

FOWLER UNIFIED SCHOOL DISTRICT

# EMPLOYEE GUIDELINE

COVID-19

RETURNING TO WORK



FOWLER  
UNIFIED

SCHOOL DISTRICT

• EST 1889 •

09/25/2020

This **Employee Guideline** was designed by the Fowler Unified School District (FUSD), in conjunction with the Fresno County Superintendent of Schools, to set forth standards and protocols for the safety and well-being of FUSD employees and any other persons accessing FUSD facilities 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.....	2
Employer/Employee Responsibilities .....	3
Building Access Protocol: Employee and Visitors.....	4
Building Common Area Protocol.....	5
Health Screening Protocol.....	6
Return to Work Protocol.....	8
Face Covering Protocol.....	9
Social Distancing Protocol.....	10
Disinfecting Protocol.....	12
Personal Protective Equipment (PPE) Guidelines.....	13
Employee and Student COVID-19 Exposure Response Plan.....	15
FUSD COVID-19 Illness and Quarantine Guidelines.....	17
FAQ.....	18
Employee Guideline Returning to Work Acknowledgement.....	20

## Introduction: Purpose, Scope and Responsibilities

FUSD 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 FUSD 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:

- Physical distancing (staying at least six feet away from others, nose to nose)
- 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 FUSD Employee Guideline is designed to set forth standards and protocols for FUSD 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 guideline to account for the necessary changes as the virus evolves. In the meantime, 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.

## Employer / Employee Responsibilities

**PURPOSE:** To identify the employer and employee responsibilities as FUSD facilities reopen for staff and students.

### **EMPLOYER RESPONSIBILITIES**

The following Protection Guidelines are FUSDs 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 FUSD employees
- Post additional signage throughout FUSD buildings and worksites to raise awareness regarding health and safety protocols (See Building Access and Building Common Area Usage Protocols pg.5)
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol pg.9-12)
- Limit the size of gatherings to ensure alignment with Fresno County Department of Public Health guidance
- Use flexible/rotating work schedules for FUSD 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 pg.6)
- Wear face covering in accordance with the Face Covering Protocol (pg.9)
- Maintain a minimum of six feet of physical distance in accordance with the Social Distancing Protocol (pg.10)
- 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
- Do not share washable dishes/utensils in the break room, bring your own or use paper/plastic
- Minimize close contact and no physical greetings such as a handshake or hug

## Building Access Protocol: Employees and Visitors

**PURPOSE:** To inform FUSD employees of the standards when entering FUSD schools or department offices 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 FUSD buildings, as appropriate
- Physical barriers may 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 FUSD school sites and department offices

### **PROTOCOL FOR ENTERING A FUSD BUILDING**

- All visitors must enter the main building entrance when they visit a FUSD building.

### **VISITORS**

- Departments and offices are highly encouraged to schedule appointments in advance for all visitors; walk-in visitors will be seen at the discretion of the department or site
- All visitors will be expected to self-certify their health status before entering a FUSD building or school site by answering the health questions listed on posted signs at main entrances
- It is required for all visitors to wear a face covering while on campus
- All visitors must enter through the main office. Temperatures will be taken. If temperature is above 100.4, visitors will be turned away and not allowed on campus
- The Front Reception is required to contact a department or classroom staff member prior to sending a visitor to their destination
- When department staff members or teachers greet 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 a staff member or teacher does not answer receptionist call, the visitor will be provided with the contact information to schedule or reschedule their appointment

# Building Common Areas Protocol

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

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

## **CLASSROOMS /MEETING ROOMS**

To maintain fresh air circulation, HVAC units must remain on at all times when occupied. The capacity of meeting rooms is reduced to accommodate social distancing.

## **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 is encouraged to eat their meals in their office, classroom, or outdoors at a safe social distance. Breakroom seating capacity is removed to maintain social distancing. 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 appliances. Signage encouraging proper hygiene and social distancing will be placed in break rooms.

## **WORK ROOMS**

Staff is strongly encouraged to use proper sanitizing procedures before and after using shared office equipment, including but not limited to copy machines, laminating machines, paper cutters, etc.

