

Washington Colony Elementary School District

**RETURN- TO- WORK TOOLKIT
And
COVID-SAFETY PLAN
2021-2022**



This **Return to Work Toolkit** was designed by the Washington Colony Elementary School District (WCESD) to set forth standards and protocols for the safety and well-being of WCESD employees, students, staff, instructional aides, After-School Program and any other persons accessing WCESD office and school settings. Its contents are to be implemented organization-wide. This document serves as the Washington Colony COVID-19 Safety Plan (CSP) and Cal/OSHA COVID-19 Prevention Program (CPP). It was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.

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INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

The Office of the Washington Colony Elementary School District (WCESD) 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 WCESD 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.

The following WCESD Return to Work Toolkit is designed to set forth standards and protocols for WCESD 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."

Administration and supervisors 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.

WCESD Campus Protocols

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

COVID-19 CAMPUS PROTOCOLS SUMMARY

- A mask must be worn at all times when entering district grounds
- All employees must enter through the designated area sign will state "Employee Entrance Only" for Middle and Elementary School Grounds.
- It is encouraged to complete a COVID-19 screener form before entering campus on website.
- Cleaning and disinfection will be done daily during school days.
- Teachers will be given disinfection supplies for their classroom
- Employees are to report their respective rooms once they enter campus once in their classroom mask can be removed, If There is another person in the room wear a mask. (in-door setting).

Public Area Restrictions:

- Staff must sanitize copiers or any other items used within a shared work space
- Staff must sanitize hands before using the microwave(Staff Lounge) and/or refrigerator. **Students are not allowed to use microwave.**
- Socializing in public areas should not be done, please be courteous to staff members who need those areas to complete their work. Please reduce congestion.
- Hand sanitizer will be available at main office, M-5, and Room 4

Front Office:

- Doors are open to Public (7:30 a.m.-4:00pm)
- Teacher/ Staff who want to meet with Administration/ Human Resources schedule an appointment.
- Mask covering requirement in-door setting.
- Self-certified health screening upon entry for visitors
- Intensified cleaning and disinfection
- Signs will be posted at main entrance doors with health and safety reminders members who need the front office, please reduce congestion.

WCESD OF SCHOOL SETTINGS

Purpose: To inform WCESD employees of the school setting that follow the guidelines provided by state and local public health officials.

- If parents/ guardian request to meet with teacher (teacher will be notified)
- School buildings are closed to parents, and no volunteers on campus
- Educational program is 100% 5 days a week (**Changes may apply**)
- Classrooms/front office/teacher's restroom will be disinfected per day, during School days.
- School buildings are open to essential WCESD staff only
- Training (videos/ pamphlets on COVID and Safety) will be set-up by front Office.

In addition, Fresno County Superintendent Schools Special Education will follow district protocols

Five Day School: (Subject to Change current conditions and orders allow)

- School buildings are open to WCESD staff and students
- Lunch eaten in classroom (TK-2nd)
- Breakfast eaten in Cafeteria (Preschool- 8th)
- Lunch eaten in Cafeteria (3rd- 8th and Preschool)
- Staggered recess and meal periods
- Frequent hand washing/use of hand sanitizer
- Teaching of good hygiene practices
- Limited extra-curricular activities
- Intensified cleaning and disinfection
- Frequent disinfection of classroom equipment and manipulatives by teachers
- Facial covering requirement in-door setting.

PROTECTION GUIDELINES

Purpose: To identify the employer and employee responsibilities as WCESD facility reopen for staff and students.

Employer Responsibilities:

The following Protection Guidelines are WCESD' responsibilities that will be in place until further notice:

- Provide PPE and cleaning/sanitizing supplies for WCESD employees

- Post additional signage throughout WCESD buildings and worksites to raise awareness regarding health and safety protocols
- Ensure routine cleaning of frequently touched surfaces
- Limit the size of gatherings to ensure alignment with Fresno County Department of Public Health guidance
- Stagger assigned breaks and lunch times to avoid large gatherings

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
- It is encouraged to self-certify your health daily
- Wear face covering in accordance with the Facial Covering Protocol
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing.
- Avoid touching eyes, nose and mouth with unwashed hands
- 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

VACCINATIONS

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

To comply with CalOSHA standards, WCE is required to document the vaccination status of employees. Therefore, WCE employees will complete the COVID-19 Vaccination Status Attestation form and submit to Maria Rodriguez, in the front office. The COVID-19 Vaccination Status Attestation form have been mailed to your home address, if you have not completed your vaccination status attestation form, see Maria Rodriguez in the front office.

COVID-19 TESTING

Purpose: WCE is committed to the safety and well-being of our staff, students, and community. Therefore, WCE will be conducting symptomatic, response, and/or surveillance COVID-19 testing in consultation with local public health officials to monitor the prevalence of COVID-19 at WCE and meet regulatory requirements.

Testing Information

Who: WCE employees on a voluntary basis.

What: A self-administered COVID-19 nasal swab test. (This test involves inserting a cotton swab one inch into each nostril. Detailed instructions on how to self-administer the nasal swab test will be given at the time of testing.)

