

Kerman Unified School District



Return-To-Work Toolkit

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This Return-to-Work Toolkit was designed by the Office of the Fresno County Superintendent of Schools (FCSS) and adapted by Kerman Unified School District (KUSD) to set forth standards and protocols for the safety and well-being of Kerman Unified School District employees, students and any other persons accessing the Kerman Unified District Office and/or school settings. Its contents are to be implemented organization-wide and utilized in conjunction with department/program site-specific plans. This document was developed with the most current information known at the time and may be amended as guidance from Local, State and Federal agencies change.

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INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

Kerman Unified School District is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) and local public health officials to mitigate the spread of COVID-19. COVID-19 has propelled the world into unprecedented times. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. Together, we can contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

Dr. Vohra, Interim Health Officer for Fresno County Department of Public Health, reminds us that it will be a combination of mitigation strategies that will guard us against COVID-19. Proven mitigation strategies include:

- Wearing a facial covering (**optional**)
- Good respiratory etiquette
- Hand hygiene
- Frequent cleaning and disinfecting of surfaces

Any one of the strategies indicated above could offer some protection against COVID-19. However, in combination with each other, the strategies will offer layers of protection to the people who practice them. There will be times where one strategy may not be feasible but using other strategies can make up for the absence of another. At minimum, KUSD employees are to implement the two W's: **Wear your mask if you desire**, and **Wash your hands**.

This KUSD Return-to-Work Toolkit is designed to set forth standards and protocols for KUSD employees to follow when performing in-person services, in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety. We will update this toolkit to account for the necessary changes as the virus evolves. In the meanwhile, we must offer grace and civility to each other as we make our way through our "new normal."

All supervisors and principals are responsible to implement and enforce all aspects of this document. In addition, all employees are expected to adhere to the standards and protocols contained in this document.

PROTECTION GUIDELINES

Purpose: To identify the employer and employee responsibilities as KUSD facilities reopen for staff and students.

Employer Responsibilities:

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

- Implement daily self-monitoring health screening processes for staff and students
- Provide PPE and cleaning/sanitizing supplies for KUSD employees
- Post additional signage throughout KUSD 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)

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
- Self-certify your health daily (See Health Screening Self-Certification Protocol)
- Wear face covering while inside with students
- 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, 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/ disinfecting
- Minimize close contact and no physical greetings such as a handshake or hug

KUSD STAGES OF RE-ENTRY: OFFICE SETTINGS

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

Stage 1: Keeping essential workers safe

- o Office buildings are open to essential KUSD staff
 - Doors are locked - scheduled access only o
 - Facial coverings are required
- o Social distancing in place
- o Gatherings of not more than 10 people with social distancing
- o Self-certified health screening upon entry for staff and visitors
- o Intensified cleaning and disinfection
- o Improved ventilation and HVAC Filter Upgrades in all rooms/buildings

Stage 2: Early re-entry

- o Office buildings are open to staff
- o Teleworking is used as a tool by management to maintain social distancing in areas where staff otherwise would be too close or when the job duties merit
- o Facial coverings are required when in proximity to another person and in common areas
- o Social distancing in place
- o Physical barriers such as screens are installed where social distancing is not possible
- o Gatherings of not more than 10 people with social distancing
- o Self-certified health screening upon entry for staff and visitors
- o Intensified cleaning and disinfection
- o Improved ventilation and HVAC Filter Upgrades in all rooms/buildings

Stage 3: Public access

- o Office buildings are open to staff
- o Doors are open to public
- D Facial covering requirement is for indoors with students only (Optional March 14, 2022)
- o Intensified cleaning and disinfection
- o Improved ventilation and HVAC Filter Upgrades in all rooms/buildings

Stage 4: Normal operations

- o Return to normal operations

KUSD STAGES OF RE-ENTRY: SCHOOL SETTINGS

Purpose: To inform KUSD employees of the school re-entry stages that follow the guidelines provided by state and local public health officials.

