



# Return to Work Health & Safety Plan

Under COVID-19 Conditions

**This is a fluid plan that will be adjusted as conditions require.**

UPDATED: AUGUST 4, 2020



## 2020-2021 RETURN TO WORK & SAFETY PLAN

The health and wellness of our employees is a top priority as we return to work. Some things will look a bit different when we return to campuses as we layer in extra health, sanitizing and hygiene steps into the day.



- Staff will be asked to conduct a health screening to self-evaluate for COVID symptoms (cough, shortness of breath, etc.).
- Staff should do a daily temperature check. Anyone with a fever of 100.0 or higher should not go to school. Absences as a result of illness symptoms will be excused.
- Extra time will be built into the day for hand washing/sanitizing, and regular reminders about proper covering of coughs and sneezes.
- Systems are in place for contact tracing and isolation of symptomatic individuals. These systems help in monitoring potential exposure in the event of a positive case at school.
- Face coverings will be used by staff according to existing mandates related to face coverings.
- Deep cleaning, ventilation and sanitizing of facilities will follow California Department of Public Health and Centers for Disease Control protocols.



# COVID-19 & Quarantine Guidelines

## What happens when a student or staff member becomes sick?

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)
- 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):

Quarantine for 10 days from test date:

- Monitor self for symptoms, take temperature twice a day
- Released from quarantine after 10 days have passed as long as no symptoms have been present

PERSON B



**Any person who lives in the same household with Person A**

### No symptoms:

- Quarantine for 14 days following the date of last exposure.
- Quarantine while Person A is ill and isolated (this means NO CONTACT with positive household member)
- Quarantine an additional 14 days after Person A has recovered and been released, IF unable to avoid exposure to Person A.

PERSON C



**Any person with close contact to Person A (>15 min, <6 ft & unmasked)**

### Quarantine for 14 days following date of last exposure:

- Contact Fresno County Department of Public Health with any questions 559-600-3200
- Monitor self for symptoms, take temperature twice a day
- Notify Primary Care Provider if symptoms develop

PERSON D



**Any person who has had exposure to Person B or C**

### NO QUARANTINE OR ACTION REQUIRED unless:

Person B or C develops symptoms OR tests positive and Person D had contact with Person B or C within 14 days 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

*Developed in collaboration with Fresno County Department of Public Health*

## 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 defined as anyone who was within 6 feet of an unmasked infected person for at least 15 minutes, starting from 48 hours before the person began feeling sick until the time the person was isolated.



# Social Emotional Support

We recognize that our staff have been impacted by the COVID pandemic and suspension of on-campus instruction, and a transition back to work wouldn't be complete without social-emotional support. Halcyon provides behavioral health services to our benefited employee through the following programs:

## **HALCYON EMPLOYEE ASSISTANCE PROGRAM**

Halcyon Employee Assistance Program (EAP) is based out of Fresno and is a no cost, confidential program that is available to CUSD employees and their family members that are covered by the CUSD Health Plan. The EAP is staffed 24 hours a day, 365 days a year by licensed counselors who can provide guidance and referrals to local resources.

### **Accessing Halcyon Employee Assistance Program Services:**

Local: 559-751-0015  
Toll-free: 888-425-4800  
Web: [www.halcyoneap.com](http://www.halcyoneap.com)  
Login for Patient Web page: cusd

## **HALCYON BEHAVIORAL HEALTH**

Halcyon Behavioral works with a wide (and growing) network of mental health providers, psychiatric services, substance abuse programs and facilities to ensure that CUSD employees and dependents covered under the CUSD Health Plan receive quality care that meets their specific needs.

Making that happen begins with a confidential telephone conversation between the member and one of Halcyon's licensed mental health clinicians, who listens compassionately while assessing his/her needs. At the end of that conversation, Halcyon provides referrals to all appropriate care.

### **Accessing Halcyon Behavioral Services**

Local: 559-751-0015  
Toll-free: 888-425-4800  
web: <http://www.cusdmhsa.com>  
Web: [www.halcyoneap.com](http://www.halcyoneap.com)  
Login for Patient Web page: cusd



## Prevention Tips



- **Wash hands** often using soap and water or use hand sanitizer.
- **Practice social distancing** when practicable.
- **Wear a mask or face covering** when social distancing is not possible.
- **Avoid touching** your eyes, nose and mouth. Germs spread this way.
- **Do not share** food or drinks.
- **Cover the mouth** with tissue when sneezing or coughing, or cough and sneeze into your elbow. Throw tissues in the trash and wash hands.
- **Frequently clean** commonly used household items and frequently used surfaces.
- **Avoid close contact** with people who are ill.

## If you become ill:



- **Please contact your physician**
- **Remain home for 10 days** after showing symptoms and after they have been fever-free for 24 hours, without the use of fever-reducing medications.
- **Inform your site administrator/supervisor**

**Know the symptoms of COVID.** Symptoms may appear 2-14 days after exposure and could include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.