## Health Screening Protocol

**PURPOSE:** FUSD has implemented a health screening process on a daily basis for all employees, students and visitors prior to entering FUSD offices and school settings as a preventive measure to mitigate the spread COVID-19.

### **EMPLOYEE HEALTH SCREENING**

All FUSD employees who report to work (in-person) are required to “self-certify” their health by accessing *Parent Square* and answering the questions below prior to entering their assigned work location:

1. In the last 14 days, has any in your household has close contact with someone who has or is suspected to have COVID-19?
2. In the last 48 hours, have you/your child(ren) experienced any of the following symptoms?
  1. Fever
  2. Headache
  3. Cough
  4. Sore Throat
  5. Shortness of Breath
  6. Chills
  7. Muscle Aches
  8. Loss of Taste and Smell
  9. Gastrointestinal

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

- Upon entering campus, employees temperature will be taken with infrared thermometer provided in office
- Wash hands with soap and water or alcohol-based sanitizer before starting work and frequently throughout the day
- Practice physical 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 feels feverish AND any of the respiratory symptoms:

- Stay home and contact immediate supervisor for further instructions
- Supervisors and managers will utilize and consistently apply the COVID-19 Screening Checklist
- Use of COVID-19 illness and quarantine guidelines to determine whether the employee should stay home or report to work

If employee has respiratory symptoms but NOT feverish:

- 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

## **STUDENT SCREENING**

Parents of FUSD students will be educated on the need to certify their child's health before their child reports to school.

Parents will be required 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. In the last 14 days, has any in your household has close contact with someone who has or is suspected to have COVID-19?
  2. In the last 48 hours, have you/your child(ren) experienced any of the following symptoms?
    1. Fever
    2. Headache
    3. Cough
    4. Sore Throat
    5. Shortness of Breath
    6. Chills
    7. Muscle Aches
    8. Loss of Taste and Smell
    9. Gastrointestinal
- 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.

Within 20 minutes arriving on campus, temperatures will be taken of all students with a touchless infrared thermometer. Staff will complete a visual health check for signs and symptoms of illness (e.g. excessive sweating, lethargy or fatigue)

- If the student's temperature is 100.4 or above or upon visual check, if the screener feels the student may be exhibiting signs and symptoms of illness, the child will don a face mask and will be sent to the health office. The Health Aide or School Nurse will follow guidelines provided by the Fresno County Department of Health

## **VISITORS SCREENING**

*Passive Screening:* When possible, any visitor coming on campus will be educated on the need to certify their health before coming to a FUSD building or school site. Questions that visitors are expected to answer regarding their own health:

1. In the last 14 days, has any in your household has close contact with someone who has or is suspected to have COVID-19?
  2. In the last 48 hours, have you/your child(ren) experienced any of the following symptoms?
    1. Headache?
    2. Cough
    3. Sore Throat
    4. Shortness of Breath
    5. Chills
    6. Muscle Aches
    7. Loss of Taste and Smell
    8. Gastrointestinal
- If the visitor answers "no" to all questions, they may enter the FUSD office/school setting wearing a face covering
  - Temperatures will be taken of all visitors. If a visitor's temperature is above 100.4, the visitor will need to reschedule appointment and leave campus immediately



## Return to Work Protocol

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

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

### **CRITERIA FOR RETURN TO WORK AFTER FEVER (NOT RELATED TO COVID-19)**

Per the Fresno County Department of Public Health, staff and students may return to work 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 AFTER CONFIRMED POSITIVE COVID-19 TEST**

Per the Fresno County Department of Public Health, staff may return to work after a positive COVID-19 test, as soon as the following criteria are met:

- If tested for COVID-19 and were positive, staff can return to work **if**:
  - They have no fever for three days (72 hours) without the aid of medications and show improvement in respiratory symptoms, **and**;
  - It has been 10 days since onset of symptoms
  - Staff shall submit doctor's note to Director, Human Resources
- For individuals who NEVER had any symptoms, but were tested POSITIVE, they can return to work 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 after 14 days of self-isolation are over

### **ROLE OF SCHOOL HEALTH TECH/LVN**

- Once alerted to a fever or respiratory illness in an employee, the School Health Tech/LVN should communicate with the employee to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness
- The school Health Tech/LVN should call staff daily to check on symptoms and to offer support to the ill employee
- Once ill employee meets criteria listed above, the school Health Tech/LVN will clear the staff member to return to work

## Face Covering Protocol

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

### **FUSD EMPLOYEES**

Face coverings must be worn in FUSD facilities. Employees may remove face coverings under the following circumstances: 1) when eating or drinking while maintaining six feet social distancing; 2) when not sharing common areas, rooms, or enclosed space with others; and 3) when outdoors in public and can stay six feet away from others. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces.