KUSD Sites: Enterprise High School, Goldenrod Elementary School, Kerman-Floyd Elementary School, Kerman High School, Kerman Middle School, Liberty Elementary School, Sun Empire Elementary School, Kerman Pre-School, Kerman Unified Online School

Stage 1: Keeping essential workers safe

- School buildings are closed to students
- Educational program is 100% distance learning
- School buildings are open to essential KUSD staff
- Doors are locked - scheduled access only
- Teleworking is highly encouraged whenever possible for all staff
Facial coverings are required
- Social distancing in place
- Gatherings of not more than 10 people with social distancing
- Self-certified health screenings upon entry (coordinated with landlord or host district as needed)
- Intensified cleaning and disinfection
- Improved ventilation and HVAC Filter Upgrades in all rooms/buildings
- In addition to these protocols, Special Education classrooms on school district campuses follow host district protocols

Stage 2: Modified program (will be adjusted as current conditions and orders allow)

- School buildings are open to KUSD staff and limited number of students
- Specific procedures for ingress/egress developed by each site
- Limited ability to transport students due to social distancing requirements
- Educational program modifications developed by each program
- Class sizes limited by spacing of furniture to allow six feet of separation
- Excess and difficult to disinfect furniture and materials removed from classrooms
- Meals eaten in assigned location in MPR or outdoor space
- Staggered recess and meal periods
- Frequent hand washing/use of hand sanitizer built into schedule
- Teaching of good hygiene practices
- Limited extra-curricular activities
- At-risk staff assigned to distance learning or other lower risk assignments
- Physical barriers such as screens where social distancing is not possible
- Facial coverings are required when in proximity to another person and in common areas

- Gatherings of not more than 10 people with social distancing
- Health screenings upon entry
- Intensified cleaning and disinfection
- Improved ventilation and HVAC Filter Upgrades in all rooms/buildings
- Frequent disinfection of classroom equipment and manipulatives by instructional staff
- Plan to toggle between modified program and full distance learning (cleaning after diagnosed case, uptick in countywide conditions)
- Special Education classrooms on school district campuses follow host district protocols.

Stage 3: Modified program in Fall (will be adjusted as current conditions and orders allow)

- In accordance with the COVID-19 and Reopening In-Person Learning Framework for K-12 Schools in California, that has been updated for the 2021-2022 school year, the following guidelines will be followed:
- School buildings are open to KUSD staff and students with limits as described below
- Specific procedures for ingress/egress developed by each site
- Students and drivers will wear masked while be transported by bus (Optional March 14, 2022)
- Educational program modifications developed by each program
- Frequent hand washing/use of hand sanitizer built into schedule
- Teaching of good hygiene practices
- Facial covering requirement is for indoors while students are present only (Optional March 14, 2022)
- Larger gatherings allowed only in accordance with official guidance
- Intensified cleaning and disinfection (coordinated with landlord or host district as needed)
- Frequent disinfection of classroom equipment and manipulatives by instructional staff

Stage 4: Normal operations

- Return to normal operations

RE-ENTRY SCHEDULE

Purpose: To inform KUSD employees of the office and school re-entry schedule. This schedule is subject to change.

School Setting:

Site	Stage 1	Stage 2	Stage 3	Stage 4
Enterprise High School	3/16/2020	8/12/2020	3/15/2021	6/6/2021
Goldenrod Elementary School	3/16/2020	9/8/2020	1/11/2021	6/6/2021
Kerman-Floyd Elementary School	3/16/2020	9/8/2020	1/11/2021	6/6/2021
Kerman High School	3/16/2020	9/8/2020	3/15/2021	6/6/2021
Kerman Middle School	3/16/2020	9/8/2020	3/15/2021	6/6/2021
Liberty Elementary School	3/16/2020	9/8/2020	1/11/2021	6/6/2021
Sun Empire Elementary School	3/16/2020	9/8/2020	1/11/2021	6/6/2021
Kerman Pre-School	3/16/2020	1/11/2021	1/11/2021	6/6/2021

Office Setting:

Site	Stage 1	Stage 2	Stage 3	Stage 4
Central Kitchen	3/16/2020	6/1/2020	8/1/2020	6/6/2021
Maintenance and Operations	3/16/2020	6/1/2020	8/1/2020	6/6/2021
Transportation	3/16/2020	6/1/2020	8/1/2020	6/6/2021
Instructional Services Center	3/16/2020	6/1/2020	8/1/2020	6/6/2021
Business Office	3/16/2020	6/1/2020	3/15/2021	6/6/2021
Human Resources	3/16/2020	6/1/2020	8/1/2020	6/6/2021
Pupil Personnel Services	3/16/2020	6/1/2020	8/1/2020	6/6/2021
Educational Services	3/16/2020	6/1/2020	8/1/2020	6/6/2021
District Office	3/15/2020	6/1/2020	8/1/2020	6/6/2021

CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

Purpose:

established
closure of
schools in

the Fresno County Department of Public Health (FCDPH).

KUSD has
criteria for
classrooms and
consultation with

Classroom, School and District closures will not occur before consulting with the FCDPH. The following are the updated guidelines from the California Department of Public Health:

Individual school closure, in which all students and staff are not on campus, is recommended based on the number of cases and stable groups impacted, which suggest that active in-school transmission is occurring. Closure should be done in consultation with the LHO. Situations that may indicate the need for school closure:

- Within a 10-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 10-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.
- The LHO may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

Length of closure: 10 days, or according to a decision made in consultation with the LHO.

The State Safe Schools for All Technical Assistance teams (TA teams), comprised of experts across multiple state agencies, will be available to assist schools with disease investigation for those with outbreaks that cannot find resources to investigate the outbreaks. The TA teams will also be available to help schools that close in order to identify and address any remediable safety issues.

If a school is closed, when may it reopen?

Schools may typically reopen after **10** days and if the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the LHD

Updated March 28, 2022 Fresno County Department of Public Health [Return to School: A guide to responding to COVID-19 cases in K-12 school settings.](#)

Outbreak of cases on campus: Report all positive cases identified by the school to the FCDPH immediately per CCR Title 17. Evaluate all situations when two or more positive cases in a classroom are identified, or 3 or more positive cases within a 2-week period on a school campus to determine source of spread consistent with the CDPH guidance. Consult with the FCDPH, as needed. The FCDPH recommends classroom closure for those schools where 2 or more students in a classroom with no alternative source of transmission is identified, particularly in middle and high schools where students are moving from classroom to classroom. Consider classroom or school shutdown on a case-by case basis in coordination with the FCDPH and consistent with the CDPH guidance.

BUILDING ACCESS PROTOCOL: KUSD EMPLOYEES AND VISITORS

Purpose: To inform KUSD employees of the standards when entering KUSD owned and/or operated buildings to ensure the health and safety of employees and visitors.

Building Preparation

- Signs will be posted at main entrance doors with health and safety reminders
- Hand sanitizer will be available at main entrances and other locations as appropriate, of KUSD buildings

Protocol for Entering an KUSD Building

- All visitors must enter the main building entrance when they visit a KUSD building.

Visitors

- Departments are highly encouraged to schedule appointments in advance for all visitors; walk-in visitors will be seen at the discretion of the department
- All visitors will be expected to self-certify their health status before entering an KUSD building or school site
- The Front Reception is required to contact a department staff member prior to sending visitor to their destination
- If department does not answer receptionist call, the visitor will be provided with the contact information to schedule or reschedule their appointment

BUILDING COMMON AREA USAGE PROTOCOL

Purpose: To provide guidance for staff on protocols for usage of common areas.

Common areas are unique areas that will require modifications, both physically and procedurally, to minimize potential exposure. Disinfection of all common areas has been intensified in accordance with the Disinfecting Protocol.

RESTROOMS

Restrooms are to be stocked at all times with sufficient supplies, particularly hand soap. Adjacent urinals and sinks may be taken out of service to maintain social distancing. If a multiple person restroom is already occupied, consider using a different restroom or waiting if social distancing cannot be maintained.

HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

Purpose: KUSD will implement a health screening process on a daily basis for all employees, students and visitors prior to entering KUSD office and school settings as a preventive measure to mitigate the spread COVID-19.