### Wear Your Face Covering Correctly

- Wash your hands before putting anything on your face
- Put it over your nose and mouth, and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



### Use the Face Covering to Protect Others

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Wear the covering in public settings when around people who don't live in your household, especially when physical distancing measures are difficult to maintain.
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and if you do, wash your hands



### Take Off Your Cloth Face Covering Carefully, When You're Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Be careful not to touch your eyes, nose or mouth when removing, and wash hands immediately after removing



# Frequently Asked Questions:

## Staff Health

### **Q. What will health and wellness look like during the school day?**

- Staff members will be wearing face coverings as designated by public health requirements.
- To minimize contact among the public, students, parents and visitors will have limited access to the school campus.
- Abundant signage will encourage physical distancing, proper hand washing and use of hand sanitizer, and prevention tips.
- Health screenings are expected by staff before coming to work.
- Frequent hand washing or sanitizing will be encouraged.

### **Q. What happens if a student or staff member falls ill while at school?**

Any staff exhibiting symptoms during the work day should go home. Anyone experiencing COVID-related symptoms is advised to contact their healthcare provider immediately.

### **Q. What training is staff provided to support health and safety protocols?**

All employees are required to complete the following training through the Clovis Unified Human Resources Office:

- How to Clean and Disinfect Your Schools
- How to Protect Yourself and Others
- HIPAA Training (for specified positions)

### **Q. What are the PPE guidelines used by CUSD?**

- As recommended by the CDC, all staff should wear face coverings. Per California Department of Public Health guidance, teachers could use face shields, which enable students to see their faces and to avoid potential barriers to phonological instruction.
- Specialized service employees such as front office, food service and custodial service staff will wear appropriate PPE for their roles.



# On Campus Practices & Protocols

One of our core values is to provide safe, student-centered, world-class schools and facilities – and that won't change. In addition to extensive maintenance and cleaning practices already in place, Clovis Unified is implementing health and safety actions at our campuses that were developed with the guidance of local public health officials and the Centers for Disease Control.



## Custodial Procedures

- At least twice daily, disinfect frequently touched hard surfaces (e.g. tables, desks, chairs, door handles, light switches, phones, copy/fax machines, bathroom surfaces, drinking fountains, etc.)
- Daily extensive disinfecting and cleaning of classrooms, offices and workspaces, to take place each evening.



## Campus Logistics

Our school sites include many buildings and areas for daily activities. Safety and social distance signage and daily health screening reminders will be posted in all buildings. Additional steps will be taken to encourage social distancing and hygiene practices.



## Getting around Campus

- Directional flow designations for entry and exits in all buildings, including classrooms, school offices, libraries, etc.
- Social distancing floor markers
- Student to sign out whenever leaving classroom
- Students to have assigned bathrooms
- School sites to restrict non-essential visitors and volunteers. Necessary visitors will follow a check-in procedure at the front door of the school office.



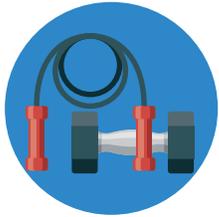
## School Office/Staff Procedures

- Limit sharing of devices such as phones and copying machines, with disinfectant available for between uses.
- Utilizing hand sanitizer and personal protective equipment



## Outdoor Activities

- All playground equipment closed
- Social distancing required in common areas, such as amphitheaters and quads



### Athletic Facilities

Use of gyms and weight rooms will initially be permitted in a limited capacity when allowed by local and state health officials. The following practices for the hygiene of equipment and facilities will be used and were developed with local public health officials, sports and national organizations. These are subject to change.

- Routine cleaning schedules
- Sanitation of hard surface prior to use, including locker rooms, weight equipment, chairs in meeting rooms, etc.
- Hand sanitizer available
- Weight equipment wiped down between athlete usage
- Clothing, shoes worn that minimizes transmission of perspiration on equipment
- Any equipment with exposed openings to be covered
- Athletes encouraged to shower, take home and wash workout clothing daily
- Coach to be provided clean towels and cleaning materials daily for use on equipment, mats, etc.



### Community Use of Facilities

- All facilities closed to outside groups at this time.



# Frequently Asked Questions:

## Campus Safety

**Q: If a someone on campus tests positive, what additional facilities cleaning steps will be taken?**

Access to the areas used by the sick person will be restricted until fully cleaned and disinfected. Cleaning procedures would include fogging the infected space with a disinfectant followed by a deep cleaning with a disinfecting solution of the exposed facility (classroom, office, bathroom, etc.)

**Q: When will sports fields and facilities become available for outside organizations to use?**

Clovis Unified is following the direction of the Fresno County Department of Public Health's guidance.



## Personnel Procedures

Clovis Unified is dedicated to keeping our 6,000+ employees safe and properly equipped as we open schools for in-person and at-home instruction this fall. A wide-range of protocols for the district, employees and visitors are in place.