Where: At WCE School site. (Test done in isolation room)

When: Surveillance testing is offered monthly, and participation is voluntary. If an employee is symptomatic or was exposed to a COVID-19 positive person, testing is available on an as-needed basis.

How: WCE will coordinate COVID-19 testing with a WCE-selected laboratory.

What is the cost?

There will be no charge to the WCE employee.

HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

Purpose: WCE encourages employees, students and visitors to self-certify their health prior to entering WCE office and school settings as a preventive measure to mitigate the spread COVID-19 and to promote good health

EMPLOYEE HEALTH SCREENING

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

1. Fever and/or chills (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste and/or smell
5. Congestion and/or runny nose
6. Fatigue
7. Muscle and/or body aches
8. Headache
9. Nausea/vomiting and/or diarrhea
10. Exposure to COVID-19 in the past 14 days

If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work.

WCESD 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
- 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)

RETURN TO WORK/SCHOOL AFTER ILLNESS PROTOCOL: STUDENTS & STAFF

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

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER FEVER OR ILLNESS

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

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

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

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER CONFIRMED POSITIVE COVID-19 TEST

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

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

symptoms since their positive test. If they develop symptoms, then the symptom-based (and in some special cases test-based strategy in consultation with physician/infectious disease specialist) should be used.

- Tested positive for COVID-19 and SYMPTOMATIC, they can return to school/work:
 - Symptom-based strategy. Can return to work if:
 - At least 10 days have passed since symptoms first appeared and at least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications and
 - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved.
 - **Symptom-based strategy for severe to critical illness or who are severely immunocompromised.** Can return to work if:
 - At least 20 days have passed since symptoms first appeared, and
 - At least 1 day (24 hours) have passed since last fever without the use of fever-reducing medications, and
 - Other symptoms (e.g., cough, shortness of breath, body aches, etc.) have improved.

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER EXPOSURE TO A CONFIRMED POSITIVE COVID-19 PERSON

Fully vaccinated persons (staff and students) do not need to quarantine if exposed to a confirmed positive COVID-19 case. Fully vaccinated persons who were exposed to a confirmed positive COVID-19 case should continue to self-monitor for symptoms and stay home if symptoms develop.

Not fully vaccinated (staff and students) who are asymptomatic close contacts may discontinue quarantine after Day 10 from the date of last exposure without testing. If close contact develops symptoms, the close contact will need to isolate for 10 days from the start of symptoms.

Not fully vaccinated (staff and students) exposed to a COVID-19 positive while indoors, and both the not fully vaccinated student and the positive student or staff are MASKED, the exposed student can use a MODIFIED 10-DAY QUARANTINE. These students may remain in school if they:

- Are asymptomatic
- Continue to appropriately mask, as required
- Undergo at least twice weekly testing during the 10-day quarantine
- Continue to quarantine for all extracurricular activities at school, including sports, and activities within the community setting.

Not fully vaccinated (staff and students) exposed to a COVID-19 positive while indoors, and both or either of the persons are UNMASKED, the not fully vaccinated (Staff and) student must:

- Quarantine can end after Day 10 from the date of last exposure without testing OR
- Quarantine can end after Day 7 if a diagnostic specimen is collected after Day 5 from the date of last exposure and tests negative.
- The student released from quarantine earlier than 14 days from the day exposed, asymptomatic close contacts will need to continue daily self-monitoring for symptoms and wear masks as required through day 14.

WCE EMPLOYEE COVID-19 EXPOSURE RESPONSE PLAN

Purpose: The WCE recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an WCE employee or student. Therefore, the WCE has created the following employee exposure response plan.

PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS

Purpose: The WCE has established a *First Notice Reporting* process to ensure all employees report a COVID-19 Related Illness in a consistent, timely manner.

Employees are expected to report a COVID-19 Related Illness to WCE when:

- You have experienced COVID-19 related symptoms, OR
- You were alerted that you are considered a close contact to a positive COVID-19 case, OR
- You have tested positive for COVID-19, or after being identified as a close contact are awaiting COVID-19 test results.

Employees are expected to follow the steps as indicated below:

1. Promptly notify your immediate Administration that you are going to report a COVID-19 related illness.
2. **Immediately** report all COVID-19 Related Illnesses to Administration
3. Provide the following information when you email or call to ensure timely reporting:
 - a. First and Last Name
 - b. Your Email and Phone Number
 - c. Reason for Report (e.g., *experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results*)
 - d. Department

- e. Actual Work Location (e.g., worksite and room number, if applicable)
 - f. Actual date you last worked in-person
 - g. Actual date you last teleworked
 - h. COVID-19 vaccination status
4. Administration will answer your email/call and assist in determining appropriate next steps.

COVID-19 ADDITIONAL RESOURCES/ Training Videos

Purpose: The WCE will provide effective training and instruction to protect employees from COVID-19 hazards. Below are applicable COVID-19 training videos and additional resources.

COVID-19 TRAINING VIDEOS

[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](#)

[Choosing Safer Activities](#)

COVID-19 Vaccination Resources

[Different COVID-19 Vaccines](#)

[Interim Public Health Recommendations for Fully Vaccinated People](#)

STAY INFORMED: MONITORING COVID-19 IN FRESNO

[Tracking COVID-19 in California](#)