showing any symptoms of COVID-19, the FCSS employee may continue to report to work. If the person living in immediate household begins to show signs of COVID-19, consult with medical provider and notify immediate supervisor who will consult with the Director of Health Services.

4. Do I need to quarantine for 14 days when I return from out-of-state travel?
   No, there is no longer an isolation requirement when travelling state-to-state; however, when an employee travels outside of the country, the employee will need to self-isolate for 14 days and be symptom-free before returning to work.

5. What should I do if I see someone in a common area or walking around an FCSS facility without a face covering?
   Confidently initiate the steps as outlined in the Superintendent’s Civility Policy which promotes mutual respect, civility, courtesy and orderly conduct among county office employees. If employee is not comfortable addressing the matter directly with their co-worker, they are highly encouraged to share their observation with their immediate supervisor. The employee’s immediate supervisor is then expected to work with the co-worker’s immediate supervisor to rectify at the department level.

6. Can I remove my mask when in an office where all present are able to maintain a minimum of six feet of physical distance at all times?
   Yes, employees and other persons may remove face coverings when individuals are in an office/classroom setting when a minimum of six feet of physical distance can be maintained and when all present individuals openly agree they are comfortable with removing face coverings.
7. I have a note from my doctor that states I cannot wear a mask. What should I do? Contact Rhonda Lodridge, Benefits Analyst, at rlodridge@fcoe.org. The Benefits Analyst will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

8. Will there be a teleworking option as we transition back to the office/school setting? Telework may be a viable option when teleworking poses advantages for both FCSS and employees as a temporary and effective alternative. These reasons may include, but are not limited to, the relief of office and school setting space constraints, providing for an additional staffing option in response to COVID-19 related reasons that employees may encounter and greater work-life flexibility as employees’ transition back to work and their family members transition back to school.

9. Is COVID-19 PN available for me to use? Contact your immediate supervisor who will work in conjunction with the Benefits Analyst and Benefits Specialist to assess available leave entitlements, including COVID-19 PN.

10. Will I be expected to return to work if I have an underlying health condition? If employee has an underlying medical condition, they must provide medical certification to the Benefits Analyst who will then trigger the Interactive Process to determine if there is a reasonable accommodation.

11. I am 65+ years of age and am expected to report to work. What do I do? Communicate directly with your immediate supervisor, who will work in conjunction with Human Resources to discuss available options if you have concerns with reporting back to work.

12. What if my child’s school does not reopen and I have ongoing childcare needs, what do I do? Work with your immediate supervisor to consider flexible work schedule and teleworking options. If these options are not available, contact the Benefits Analyst to review possible leave entitlements.

13. How will FCSS support staff in promoting a safe and smooth return to school for students attending FCSS programs? Program/Site-specific plans have been created to provide guidance and protocols for a safe, healthy return to school for students attending FCSS programs. The program/site plans will vary based on the student population, the needs of the student, or the students’ district of attendance.

14. 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.

15. How will FCSS protect my HIPPA rights and confidentiality should I test positive for COVID-19?
By following the steps outlined on the COVID-19 Positive Exposure Plan for FCSS Employees Flow Chart, only those persons who need to know will be informed. These individuals are trained to respond quickly and confidentially to protect you and those who may have been in contact with you.
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

COVID-19 Related Forms

Families First Coronavirus Response Act (FFCRA) Expanded FMLA Leave Request
Please certify you have read the FCSS Return to Work Toolkit in its entirety and watched the Training Videos on donning and doffing personal protective equipment (PPE) by clicking the link below to download and complete the acknowledgement form.

**COVID-19: Employee Return to Work Toolkit Acknowledgement**

**Acknowledgement Quick Guide:**
1. Click the link above
2. Sign in with your FCSS username and password if prompted to login
3. Download the form to your computer
4. Complete fillable fields at bottom of the form
5. Digitally sign the form
6. Return completed form to your Department/Program Designee by clicking the blue “email” button located at the top right corner of the form or simply attaching the form to an email like you do any other document