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 FUSD
- Bandana
- Neck gaiter
- Homemade face covering
- Scarf
- Face shield - It is recommended to wear a face shield with a cloth drape on the bottom tucked into shirt (Note: The CDC does not recommend face shields for normal everyday use or as a substitute for face coverings.)
- 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.

### **FUSD STUDENTS**

Face coverings are not required in the classroom for students in grades TK – 2nd but are required when social distancing is not possible, including when entering and exiting school grounds as well as transition periods. For students in grades 3 – 12, face coverings are required anytime on campus.

### **FUSD VISITORS**

Visitors must wear a face covering when entering, exiting and at all times while on FUSD facilities.

# 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. This 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
- Staying out of crowded places and avoiding mass gatherings and not gathering in groups

**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**

### **Teaching in the Classroom**

- Although it is difficult for Coronavirus to be contracted through surfaces, it is recommended that staff use sanitizer or wash hands after touching a student's desk, personal property or collecting student work
- A face covering should be worn by staff at all times (See Face Covering Protocol for exceptions)
- Staff should establish a routine where students can enter and exit the classroom while maintaining six (6) feet social distancing

### **Meeting with Parents or Students**

- Staff members may meet with parents or students 1 on 1 as long as a face covering is worn
- Parents must self-certify their health status before entering FUSD building
- Parents must report to the front office and follow the Building Access and Protocol: Employees and Visitors
- The area a parent or student sat or touched must be disinfected prior to the next parent or student arriving

### **Gatherings, Field Trips and Visitors**

- At this time, volunteers will be excluded from campuses until further notice
- 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 and restructuring athletic, performing arts and club activities to keep students engaged while physically distant

- Limit any nonessential visitors 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, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, and school-wide parent meetings, as much as possible

### **Staggered Scheduling**

- Stagger arrival and drop-off times or locations by student cohort will be determined by site principal
- When possible, staggered work hours may be implemented by supervisors
- 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**

At this time, meals will be distributed as Grab-and-Go. At Marshall Elementary, students on the AM schedule will pick up meals when they leave campus. Students on the PM schedule will pick up a meal as they arrive on campus and eat in the classroom or a designated area. All other school sites meals will be distributed as Grab-and-Go when they leave campus.

### **Student Arrival**

- Students are expected to arrive at school with a facial covering
- Within 20 minutes arriving on campus, temperatures will be taken of all students
- Designate multiple student drop-off areas around school
- Student arrival times should be staggered to ensure social distancing
- 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**

- Elementary students should stay in classroom until parent/guardian or bus is ready to receive them; once ready, students shall follow the site protocol

### **Other Considerations for School Settings**

- 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 apart
- Block schedules
- 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 daily. 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](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19). (<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>)

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.

### **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.**

### **FUSD SCHOOL SITES**

FUSD custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, daily. 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 every day. 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.

## Personal Protective Equipment (PPE) Protocol

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

### **FACE MASKS**

Who should use: All Employees, visitors, and students in grades three (3) and up.

When to use: When required by state or local health order

Typical tasks necessitating use: Employee presence in an essential facility, nursing services

### **MEDICAL-GRADE GLOVES**

Who should use: Custodians, maintenance personnel, teachers, paraprofessionals, school nurses, health Staff, 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, school nurses, health Staff 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.

### **PROTECTIVE GOWNS**

Who should use: Custodians, health Staff.