EMPLOYEE HEALTH SCREENING

All KUSD employees who report to a KUSD work site/location (in-person] are required to "self-certify" their health by answering the questions below prior to entering their assigned work location:

Do you have:

- I. Fever and/or chills
 - a. Office-setting Employees: Temperature check to be self-administered by accessing thermometer located at Health & Sanitation Stations or designated area at your work location.
 - b. Instructional-setting Employees: Temperature check will be taken by school site designee. Itinerant staff will follow protocols as established by each assigned school district/site.
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. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 10 days?

If employee has any listed symptoms but NO temperature:

- **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 symptoms are new, stay home and contact immediate supervisor for further instructions

If employee answers "no" to the questions above and temperature is less than 100.4, they can report to work.

KUSD employees will be expected to adhere to the following precautions:

- Wash hands with soap and water or alcohol-based sanitizer before starting work and frequently throughout the day
- Do not shake hands or hug people, and do not share food or drinks
- Avoid touching eyes, nose and mouth with unwashed hands
- Sanitize work area before leaving each day
- Practice good respiratory etiquette (cover cough and sneezes with a tissue or into sleeve)
- Contact immediate supervisor and leave work immediately if employee starts to feel feverish or have respiratory symptoms

If employee has fever of 100.4 or higher:

- Stay home and contact your immediate supervisor for further instructions

Supervisors and managers will utilize and consistently apply the COVID-19 Health Screening Decision Tree for Supervisors to determine whether the employee should stay home or report to work.

STUDENT SCREENING

Parents of KUSD-run school programs will be educated on the need to certify their child's health before their child reports to school.

Passive Screening: Instruct parents to screen their child's health before they send their child to school. Observe the symptoms outlined by public health officials and ask yourself the following questions:

Does my child have:

1. Fever and/or chills
 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. To my knowledge, has my child had close contact with anyone diagnosed with COVID-19 in the past 10 days?
- If the parent answers "no" to all questions, they can allow their child to come to school.
 - If the parent answers "yes" to any of the questions, they will need to stay home and consult with their doctor.

Active Screening: Engage in symptom screening as students enter campus, consistent with public health guidance, which includes:

- Ask all students about COVID-19 symptoms within the last 24 hours. If student is nonverbal, skip the questions,

Ask the student if he/she has:

1. A temperature and/or chill
 - a. Temperature check will be administered by school site designee. If the student's temperature is 100.4 or above, take student to the isolation area; staff should contact the parent to pick up the student. If the student's temperature is less than 100, continue to question #2.
 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. Had close contact with anyone diagnosed with COVID-19 in the past 10 days?
- Complete a visual health check for signs and symptoms of illness (e.g. excessive sweating, lethargy or fatigue).
 - If student answers "no" to all questions and appears well, student will be allowed to proceed onto campus.
 - If student has verbally confirmed symptoms, determine if the symptoms are secondary (such as allergies or asthma) or dietary changes or concerns. If the symptoms are not secondary, have student don a surgical facemask and contact the parent to pick up their student.

VISITORS SCREENING

Passive Screening: When possible, any visitor coming will be educated on the need to certify their health before coming to a KUSD building or school site.

- Questions that visitors are expected to answer regarding their own health: Do you have:
 1. A fever and/or chill
 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. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 10 days?
- If the visitor answers "no" to all questions, they may enter the KUSD office/school setting
- If the visitor answers "yes" to any of the questions, they need to stay home

Active Screening: The department designee who greets the visitor at the main entrance shall ask the same health screening questions as stated above prior to escorting the visitor to their destination.

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

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

To assure that students and employees are free from fever and respiratory illness or completely recovered from COVID-19 confirmed illness before returning to school and work. Case management of ill students and staff assures students and staff only return to work/school when safe to do so.

