



Sierra Unified (SUSD) is committed to maintaining a safe work environment that continues to reflect guidance from federal, state, and local public health officials to mitigate the spread of COVID-19. As always, our goal is protecting staff, students, parents and members of the public. While testing and vaccines are widely available, we must continue to practice strategies to decrease the spread of COVID-19. Together, our actions 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 guidance is adapted from Fresno County Superintendent of Schools (FCSS) Return to Work Toolkit: COVID-19 Safety Plan, revised July 19, 2021.

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

When you have COVID-19 related questions, contact the following:

To Report COVID-19 Related Illness

*Promptly notify your immediate supervisor **and** email **Barbie Neu** when reporting a COVID-19 related illness.*

Email: bneu@sierrausd.org

Phone: (559) 855-3662

Teresa Page, Director of Education Services tpage@sierrausd.org

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

Barbie Neu, Director of Personnel, bneu@sierrausd.org

For Time Off from Work/Interactive Process

Craig Barnes, Director, Facilities & Operations, cbarnes@sierrausd.org

For Cleaning and Disinfecting Protocols

All employees are expected to adhere to the standards and protocols contained in this document.

All supervisors and managers are responsible to implement and enforce all aspects of this document

Definitions:

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

Close Contact*: A person within six feet for more than 15 minutes (cumulative per day) regardless of whether person(s) is wearing a mask.

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

Contact Tracing¹: 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.

Cohort²: A stable group of no more than 14 children or youth and no more than two supervising adults (or a configuration of no more than 16 individuals total in the cohort) in a supervised environment in which supervising adults and children stay together for all activities (e.g., meals, recreation, etc.), and avoid contact with people outside of their group in the setting.

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

Isolation*: Separates infected people who have a confirmed COVID-19 test from others. Symptomatic COVID-19 positive individuals must isolate for a minimum of 10 days from onset of symptoms and at least one day without fever and an improvement in respiratory symptoms. Asymptomatic COVID-19 positive individuals must isolate for 10 days from test collection date.

¹Definition was retrieved from, Centers for Disease Control and Prevention (2020). *Contact tracing*. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>.

² Definition was retrieved from, California Department of Public Health (2020). *Guidance for small cohorts/groups of children and youth*. Retrieved from: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>.

* Definition was retrieved from, Fresno County Department of Public Health (2020). *Return to school: A guide to responding to COVID-19 cases in k-12 school settings*. Retrieved from: <https://www.co.fresno.ca.us/Home/ShowDocument?id=49500>.

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

Physical distancing: According to the CDC, 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 and staying out of crowded places and avoiding mass gatherings. Also known as Social Distancing.

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

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

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

Quarantine*: Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill. Refer to the "Return to Work/School After illness Protocol: Students and Staff" section of this toolkit for quarantine/isolation periods.

Response testing: This testing is used to identify positive individuals once a case has been identified in a given stable group. Response-based testing can be provided for symptomatic individuals or for asymptomatic individuals with known or suspected exposure to an individual infected with SARS-CoV-2.

Social Distancing: *See Physical distancing.

Stable Groups³: A stable group is a group with fixed membership that stays together without mixing with any other groups for any activities.

Surveillance Testing: *See Asymptomatic Testing.

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

10/1 Rule*: Current CDC guidelines state that the index case must self-isolate for at least 10 days from the date symptom began (for symptomatic patients) OR at least 10 days from the day the positive test was collected, PLUS one day with no symptoms without the

³ Definition was retrieved from, *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California 2020-2021 School Year*, January 14, 2021.

use of medications. If index case has serious underlying medical conditions, contact FCDPH for consultation regarding isolation period.

¹Definition was retrieved from, Centers for Disease Control and Prevention (2020). *Contact tracing*. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>.

² Definition was retrieved from, California Department of Public Health (2020). *Guidance for small cohorts/groups of children and youth*. Retrieved from: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>.

* Definition was retrieved from, Fresno County Department of Public Health (2020). *Return to school: A guide to responding to COVID-19 cases in k-12 school settings*. Retrieved from: <https://www.co.fresno.ca.us/Home/ShowDocument?id=49500>.

³ Definition was retrieved from, *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California 2020-2021 School Year*, January 14, 2021.

Protection Guidelines

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

Employer Responsibilities:

- Extend grace and civility to all those you interact with while in the workplace
- Implement daily self-monitoring health screening processes for staff and students
- Provide PPE (including N95 for unvaccinated employees for voluntary use) and cleaning supplies for 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)
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)
- When required, have COVID-19 testing available for staff and students

Employee Responsibilities:

- Extend grace and civility to all those you interact with while in the workplace
- Self-certify your health daily (See Health Screening Self-Certification Protocol)
- When required, wear face covering in accordance with the Facial Covering Protocol
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer

- Avoid touching eyes, nose and mouth with unwashed hands
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free (See Return to Work/School After Illness Protocol)
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning

COVID-19 Testing

Purpose: FCSS is committed to the safety and well-being of our staff, students, and community. Therefore, FCSS 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 in FCSS schools and meet regulatory requirements.

