Sierra Charter School

RETURN TO WORK TOOLKIT:
COVID-19 Safety Plan

Effective: August 2, 2021
Revised: February 1, 2022
Revised: April 1, 2022
Revised: September 1, 2022
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Sierra Charter School (SCS) 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. For the first time in over 100 years, we found ourselves developing new processes with the goal of 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.

This Return-to-Work Toolkit is designed to set forth standards and protocols for the safety and well-being of SCS employees, students and any other persons accessing the school campus. Its contents are to be implemented school-wide. SCS is responsible to provide systems to support compliance and strategies to promote employee safety, including strategies to mitigate the spread of COVID-19.

This document serves as the SCS 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 one of the following SCS Administrators:

**Lisa Marasco**, Principal/CEO, lmarasco@sierracharter.org
(559) 476-3401 work, (559) 285-1676 cell

**Sherry Iida**, Business Director/CFO, siida@sierracharter.org
(559) 476-3402 work, (559) 930-0959 cell

**Dwayne Stewart**, Assessment & Technology Director/CIO, dstewart@sierracharter.org
(559) 476-3403 work, (559) 706-5279 cell

All employees are expected to adhere to the standards and protocols contained in this document. All administrators are responsible to implement and enforce all aspects of this document.
DEFINITIONS

**Close Contact:** Close contact is defined as someone who has been in a shared air space with an infected person for a total of 15 minutes or more over a 24-hour period, cumulative time, during the infectious period. For the purposes of determining a close contact, cumulative time is defined as the period of time of exposure to ANY/ALL COVID-19 positive person(s), and is calculated as 15 minutes or more of time where a close contact has been in contact to a person(s) positive with COVID-19 while that person(s) was infectious, i.e. 2 days prior to symptom onset while symptomatic, or 2 days prior to test date if asymptomatic, up to the last contact with the COVID-19 positive person(s). The close contact definition applies in both the indoor and outdoor settings.

**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 and restrooms and break rooms.

**Isolation:** Separates infected people who have a confirmed COVID-19 test from others.

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

**Outbreak:** For purposes of determining a COVID-19 outbreak in Fresno County, an outbreak exists when 10% or more of students, teachers, staff, or volunteers (employees per Cal/OSHA) in a shared air space are isolating because of a confirmed COVID-19 positive infection.

**Quarantine:** Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill.

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 face coverings (including KN95) to all employees and students, if requested
- Provide cleaning supplies for employees
- Post additional signage throughout buildings and classrooms to raise awareness regarding health and safety protocols
- Ensure routine cleaning of frequently touched surfaces
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace
- 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
• Practice hand hygiene. 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 and thoroughly wash hands
• Maintain a clutter-free work surface and workstation for efficient and regular cleaning

| COVID-19 TESTING |

**Purpose:** To provide COVID-19 testing to staff and students and to monitor the prevalence of COVID-19 on campus in accordance with local, state, and federal regulatory requirements.

**Testing Information**

**Who:** SCS employees as follows:
• Fully vaccinated employees on a voluntary basis on and after October 15, 2021
• Not fully vaccinated employees are required to test weekly on and after October 15, 2021.

**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:** SCS School Nurse’s office or other designated room.

**When:** Testing will be completed during the employee’s scheduled work hours. If an employee is symptomatic or was exposed to a COVID-19 positive person, testing is available on an as-needed basis.

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

**What is the cost?**
There will be no charge to the SCS employee.

| COVID-19 VACCINATIONS |

SCS 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 to the Fresno County Department of Public Health website: [https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-vaccine-information](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](http://www.myturn.ca.gov)

To comply with CalOSHA standards, SCS is required to document the vaccination status of employees. Therefore, SCS employees will notify administration and submit a copy of completed vaccination record.
COVID-19 VACCINATION STATUS DEFINITIONS

**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.

**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).

**Booster Eligible**: People are considered booster eligible if they have completed the primary COVID19 vaccination series 5 months ago (Pfizer-BioNTech and Moderna) or received the single dose (J&J) at least 2 months ago.