CRITERIA FOR RETURN TO WORK/SCHOOL AFTER NON COVID-19 RELATED FEVER OR ILLNESS

For non-COVID related fever or illnesses, students and staff may return to work/school after 10 calendar days have passed since ONSET of symptoms and after 24 hours since recovery from non-COVID-19 like- symptoms, without the use of medication. If primary care physician diagnoses a student or staff member with a medical condition that is not related to COVID-19, a physician's note can allow a student or staff member to return to work/school sooner than 10 days as long as they are symptom free.

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: o
 - **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: o
 - 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
- For ASYMPTOMATIC workers who were exposed to a confirmed COVID-19 person:
 - Worker should be sent home to quarantine for 10 days from their last exposure. Consult with supervisor to consider working from home/remotely

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

All asymptomatic close contacts less than 6 feet for more than 15 minutes (cumulative per day) 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 COV/D-19 Test* above for guidance.

- For KUSD positions designated as "healthcare workers" who were exposed to a confirmed COVID-19 person and are asymptomatic:
 - If there are staffing shortages, the "healthcare worker" may return to work after Day 7 from the date of last exposure after completing a Polymerase Chain Reaction (PCR) nasal swab test after Day 5 and receives a negative test result. After this time, the "healthcare worker" must use surgical face masks at all times during work and continue to use face coverings when outside the home through Day 10 after last exposure.

All close contacts released from quarantine before Day 10 must:

- Self-monitor for COVID-19 symptoms through Day 10 and if symptoms occur, immediately self-isolate and refer to the Process for *Employees to Report COV/0-19 Related Illness* chart located in this KUSD Return-to-Work Toolkit.
- Adhere strictly to all recommended non-pharmaceutical interventions, including consistent use of face coverings and maintaining a distance of at least 6 feet from others, through Day 10.

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.

KUSD COVID-19 Isolation & Quarantine Changes
Updated for KUSD January 24, 2022

Keeping our schools open for safe and healthy in-person learning remains our priority, and we wanted to update everyone on how our quarantine and isolation requirements have changed in light of recent state updates. As you will see in the information below, these changes represent a positive step forward to reduce the time needed away from school following a positive test or close contact exposure to COVID-19. The following is effective in Kerman Unified School District as of **January 3, 2022**.

- 1) Following a positive COVID-19 test, individuals must isolate at home for 5 days rather than the previously required 10-day period. A student or staff member may leave isolation and return to school or work on day 6 so long as all of the following conditions below are met:
 - o Symptoms are resolved, and the person has been without a fever for at least 24 hours. If symptoms are not resolved, and/or fever has been present within 24 hours, an individual must continue to isolate until day 10 or symptoms are resolved and/or fever-free for 24 hours.
 - o A negative test must be obtained on day 5 or later. A medically verified negative test must be obtained and provided to the school in order for a student to return prior to day 11 following a positive COVID test or, if not tested, the onset of COVID related symptoms.
 - o The individual must continue to wear a mask through day 10.
- 2) Symptom-free individuals after a close contact exposure may remain at school or work, following all masking guidelines, except for close contact household members (see below).
- 3) Siblings and other close contact household members (if not fully vaccinated and/or boosted if eligible) of a positive COVID-19 individual must quarantine at home for five days following the last contact with the positive household member, remain symptom-free, AND have a medically verified, negative test on day 5 before returning to school. Close contact household members who are fully vaccinated and/or (if eligible) boosted may continue to attend school and activities while monitoring for symptoms.
- 4) Siblings of a person exhibiting symptoms of COVID-19 (but one who does not have a positive COVID test) can continue to attend school and activities, and monitor for symptoms. If symptoms develop and/or a positive COVID test occurs in the household, then these individuals would follow the appropriate isolation/quarantine procedures.
- 5) Existing student face-covering requirements will continue, and masks must be worn indoors by all staff and visitors. The indoor face-covering requirement for all visitors and staff regardless of whether students are present is in place in California through at least January 15, 2022.

These changes reflect current guidance and requirements from the California Department of Public Health, Cal/OSHA, and the Centers for Disease Control.