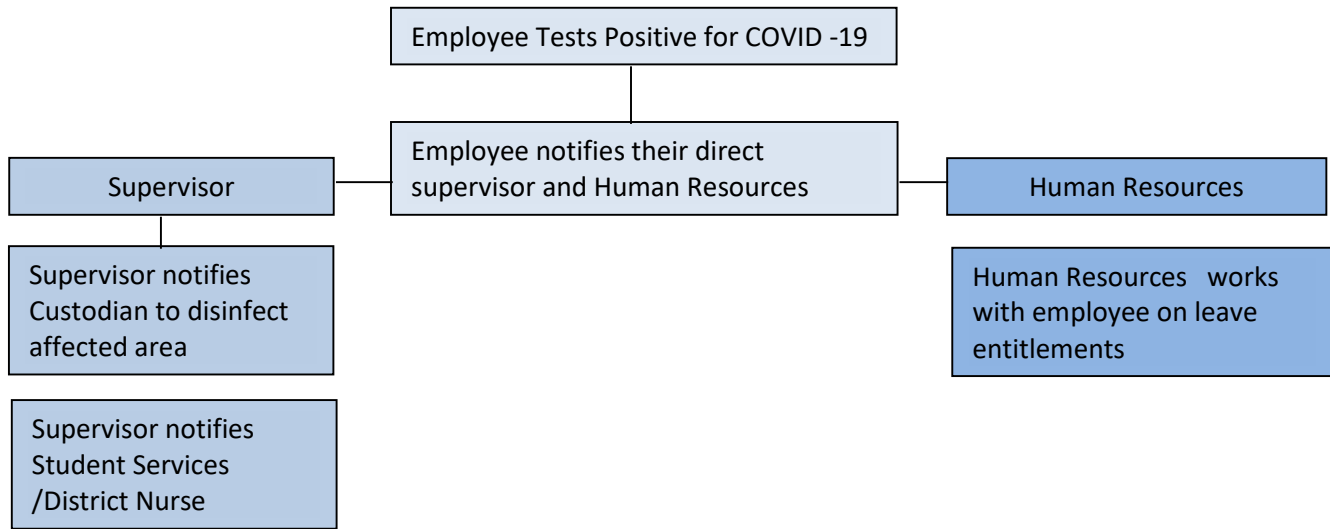
When to use: Generally, when clothing needs to be protected from contaminants.

Typical tasks necessitating use: Diapering, providing first aid, performing specialized healthcare procedures and cleaning contaminated areas.

## Employee and Student COVID-19 Exposure Response Plan

**PURPOSE:** FUSD recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to a FUSD employee or student. Therefore, the FUSD 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 FUSD Employees and COVID-19 Screening Flow Chart of FUSD Students, which are contained in this Guideline.



Health Office Staff (Health Tech/LVN) will,

- Proceed with contact tracing while maintaining confidentiality
- Continue to communicate with and follow instruction and guidance from Fresno County Department of Health
- Follow up with employee and Human Resources

Employee may return to work when,

- They successfully meet CDC guidelines
- Employee notifies Human Resources and submits a note to return to work

**\*\*\*IMPORTANT TO NOTE:** Aside from the specified contacts noted above, the Superintendent and FUSD employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. FUSD may notify affected employees in a way that does not reveal personal health-related information of an employee.

## COVID-19 Screening Flow Chart for Students

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

Student with COVID-19 Symptoms is sent to the health Office wearing a Face Mask.

Verbal

Health Tech asks  
When did symptoms start?  
Any exposure to someone Ill  
What are your Symptoms?

Visual

Health Tech looks for,  
Flushed cheeks, difficulty  
breathing, fatigue, agitation,  
coughing

Physical

Health Tech checks,  
For temperature of >100  
degrees F

**YES**

Isolate and  
prepare to  
send home

If sever call  
911

Are Verbal, Visual, and/or  
Physical concerns identified?