* If employee is booster eligible but has not received a booster dose, the employee is considered fully vaccinated for testing purposes. See chart for specific isolation and quarantine guidance.

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**CRITERIA FOR CLASSROOM/SCHOOL CLOSURE**

**Purpose:** To provide guidance on the criteria for classroom and 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/showpublisheddocument/59398/63786844010761734

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**HEALTH SCREENING SELF-CERTIFICATION PROTOCOL**

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

**EMPLOYEE HEALTH SCREENING**

On a daily basis, all SCS employees should be mindful of the following symptoms prior to coming to work:

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 a SCS administrator.

**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 student's teacher.

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.

**PARENT OR VISITOR SCREENING**

Parents and Visitors should be mindful of the following symptoms prior to entering the campus:

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 appointments if experiencing any of the above symptoms.

**FACE COVERING PROTOCOL**

**Purpose:** The following shall be the protocol for wearing a face covering while on campus as a measure to mitigate the spread of COVID-19.

Effective Saturday, March 12, 2022, California adopted a new indoor Face Covering policy and moved from a mandate to a strong recommendation regarding masking for all staff, students, and visitors in K-12 office and school settings regardless of vaccination status. Therefore, please be mindful and respectful of personal choice. Also, continue to be patient, flexible, and kind.

😊 OPTIONAL 😊

**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.

In all buildings high-touch surfaces in common areas will be disinfected once per day. Staff may utilize cleaning supplies that will be provided at stations around the buildings to clean computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting and cleaning 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. 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.

**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
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, SCS 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 SCS 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) 8 wherever possible
- Provided each classroom, buildings and offices with a portable high-efficiency air filtration unit

**SCS EMPLOYEES COVID-19 ILLNESS & QUARANTINE GUIDELINES**

The following is guidance for steps to take in response to confirmed and suspected positive cases of SCS employees on the school campus.

<table>
<thead>
<tr>
<th>For any employee who has tested positive for COVID-19 regardless of vaccination status, previous infection or lack of symptoms</th>
<th>• Stay home for at least 5 days. Isolation can end <strong>after</strong> day 5 if symptoms are not present or are resolving <strong>and</strong> a negative home test. (Text test results to school nurse) If unable to test at home, testing will take place upon arrival at school. Mask must be worn through day 10. • If fever is present, isolation must be continued until fever resolves for 24 hours without the use of fever-reducing medications. • If symptoms other than fever are not resolving, continue to isolate until all symptoms are resolving or until after day 10.</th>
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<tr>
<td>For employees who are asymptomatic. This applies to all employees, regardless of vaccination status.</td>
<td>• Exposed employees <strong>must</strong> test within three to five days after their last close contact. Persons infected within the prior 90 days do not need to be tested unless symptoms develop. • Employees <strong>must</strong> wear face coverings around others for a total of 10 days after exposure. Please refer to the FAQs on face coverings for additional information.</td>
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</table>
For employees who are symptomatic. This applies to all employees, regardless of vaccination status.

- If an exposed employee tests positive for COVID-19, they must follow the isolation requirements above in #1.
- Employees are strongly encouraged to get vaccinated and boosted.

- Symptomatic employees must be excluded and test as soon as possible. Exclusion must continue until test results are obtained.
- If the employee is unable to test or choosing not to test, exclusion must continue for 10 days.
- If the employee tests negative and returns to work earlier than 10 days after the close contact, the employee must wear a face covering around others for 10 days following the close contact.
- CDPH recommends continuing exclusion and retesting in 1-2 days if testing negative with an antigen test, particularly if tested during the first 1-2 days of symptoms.
- For symptomatic employees who have tested positive within the previous 90 days, using an antigen test is preferred.

**SCS GUIDELINES FOR COVID-19 EXPOSURE SCENARIOS FOR STUDENTS**

The following is guidance for steps to take in response to confirmed and suspected positive cases of SCS students on the school campus.