**KUSD COVID-19 Updates: Contact Tracing, Sibling Quarantine,
& COVID Testing, Updated for KUSD February 22, 2022**

In consideration of falling COVID-19 case rates in California, Kerman, and the county; Kerman Unified has worked with Fresno County Department of Public Health (FCDPH) and our KUSD nursing team to set forth updates to our testing and quarantine expectations.

Effective February 22, 2022, the following updates are in effect for students on our Kerman Unified campuses:

- Contact tracing will no longer occur for close contacts following a positive case report.
 - This includes ending the quarantine of symptom-free siblings following a positive household contact.
 - Classroom exposure notices will also no longer be generated after a COVID case report.
- Student testing will no longer be required for co-curricular programs or events.
 - When teams travel outside of Fresno County, any CIF or event requirements in place within the county our students compete in will still be followed.
- Testing of students returning prior to Day 11 after a positive COVID test will continue as will the expectation that household members of a positive case self-monitor for symptoms.
 - Our district-offered, no-cost testing will also continue as a service to our students' to help return our learners to class as soon as possible.

We are grateful to see COVID-19 case rates and hospitalizations decreasing tremendously. Due to these decreasing rates, such changes can be made, and we will continue to partner with our local and state health officials on future updates to K-12 school protocols. These new updates allow students who are not showing symptoms and who have not tested positive for COVID-19 to remain at school, and only those students who are sick or have tested positive for COVID-19 to stay home. For now, California continues to require K-12 schools to comply with indoor face covering requirements for students and staff when students are present. The FCDPH Return to School guidance has also been updated to reflect these changes and can be found online using this [link](#). More information about Kerman Unified's COVID-19 health and safety practices can be found online at <https://www.kermanusd.com/>

KUSD COVID-19 Updates: Mask Mandates, Updated for KUSD **March 11, 2022**

In California, starting March 1, masks will no longer be required for unvaccinated individuals but will be strongly recommended for all individuals in most indoor settings. After March 11, in schools and childcare facilities, masks will not be required but will be strongly recommended. Masks will still be required for everyone in high transmission settings like public transit, emergency shelters, health care settings, correctional facilities, homeless shelters and long-term care facilities. No person can be prevented from wearing a mask as a condition of participating in an activity.

KUSD Covid-19 Updates Effective/Communicated on August 9, 2022:

Kerman Unified continues to work closely with the California Department of Public Health to keep our students and staff safe at school. We need your help please, with the following:

-Do you have COVID-19 Symptoms? Stay home 24 hours and call your school site. You may return with a medically verified negative test without a fever.

-COVID-19 Symptoms: Fever or Chills, Cough, Runny Nose or Congestion, Fatigue, New Loss of Taste or Smell, Shortness of Breath or Difficulty Breathing, Sore Throat, Headache, Nausea, Vomiting or Diarrhea, Muscle or Body Aches

Did you test POSITIVE for COVID? After day 5, you may return to school if:

-Symptoms are resolved or resolving, and the individual has been without a fever for at least 24 hours.

-If symptoms are not resolved or resolving, and/or fever has been present within 24 hours, an individual must continue to isolate until day 10 or until symptoms are resolved/resolving and/or fever-free for 24 hours.

-Contact Tracing will be done for staff and students in accordance with guidelines. These guidelines reflect current guidance and requirements from the California Department of Public Health and the Centers for Disease Control. You can learn more about these updates from CDPH by visiting: www.cdph.ca.gov

-The KUSD COVID Testing Center is available to current staff and students of Kerman Unified. Located on Stanislaus Street behind Walmart (Stanislaus Avenue & Goldenrod). The Goldenrod softball field/snackbar.

Monday-Friday 7:00 a.m.-12:00 p.m.. **Closed during the KUSD Holidays/Vacation.

Testing Center (559) 843-9564. Please do not contact Goldenrod Elementary.

Weekly COVID Testing:

-Under the COVID-19 Prevention Emergency Temporary Standards, unvaccinated staff will continue to test weekly.

-Student-athletes no longer are required to COVID test weekly.