**NO**

Observe for 10 minutes for  
improvement

No  
Isolate and  
prepare to  
send home

Yes  
Return to  
Class



# FUSD COVID-19 Illness and Quarantine Guidelines

In all cases please inform Edith Cantu | (559) 240-0313 edith.cantu@fowler.k12.ca.us

PERSON A



Any person who has tested positive for COVID-19 & confirmed with lab result

**With symptoms:**

- ✓ Isolation until the following requirements have been met:
- ✓ 10 days since symptoms first appeared **and**
- ✓ 24 hours\* (1 day) with no fever (without the use of fever-reducing medicine) **and**
- ✓ **Symptoms** have improved

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

**Without symptoms**

- Asymptomatic(s):**
- ✓ 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

PERSON B



Any person who has tested for COVID-19 and is waiting for lab results, and/or is solely symptomatic

**With symptoms:**

- ✓ Isolation until the following requirements have been met:
- ✓ 10 days since symptoms first appeared **and**
- ✓ 24 hours\* (1 day) with no fever (without the use of fever-reducing medicine) **and**
- ✓ **Symptoms** have improved

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

PERSON C



Any person who lives in the same household with Person A OR Symptomatic Person B

**NO symptoms:**

- ✓ Quarantine for 14 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 14 days after Person A completes isolation if unable to avoid exposure to **Person A**.

PERSON D



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

**Quarantine immediately and for 14 days following date of last exposure**

- ✓ Contact Health Services with any questions 559-265-3026
- ✓ Monitor self for symptoms, take temperature twice a day
- ✓ Notify Primary Care Provider if symptoms develop

PERSON E



Any person who has had exposure to Person C or D

**NO QUARANTINE OR ACTION REQUIRED unless:**

- ✓ Person C develops symptoms OR tests positive and Person E had contact within 14 days (timeline should start 2 days before Person C develops symptoms) **then:**
- ✓ Contact Primary Care Provider to see about testing
- ✓ Contact Health Services with questions regarding timing and exposure
- ✓ Clear on daily self-health screening tool

## Recovered and Released



**Definitions:**

- ✓ **Isolation** separates infected people with a contagious disease from people who are not sick.
- ✓ **Quarantine** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
- ✓ **Close Contact** someone who has spent 15 minutes or more time within 6 feet or less of the index person while unmasked. Starting from 48 hours before the person began feeling sick.

For more information on COVID-19, please refer to the Fresno County Department of Public Health [website](#) or call at 559-600-3332.

## Instructions for Daily Visual Symptom Screening Upon School Entry

### All staff should be made aware of symptoms associated with COVID-19.

- Individuals should be *visually* screened by designated staff each day upon entry to the school campus, to determine if illness may be present. (Individuals should remain 6 feet apart as they enter the campus. If individuals are positive for any items listed in *Visual Screening*, they should be sent to the health office to be further screened by designated staff (Health Tech, LVN or RN).
- Any student who reports or is visually assessed to be ill during the course of the day should be referred to designated staff for further screening and isolation.

#### Visual Screening

- *Temperature  $\geq 100.4^{\circ}\text{F}$*
- *Unusual coloration (flushed or pale)*
- *Unusual behavior (lethargic or fatigued)*
- *Significant coughing*
- *Shortness of breath*
- *Chills*
- *Vomiting*

- Students reporting to the health office should be logged into the health office log.
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Designated health staff (Health Tech, LVN, or RN) will specifically screen students as per the *Symptom Screening Criteria* to determine if symptoms are present that require isolation and dismissal.

#### Symptom Screening Criteria

- *Check temperature to assess for fever ( $\geq 100.4$ ) - automatic dismissal to home*
- *Identify if the following additional symptoms are present (2 or more):*
- *Chills*
- *Cough*
- *Shortness of Breath (not explained by an underlying condition such as asthma)*
- *New onset of loss of smell or taste*

- Students meeting exclusion criteria should be dismissed to home.
- Ill students must be placed in a separate isolation area until picked up by the parent.
- Symptomatic individuals will be logged into a symptom tracker shared by the front office, health room, and isolation space.

### Visual Screening (Observation Only)

- Unusual coloration (flushed or pale)
- Unusual behavior (behavior change, lethargy, unusual fatigue)
- New or significant coughing
- Respiratory symptoms not typical for student
- Shortness of breath
- Chills
- Appearing ill
- Vomiting

### Student Complaint (Verbal Report)

- Nausea/Vomiting/ Diarrhea
- Headache
- Muscle pain
- Fever
- Sore throat
- Loss of taste or smell
- General unwell feeling



### FULL SCREENING (Requires Action and Inquiry by Screening Staff)

\*Symptoms that are independently excludable.  
Consider dismissal to home if combination of 2 or more symptoms not independently excludable.