Testing Information

Who: SUSD employees and students 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 SUSD sites as determined by Department/Program leadership, Human Resources, and Health Services.

When: Surveillance testing is offered weekly, 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: SUSD will coordinate COVID-19 testing with a SUSD-selected laboratory.

What is the cost?

There will be no charge to the SUSD employee.

Fully vaccinated employees are exempt from surveillance testing, but may participate. Students or staff who have tested positive for active infection with SARS-CoV-2 virus within the last 90 days are exempt from asymptomatic testing. Any school currently open is subject to the minimum testing requirement standards established by Cal/OSHA. These standards include response testing for exposed cases and outbreak testing for everyone weekly until no longer considered an outbreak.

Vaccinations

SUSD 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, SUSD is required to document the vaccination status of employees. Therefore, SUSD employees will complete the COVID-19 Vaccination Status Attestation form and submit to Human Resources. The COVID-19 Vaccination Status Attestation form can be found on SharePoint [here](#).

Criteria For Classroom/School Closure

The Fresno County Department of Public Health (FCDPH) considers an outbreak two or more positive COVID-19 cases in a classroom or three positive COVID-19 cases within a school. School administration and FCDPH will consult about classroom and/or school closures. The decision to close a classroom or school will be made by the Fresno County Health Officer on a case-by-case basis.

The specific criteria are outline by the FCDPH which can be found here: <https://www.co.fresno.ca.us/Home/ShowDocument?id=49500>

Health Screening Self-Certification Protocol

Purpose: SUSD encourages employees, students and visitors to self-certify their health prior to entering SUSD offices 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 SUSD 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. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache

10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days

- **If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.**
- If you have new or worsening symptoms, stay home and contact the COVID-19 hotline at covid19report@fcoe.org or (559) 497-3889 and advise your supervisor immediately.

STUDENT SCREENING

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

1. Fever and/or chills (100.4 degrees or higher)
 2. A new or worsening cough
 3. Shortness of breath
 4. Loss of taste or smell
 5. Congestion and/or runny nose
 6. Sore throat
 7. Fatigue
 8. Muscle and/or body aches
 9. Headache
 10. Nausea/vomiting and/or diarrhea
 11. Exposure to COVID-19 in the past 14 days
- If the parent/guardian answers “no” to all questions, they can allow their child to come to school.
 - If the parent/guardian answers “yes” to any of the questions, they will need to stay home and consult with their doctor and report illness to the school absence line.

When the student does not appear to be well or states they do not feel well during the school day, the student will be evaluated by a school nurse/designated staff member.

VISITOR SCREENING

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

1. A fever and/or chill (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath

4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days

Visitors should reschedule SUSD appointments if experiencing any of the above symptoms.

Return to Work/School After Illness Protocol: Students and 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 members 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. See *Criteria for Return to Work/School After a Confirmed Positive COVID-19 Test* above for guidance.

Not fully vaccinated 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 students exposed to a COVID-19 positive while indoors, and both or either of the persons are UNMASKED, the not fully vaccinated 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

NOTE: If any quarantine student becomes symptomatic, they must follow the guidelines outlined in "Criteria for Return to work/School After Illness" section above before returning to school.

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 SUSD facility as a measure to mitigate the spread of COVID-19.

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

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



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

SUSD Staff

In response to the Fresno County Department of Public Health's July 16, 2021, strong recommendation to wear face coverings again in public indoor settings, regardless of vaccination status, face coverings must be worn in SUSD facilities when not alone in a room. Employees may remove face coverings when alone in a room. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces, and when travelling through SUSD facilities.

Face coverings may be removed when outdoors. Employees should consider wearing a face covering outdoors when in crowded areas.

SUSD Students

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

SUSD Visitors

Visitors must wear a face covering when entering and moving about FCSS facilities. Visitors may remove face coverings when alone in a room.

Physical Distancing Protocol: In the School Setting

Purpose: To provide guidance to staff on best practices for physical distancing in the school setting.

Classrooms

- The California Department of Public Health Return to School Guidance, dated July 12, 2021 removes the requirement for physical distancing student to student in the classroom setting as long as masking is implemented at the school.
- In compliance with CalOSHA regulations, all staff shall remain six feet apart from any other staff member, student, parent, or visitor.

Gatherings, Field Trips and Visitors

- Refer to the most current local and state guidance for your specific activity.

Mealtime Considerations

- At mealtimes, maximize physical distancing as much as possible while eating, especially if students are eating indoors. Consider using outdoor spaces or classrooms to help facilitate distancing.

Other Considerations for School Settings:

- Band and choir practices may occur in compliance with each school site and school district protocol, and in accordance with the California Department of Public Health Return to School Guidance.

Cleaning and Disinfecting Protocol

Purpose: To provide information on cleaning and disinfecting efforts during the COVID-19 pandemic.