KUSD Covid-19 Updates Effective/Communicated on September 14, 2022:

Governor Newsom has rescinded the Public Health Order **Vaccine Verification for Workers in Schools** effective **Friday, September 17, 2022**. This public health order has been in place since August 2021. **Unvaccinated School Employees no longer have to undergo weekly COVID-19 testing** as previously mandated by this public health order.

KUSD Covid-19 Updates Effective/Communicated on April 17, 2023:

As the pandemic has evolved, the need for vendor-supported testing has decreased and many districts have shifted from vendor-supported testing to self-testing. Due to the declining demand, the California Department of Public Health (CDPH) plans to end the program; therefore, the Kerman Unified School District's Covid-19 Testing Center will be closed effective April 21, 2023. If you would like to self-test your child for Covid-19, please stop by the school office to pick-up a testing kit and administer it to your child. If your child tests positive, your child will still be required to quarantine for 5 days. Your child may return on Day 6 if your child is symptom-free. If symptoms are still present, your child must remain home until reaching Day 10 and/or your child is symptom free. A negative test is not required if your child is symptom-free. Please continue to communicate testing results with your school site's nurse's office.

FACE COVERING PROTOCOL

Purpose: The following shall be the protocol for wearing a face covering while in an KUSD facility as a measure to mitigate the spread of COVID-19.

KUSD Employees

Face coverings must be worn in KUSD facilities when students are present in an enclosed workspace. Employees may remove face coverings when alone in an office. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces, and when travelling through KUSD facilities. It is recommended that staff members who are not vaccinated wear face coverings at all times while inside.

An appropriate face covering is one that covers the nose and mouth. It may be secured to the head with ties or straps or simply wrapped around the lower face. It may be made of a variety of materials, such as cotton, silk or linen. Acceptable cloth face covering options include, but are not limited to:

- Face covering provided by KUSD
- Bandana
- Neck gaiter
- Homemade face covering
- Scarf
- Face shield with a cloth drape on the bottom*

Tightly woven fabric, such as cotton T-shirt and some types



NOTE: The employer will provide a face shield with instructions on how to attach a required cloth drape to only KUSD instructional-setting staff and employees who are medically unable to wear a facemask.

A cloth face covering that no longer covers the nose or mouth; has stretched out or damaged ties or straps; cannot remain securely attached to a person's face; has holes or tears in the fabric; and/or obstructs an employee's vision do not comply with this protocol. An employee or member of the public must immediately replace their face covering when damaged or leave the facility.

Employees who choose to use a surgical mask or N95 respirator may do so as long as the surgical mask or N95 respirator is in good condition and can remain securely attached to the employee's face. If employees choose to wear an N95 respirator, they may be required to sign a waiver.

*To comply with cloth drape, employee may tape a paper towel to the bottom of the face shield and replace paper towel on a daily basis.

KUSD Students

Students shall wear face coverings inside buildings unless a waiver has been submitted to the District.

KUSD Visitors

Visitors must wear a face covering when entering and moving about inside KUSD facilities.

DISINFECTING PROTOCOL

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

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected three times per day. In the office setting, staff may utilize disinfecting supplies that will be provided at stations around offices to disinfect computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting 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. 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.

OFFICE SETTINGS

- KUSD District Office: common area high-touch surfaces will be disinfected daily; these areas include door handles and panic hardware, counters, handrails, elevator buttons, light switches, breakroom tables, microwaves, and refrigerator handles; the assigned custodian will disinfect during the routine night time service
- At all office locations (Central Kitchen, IT building, Bus Barn, Instructional Support Center) disinfection stations with cleaning supplies, PPE and product use instructions are available to staff to disinfect work areas whenever desired

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.

KUSD School Sites:

KUSD custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, a minimum of two times day. Classrooms, including student desks, student chairs, trashcans, 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 daily. This probiotic fogging is not a substitute for 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.

Integrated Classrooms:

Integrated classrooms (i.e., Sutherland and Circles classes) are disinfected in accordance with the host school districts' custodial procedures. These procedures vary from district to district, but include, at a minimum, daily disinfection of classroom surfaces as described above.

Disinfecting supplies are provided to integrated classroom staff for additional disinfection during the day.