To help prevent the spread of COVID-19, CUSD employees are expected to:



**Self-monitoring health screening upon entry to all facilities**



**Stay home utilizing leave entitlements if ill**



**Utilize online tools for meetings and events**



**Minimize close contact with others (e.g., physical greetings, handshakes, hugs)**



**Wear face covering in accordance with local and state directives**



**Practice proper hand hygiene, including washing hands often with soap and water for at least 20 seconds, or using an alcohol-based (60% or higher) hand sanitizer frequently to remove pathogens**



**Avoid group gatherings and practice social distancing**



**Regularly clean and disinfect workstation and surfaces**



**Maintain a clutter-free workstation to promote efficient and regular cleaning and disinfecting**



## Employee and Visitor Health Screening Protocol

All CUSD employees and visitors who report to a CUSD site must self-certify their health by answering these questions before arriving:



**Are you experiencing fever, body aches or chills?**



**Are you experiencing any respiratory symptoms (e.g., shortness of breath, or persistent cough, or runny nose)?**

### Employee Steps:

**Employees answering “Yes” to question 1** must inform their supervisors and go home. Click here to view the [exposure flow chart](#).

**Employees answering “Yes” to question 2:** If symptoms are secondary to underlying disease (such as allergies or asthma) and not worsened as compared to baseline, then the employee may report to work. If symptoms in question 2 are new, the employee must inform their supervisor and go home. Click here to view the [exposure flow chart](#).

### Visitor Steps:

**Visitors answering “No”** to all questions may proceed onto CUSD sites.

**Visitors answering “Yes”** to either question must not enter CUSD sites and should go home.



## Visitor and Substitute Protocol for Arrival at a CUSD Site

To minimize the amount of exposure among staff and students, the following procedures are in place for arrival of visitors and substitutes to CUSD sites:

- To ensure safety protocols and self-certification of health, all visitors must enter the main building entrance when visiting a CUSD site.
- Visitors are highly encouraged to schedule appointments in advance of arrival; walk-in visitors will be seen based on availability and at the discretion of the department.
- All visitors and substitutes will be expected to self-certify their health status before entering a CUSD building or school site by answering the health questions listed on posted signs at main entrances.
- The front reception will contact the staff member prior to allowing visitors to enter a work area.
- Staff must make every effort to answer calls from the main front reception desk.

## Disinfecting Protocol

The CUSD Custodial Department will provide regular disinfecting and cleaning of common areas and equipment, including high-touch surfaces such as door handles, counters, light switches and breakrooms at all CUSD sites and facilities. Deep disinfecting will occur in all classrooms and work areas during routine nighttime service.

Cleaning supplies will be available in high-traffic areas of office settings for staff use. 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.



### To support employees in preventing the spread of COVID-19, CUSD will take the following measures:

- Communicate health and safety protocols with signage throughout CUSD buildings and worksites
- Provide PPE and cleaning/sanitizing supplies for CUSD employees
- Ensure routine cleaning of frequently touched surfaces, and nightly disinfecting of offices and classrooms
- Limit the size of gatherings to ensure alignment with local and state guidelines
- When possible, allow for staggering of assigned breaks and employee lunch times to avoid congregation of employees
- Implement measures encouraging physical distancing of a minimum of six feet between individuals; when physical distancing cannot be maintained, implement procedures to protect employees
- Utilize online meeting tools for virtual meetings or events. If in-person meetings are held, ensure social distancing of at least six feet between people and limit group size in accordance with local and state guidelines.
- Provide Families First Coronavirus Response Act (FFCRA) leave. FFCRA Leave Request form: <https://bit.ly/3fDM1on>
- Remote work may be available for employees with a medical reason that makes the employee at “higher risk” as outlined by the Centers for Disease Control (CDC), age 65+, for a required quarantine, or for other circumstances as defined in the Remote Work Guidelines and approved by the site/department administrator. Positions eligible for remote work must be able to perform full duties from home for a temporary amount of time. Guidelines are available on the HR website: <https://www.cusd.com/HumanResources.aspx>
- Provide physical barriers in front office areas where face-to-face interaction with the public occurs
- Limit the presence of adults not employed by the district on campuses
- Provide required COVID-19 online trainings by the Center for Disease Control, including coronavirus awareness, hand washing, sanitation, use of face coverings and managing stress and anxiety of 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
- Daily self-monitoring health screening upon entry to all facilities
- Wear face covering in accordance with local and State mandates
- Practice social distancing, sit and/or stand at least six feet from others
- Wash hands often with soap and water for at least 20 seconds, or use an alcohol-based (60% or higher) hand sanitizer frequently
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning/disinfecting
- Avoid group gatherings as much as possible
- Utilize online meeting tools for virtual meetings, or events
- Minimize close contact and no physical greetings such as a handshake or hug
- Complete the required COVID 19 trainings: How to Protect Yourself and Others and How to Clean and Disinfect Your School.

## EMPLOYEE RETURN TO WORK ACKNOWLEDGEMENT

I certify that I have read the Clovis Unified Return to Work Guidelines 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: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_