



Sierra Charter School
RETURN TO WORK TOOLKIT:
COVID-19 Safety Plan

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INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

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 lida, 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: 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 and restrooms and break rooms.

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.

Isolation: Separates infected people with a contagious disease from people who are not sick.

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

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.

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.

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. A **Modified Quarantine** refers to a modified quarantine schedule for students who were exposed to a positive COVID-19 person. Please see the SCS Students COVID-19 Illness and Quarantine Guidelines chart for specific criteria for a student to qualify for a modified quarantine.

Social Distancing: *See Physical distancing.

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>.

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.

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.

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 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, 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.

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/59398/637686844010761734>

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.



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. If possible, three feet is recommended. Also, seating charts are recommended in all classrooms.

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 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, 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:

SCS EMPLOYEES COVID-19 ILLNESS AND QUARANTINE GUIDELINES

SCS Employees COVID-19 Illness and Quarantine Guidelines

Report all cases to Administration (Lisa Marasco 559-285-1676 or Sherry Iida 559-930-0959 or Dwayne Stewart 559-706-5279)

Person A	Person B	Person C	Person D	Person E	Person F
<p>Any person who has tested positive for COVID-19 regardless of vaccination status, previous infection, or lack of symptoms</p> <p>Isolation: -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 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 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 -Have an antigen COVID-19 test taken to confirm no longer infected.</p>	<p>Any person who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results.</p> <p>With Symptoms: Isolation until the following requirements have been met: -24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and -<u>Symptoms</u> have improved.</p> <p>*Person B should 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.</p>	<p>Any unvaccinated person who lives in the same household as Person A.</p> <p>If Person C is without symptoms (asymptomatic) and able to completely separate from Person A in household (this means no contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom): -Upon separation, Person C follows the guidance for Person D.</p> <p>If Person C is without symptoms (asymptomatic) and unable to completely separate from Person A in household: -At the end of Person A's isolation period, Person C follows the quarantine guidance for Person D.</p> <p>-If Person C becomes symptomatic, contact an SCS administrator for next steps.</p>	<p>Any unvaccinated or vaccinated person who has not yet received their booster dose with close contact to Person A (less than 15 minutes (cumulative per day), and less than 6 feet).</p> <p>Quarantine immediately for 5 days** following date of last exposure -Stay home for or at least 5 days after your last date of exposure. -Complete a COVID-19 test on day 5. -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 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 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 -Have an antigen COVID-19 test taken to confirm negative.</p>	<p>Any unvaccinated person who has had exposure to Person B, C or D</p> <p>NO QUARANTINE OR ACTION REQUIRED unless: Person B, C or Person D develops symptoms OR tests positive, and Person E had contact within 10 days (timeline should start 2 days before Person C or Person D develops symptoms) then: -Continue to self-certify your health on a daily basis. Contact an SCS Administration with questions regarding timing and exposure.</p>	<p>Any person who is vaccinated with booster dose or vaccinated, and not yet booster-eligible and has been exposed to COVID-19.</p> <p>-Employee may continue to report to work. -Recommend test on day 5. -Wear a well-fitting mask around others for 10 days, especially in indoor settings. -If COVID-19 test results are positive, follow isolation recommendations for Person A. -If symptoms develop, test and stay home.</p>

For more information on COVID-19, please refer to the Fresno County Department of Public Health website or call 559-600-3332

SCS STUDENTS COVID-19 ILLNESS AND QUARANTINE GUIDELINES

SCS Students COVID-19 Illness and Quarantine Guidelines

Report all cases to Administration (Lisa Marasco 559-285-1676 or Sherry Iida 559-930-0959 or Dwayne Stewart 559-706-5279)

Student A	Student B	Student C
<p data-bbox="107 282 615 399">Any student who has tested positive for COVID-19, regardless of vaccination status, previous infection, or lack of symptoms</p> <p data-bbox="107 493 226 518">Isolation:</p> <ul data-bbox="107 524 646 1040" style="list-style-type: none">-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 test 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 must be continued until fever resolves for 24 hours without the use of fever-reducing medications.-If symptom, 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.-Antigen test preferred.	<p data-bbox="678 282 1213 370">Any student who is solely symptomatic or who has tested for COVID-19 due to symptoms and waiting for lab results</p> <p data-bbox="678 493 892 518">With Symptoms:</p> <p data-bbox="678 524 1220 581">Isolation until the following requirements have been met:</p> <ul data-bbox="678 587 1247 675" style="list-style-type: none">-24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and-<u>Symptoms</u> have improved. <p data-bbox="678 769 1255 1068">*Student B should 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.</p>	<p data-bbox="1287 282 1766 399">Any student who believes they have been a close contact with a COVID-10 positive person at home, school, or in the community</p> <p data-bbox="1287 493 1451 518">If Student C:</p> <ul data-bbox="1287 524 1793 675" style="list-style-type: none">-Is or becomes symptomatic, regardless of vaccination status, refer to Student B.-Is asymptomatic, regardless of vaccination status, student may return to school. <p data-bbox="1287 769 1772 886">*Testing is recommended. If Student C receives a negative test result, they may return to school. If Student C receives a positive test result, refer to Student A.</p>

FREQUENTLY ASKED QUESTIONS

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

Promptly notify your immediate supervisor and follow the *First Notice Reporting Steps*, indicated in this toolkit.

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. I recovered from a COVID-19 infection and was recently exposed to another COVID-19 positive person, do I need to quarantine?

Yes and No. Yes, when you are exposed after 3 months of your own infection; and no, when you are fully vaccinated.

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

Lead by example.

7. If I am anxious about possible exposure, what should I do?

Please discuss your concerns with Administration.

8. 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.

9. 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.

10. 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.

11. 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.

12. A person living in my household tests positive for COVID-19 and we are unable to isolate from each other. How long must I quarantine?

If you are fully vaccinated, you do not have to quarantine, but should still self-monitor for symptoms. If you are not vaccinated, and you are unable to isolate the positive person away from the rest of your household, you need to:

- a. Quarantine for the length of the positive person’s isolation.
- b. Once the positive person’s isolation is complete, start your own quarantine.
- c. You can return to work when the criteria as outlined in the SCS Employee COVID-19 Illness and Quarantine Guidelines for “Person D” are met.

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: _____