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.

SURGICAL FACE MASKS

Who should use: Designated positions such as: School nurses, LVNs, custodial staff and ill persons. **When to use:** When required by state or local health order (As of 5/19/2020, the City of Fresno Emergency Order 2020-13 requires employees of essential businesses to wear facial coverings while in the essential facility)

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).

MEDICAL-GRADE GLOVES

Who should use: Custodians, maintenance personnel, teachers, para educators, school nurses, licensed vocational nurses, and anyone using disinfecting products that require skin protection. **When to use:** When using cleaning products that require skin protection, when a person may come into contact with bodily fluid or other contaminants.

Typical tasks necessitating use: Cleaning, diapering, providing first aid, specialized healthcare procedures.

FACE SHIELDS/EYE PROTECTION

Who should use: Custodians, teachers, para educators, school nurses or anyone trained to do specialized healthcare procedures.

When to use: When splash protection is required.

KUSD EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN

Purpose: KUSD recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to a KUSD employee or student. Therefore, the KUSD has created, in conjunction with the Fresno County Department of Public Health, bullet chart to ensure employees know and understand who to notify and what will occur in response. The charts were created to protect confidential health information, including the identity of affected individuals.

Refer to Process for KUSD Employees to Report COVID-19 Related Illness and COVID-19 Screening Charts of KUSD Students, which are contained in this Toolkit.

PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS

- Employee notified immediate supervisor if exposed to COVID-19 or tested positive
- Supervisor contacts Human Resources (HR)
- HR completes contact tracing
- HR informs anyone who might have been exposed
- HR informs the Fresno County Department of Public Health
- Employee is released to return to work after a 10-day quarantine if symptoms are gone

DEFINITIONS

Close Contact*: A person within 6 feet for more than 15 minutes (cumulative per day) regardless of whether person(s) are 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.

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

Quarantine*: Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill. Individuals who are close contacts quarantine for 10 days from the date of last known contact with a COVID-19 patient. Household close contacts quarantine for 10 days after last close contact with index case while they are in isolation.

Social Distancing: According to the CDC, social distancing, also called 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, not gathering in groups, and staying out of crowded places and avoiding mass gatherings.

¹ Definition 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>.

Surveillance Testing: is used to monitor the presence of COVID-19 in KUSD schools. It is also useful to provide data to the FCDPH. Specifically, it is used to monitor things like whether the COVID-19 virus is moving into new areas, whether it is affecting some groups of people more than other groups of people, or whether it is going up or going down.

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

TRAINING VIDEOS

Please watch the training videos for Donning and Doffing Personal Protective Equipment (PPE) at the links below.

CDC Video on How to Safely Put on Personal Protective Equipment (PPE)

<https://www.youtube.com/watch?v=H4jQUBA1BrI>

CDC Video on How to Safely Take off Personal Protective Equipment (PPE)

<https://www.youtube.com/watch?v=PQxOcl3DxvQ&feature=youtu.be>

CDC Video Coronavirus (COVID-19): Continue to Physical Distance

<https://www.youtube.com/watch?v=OzFmkjgQGuA&feature=youtu.be>

COVID-19 ADDITIONAL RESOURCES

Centers for Disease Control and Prevention (CDC)

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Fresno County Department of Public Health

<https://www.co.fresno.ca.us/departments/public-health/covid-19>

California Department of Education

<https://www.cde.ca.gov/ls/he/hn/coronavirus.asp>

California Department of Public Health

[file:///C:/Users/Diane.lira/Desktop/Leaderservices%20\(CGuillen\)/FCDPHK12ReturntoSchoolGuid%20March%2028,%202022.pdf](file:///C:/Users/Diane.lira/Desktop/Leaderservices%20(CGuillen)/FCDPHK12ReturntoSchoolGuid%20March%2028,%202022.pdf)

STAY INFORMED: MONITORING COVID-19 IN FRESNO

California Department of Public Health

<https://covid19.ca.gov/state-dashboard/>

California Department of Public Health

<https://covid19.ca.gov/safer-economy/>