On April 5, 2021, the CDC updated its guidance on cleaning and disinfecting a facility. The CDC found that the risk for people to become infected if they touch surfaces the virus has landed on and then touch their nose, mouth, or eyes is low. Additionally, the guidance states that cleaning with soap and water at least once a day is generally sufficient. More frequent cleaning may be needed when a space is used by those who may not consistently wear masks, wash hands, or cover coughs and sneezes.

Only approved Environmental Product Agency (EPA) products will be used to disinfect. The list of EPA-approved products can be found [here](#). Products that do not require EPA registration may be used.

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](#).

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.

SUSD School Sites

SUSD custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, once 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 cleaning or 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.

DISINFECTING AFTER A CONFIRMED COVID-19 CASE

After identification of a confirmed COVID-19 positive case in an office or school setting within the previous 24 hours, cleaning and disinfecting of the spaces where the case spent significant time will be arranged. In accordance with the *COVID-19 and Reopening In-Person Instruction Framework & Public Health Guidance for K-12 Schools in California, 2020-2021 School Year dated January 14, 2021*, this will be done after staff and students have left for the day. The space does not need to be closed to staff and students prior to the cleaning and disinfection.

Should the Fresno County Department of Public Health (FCDPH) or FCSS staff become aware that an outbreak may be underway, FCSS will consult with the FCDPH on the need for additional cleaning and disinfecting.

Engineering Controls and Ventilation

In order to maintain adequate ventilation and air quality in schools and offices, the FCSS has taken the following actions:

- Encouraged staff to open windows and doors as appropriate and safe
- Contracted with a qualified heating ventilation and air conditioning (HVAC) company to ensure that all units are operating optimally and provide adequate fresh air ventilation
- Changed HVAC system filters to minimum efficiency rating value (MERV) 13 wherever possible
- Provided each classroom with a portable high-efficiency air filtration unit

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, ill persons, and staff who come into routine contact with others.

When to use: When required by state or local health order and in accordance with the FCSS Face Covering Protocol.

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).

N95 RESPIRATORS

Who should use: School Nurses, LVNs, and employees who are not fully vaccinated and would like to use one voluntarily.

When to use: When performing aerosolizing medical procedures, when using products that would require respiratory protection according to the Safety Data Sheet, and for unvaccinated employees who want to voluntarily use them.

Typical tasks necessitating use: tracheostomy suctioning, performing nebulizer treatments, or when handling concentrated cleaning and disinfecting products, as required by the Safety Data Sheet.

FACE SHIELDS/EYE PROTECTION

Who should use: Custodians, teachers, paraeducators, school nurses or anyone trained to do specialized healthcare procedures and any employee in accordance with the Face Covering Protocol.

When to use: When splash protection is required or in accordance with the Face Covering Protocol.

Typical tasks necessitating use: 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.

LEVEL 3 MEDICAL-GRADE PROTECTIVE GOWNS

Who should use: School nurses, and LVNs.

When to use: Aerosol generating procedures, working in isolation rooms.

Typical tasks necessitating use: tracheostomy suctioning or nebulizer treatments.

SUSD Employee and Student COVID-19 Exposure Response Plan

Purpose: SUSD recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to an SUSD employee or student. Therefore, SUSD will utilize the following employee and student exposure response plan and flowcharts.

PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS

Purpose: 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 SUSD 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 supervisor that you are reporting a COVID-19 related illness.
2. **Immediately** report all COVID-19 Related Illnesses as indicated above by email to Barbie Neu, bneu@sierrausd.org OR by phone (559) 855-3662 x2.
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 a test specimen was collected (if applicable)
 - h. COVID-19 vaccination status
4. Barbie will answer your email/call and assist in determining appropriate next steps, and an LVN may contact you to determine any close contacts.
5. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.

Systems for Communication

Purpose: To ensure SUSD has effective two-way communication with employees, labor representatives, and parents/guardians regarding COVID-19 related issues.

SUSD uses the SUSD COVID-19 Safety Plan as a vehicle to communicate the following to stakeholders:

- Reporting of COVID-19 symptoms following the *Sierra Unified COVID-19 Positive Response Process Flowchart*
- How to identify and report symptoms and hazards that employees may be exposed to within the workplace without fear of reprisal using the procedure outlined in the IIPP
- SUSD procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- SUSD procedures on access to COVID-19 testing including asymptomatic, symptomatic or response testing

In compliance with AB685, the SUSD is required to provide timely employee and union notification when:

- a) positive COVID-19 test or medical diagnosis from licensed medical provider;
- b) ordered quarantine from public health official; or
- c) death from COVID-19.

If a positive case is identified in the workplace, employees will be notified without disclosing the name of the individual or any personally identifiable information about the person to ensure compliance with privacy laws. For more information on this subject, please visit the U.S. Department of Health and Human Services [here](#).

- Employee notification will be sent to department/program employees by applicable cabinet member/designee with a CC to appropriate union representation.
- Parent/Guardian notification will be sent by department/program administration/designee.