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<thead>
<tr>
<th>Scenario</th>
<th>Response and Isolation Steps</th>
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| Student has tested positive for COVID-19.     | Per the CDPH,  
  • Stay home for at least 5 days.  
  • Isolation can end after day 5 if symptoms are not present or are resolving and a diagnostic specimen collected on day 5 or later tests negative.  
  • If unable to test or choosing not to test, and symptoms are not present or are resolving, isolation can end after day 10.  
  • If fever is present, isolation should be continued until fever resolves.  
  • If symptoms, other than fever, are not resolving continue to isolate until symptoms are resolving or until after day 10.  
  • Wear a well-fitting mask around others for a total of 10 days, especially in indoor settings (see Section below on masking for additional information).  
  Antigen test preferred. If asymptomatic, the minimum 5-day isolation period begins on the date the student is tested. If symptomatic, day 0 is the day the symptoms begin. |
<table>
<thead>
<tr>
<th>Scenario</th>
<th>Action</th>
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<tr>
<td>If symptoms persist beyond 10 days, student to remain at home until at least 1 day after symptoms have resolved without the use of medication. Identify locations where the index case spent more than 15 minutes over a 24-hour period in the two days prior to the day the positive test was collected OR to symptom onset: classroom, library, cafeteria, school bus, etc. If these locations have not been cleaned and disinfected since the student was present, close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting, wait as long as possible (at least several hours) before you clean and disinfect.</td>
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</tr>
<tr>
<td>Student becomes ill off school campus and is waiting for test results.</td>
<td>Student to isolate as described in #1. OK to return to school if test negative for COVID-19 (PCR or rapid antigen) AND symptoms have resolved for at least one day, OR if test negative for COVID-19 (PCR or rapid antigen) AND symptoms do not include fever, cough, or shortness of breath, OR if a licensed health care provider determines that symptoms are not new, or worsening based on a chronic medical condition OR if a licensed health care provider has made an alternative diagnosis based on a diagnostic test such as a positive strep screen or a positive screen for influenza. If test positive, follow guidance in #1.</td>
</tr>
<tr>
<td>Member of student’s household tests positive.</td>
<td>Household contacts ok to continue attending school if asymptomatic while continuing to monitor for symptoms, with testing 3-5 days after exposure recommended. Mask must be worn for 10 days.</td>
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</tbody>
</table>
1. If I test positive for COVID-19, what do I do?  
Promptly notify administration and they will give you instructions to follow.

2. Do I need to quarantine for 10 days when I return from out-of-state or out of country travel?  
California Department of Public Health no longer has a COVID-19-related travel advisory. However, you should follow the CDC guidance when traveling.

3. Is COVID-19 PN/SB 95 available for me to use?  
Yes

4. Will I be expected to return to work if I have an underlying health condition?  
Yes, you will be expected to return to work unless you provide medical certification to Administration and they will determine if there is a reasonable accommodation.

5. As a supervisor, how can I encourage my team to engage in good infection-control practices?  
Lead by example.

6. If I am anxious about possible exposure, what should I do?  
Please discuss your concerns with Administration.

7. Do the SCS Return-to-Work Toolkit protocols need to be followed when working off site?  
Yes, when working on behalf of the SCS, employees are to comply with the protocols as set forth in the SCS Return-to-Work Toolkit.

8. I am exhibiting signs and symptoms of COVID-19. I went to my doctor for a COVID-19 test and it is negative. When can I return to work?  
You can return to work 24 hours after your symptoms resolve.

9. A person who was in an SCS classroom has tested positive for COVID-19. When can that classroom be used again?  
The classroom can continue to be used for the remainder of the school day and will be thoroughly disinfected at the end of the school day.

10. I have a fever and flu-like symptoms. How long must I isolate?  
If you have symptoms, you may return to work once the following criteria is met:  
a) At least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and  
b) Other symptoms have improved; and  
c) It is recommended they have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.
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
Tracking COVID-19 in California

EMPLOYEE RETURN TO WORK TOOLKIT ACKNOWLEDGEMENT

Please certify you have read the SCS Return to Work Toolkit in its entirety by signing and dating this page and submit to Administration.

Print name:__________________________________________

Signature:__________________________________________

Date:_____________________________________