- Fever and chills [Take temperature (should be < 100.4 °F)]\*
- Shortness of breath or difficulty breathing not explained by an underlying condition or relieved with rescue medication [Assess SpO2 as needed].\*
- Nausea or vomiting\*
- Diarrhea\*
- New onset of loss of taste or smell
- Unusual fatigue
- Muscle or body aches
- Headache
- Congestion or runny nose

**Symptoms that require immediate emergency care:**

- Breathing distress
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

## FOWLER UNIFIED SCHOOL DISTRICT

### Daily Visual Screening Form

SITE: \_\_\_\_\_  
 DATE: \_\_\_\_\_

Name	Fever (≥100.4°F)	Unusual Color (flushed or pale)	Unusual Behavior (lethargic or fatigued)	Coughing dry & persistent accompanied by shortness of breath and muscle pain	Shortness of Breath	Chills	Not feeling well

**DIRECTIONS:** Write-in the name of the site and current date. Complete a new form for each day school is in session. Record temperature. Leave **BLANK** if symptoms **are not** present. Mark with a check mark (✓) if symptoms **are** present. Keep on file in the health office.

## Frequently Asked Questions

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

Notify immediate supervisor and Director of Human Resources immediately as outlined on the COVID-19 Positive Response Process for FUSD Employees Flow Chart contained in this Guideline. 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 Director of Human Resources. The circumstances will be confidentially reviewed with the LVN 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 FUSD 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 LVN.

**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 a FUSD school site or department without a face covering?**

Confidently, with mutual respect, civility, courtesy and orderly conduct among district employees, you may ask the person to wear a face covering. 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 site or department level.

**6. Can I remove my mask when in an office or classroom where all present are able to maintain a minimum of six feet of physical distance at all times?**

No, face coverings must be worn at all times however, there are a few exceptions (i.e. when eating or drinking; alone in a classroom/office; outdoors while maintaining six feet distancing from others).

**7. I have a note from my doctor that states I cannot wear a mask. What should I do?**

Contact the Director of Human Resources. The Director of Human Resources will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

**8. Is Emergency Paid Sick Leave available for me to use?**

Contact the Director of Human Resources to assess available leave entitlements, including Emergency Paid Sick Leave.

**9. 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 Director of Human Resources who will then trigger the Interactive Process to determine if there is a reasonable accommodation.

**10. 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 the Director of Human Resources to discuss available options if you have concerns with reporting back to work.

**11. What if my child's school does not reopen and I have ongoing childcare needs, what do I do?**

Contact the Director of Human Resources to review possible leave entitlements.

**12. 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.

**13. How will FUSD protect my HIPPA rights and confidentiality should I test positive for COVID-19?**

By following the steps outlined on the COVID-19 Positive Response Process for FUSD 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.

## EMPLOYEE GUIDELINE RETURNING TO WORK ACKNOWLEDGEMENT

With the current COVID-19 pandemic in our environment for the foreseeable future, all employees must review and abide by new standards and protocols upon their return to work. As the situation evolves, appropriate adjustments will be implemented.

In an effort to ensure the health and safety of our staff, all employees will be expected to follow the Fowler Unified School District Employee Guideline Returning to Work, including, but not limited to:

- Conduct daily self-certification health screening including taking temperature upon arrival
- Wear face covering in accordance with the Face Covering Protocol
- Maintain a minimum of six feet of physical distancing in accordance with the Social Distancing Protocol
- Practice frequent hand washing (with soap and water for a minimum of 20 seconds)
- Avoid touching eyes, nose, and mouth
- Practice respiratory etiquette
- When feeling ill, and displaying signs of flu-like symptoms, stay home and notify your supervisor

In addition, should I test positive for COVID-19, I will immediately follow the steps as specified on the COVID-19 Positive Response Process for FUSD Employees Flow Chart and notify my immediate supervisor and the Director of Human Resources.

\*\*\*\*\*ACKNOWLEDGEMENT\*\*\*\*\*

I certify that I have read the FUSD Employee Guidelines Returning to Work in its entirety. My signature below signifies that I acknowledge and understand its contents and will abide by the established standards and protocols.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Site/Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date