

PACIFIC UNION ELEMENTARY SCHOOL DISTRICT

COVID-19 SAFETY PLAN TOOLKIT



TABLE OF CONTENTS

INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES	3
DEFINITIONS	4
PROTECTION GUIDELINES.....	5
COVID-19 TESTING.....	5
Employee COVID-19 Testing Information	5
Student COVID-19 Testing Information	6
COVID-19 VACCINATIONS	7
COVID-19 Vaccination Status Definitions.....	7
CRITERIA FOR CLASSROOM/SCHOOL CLOSURE.....	7
HEALTH SCREENING SELF-CERTIFICATION PROTOCOL	8
Employee Health Screening	8
Student Screening	8
Visitor Screening.....	9
FACE COVERING PROTOCOL.....	10
PHYSICAL DISTANCING PROTOCOL	11
CLEANING AND DISINFECTING PROTOCOL	11
ENGINEERING CONTROLS AND VENTILATION	13
PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES.....	13
FCSS EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN	14
Process For Employees To Report COVID-19 Related Illness	15
First Notice Reporting Flowchart Once Employee Reports A COVID-19 Related Illness.....	16
COVID-19 Screening Flowchart Of FCSS Students	17
Return-To-School After COVID-19 Exposure – Not Fully Vaccinated Students	18
Pacific Union Students COVID-19 Illness and Quarantine Guidelines - English.....	19
Pacific Union Students COVID-19 Illness and Quarantine Guidelines - Spanish	20
Pacific Union Employees COVID-19 Illness and Quarantine Guidelines	21
SYSTEMS FOR COMMUNICATION.....	22
Sample Employee Notification Email	23
Sample Parent/Guardian Notification - English.....	25
Sample Parent/Guardian Notification - Spanish	26
FREQUENTLY ASKED QUESTIONS.....	28
Mandatory COVID-19 Weekly Testing - Frequently Asked Questions.....	33
COVID-19 TRAINING & INSTRUCTION	34
COVID-19 Training Videos.....	34
COVID-19 Additional Resources	34
COVID-19 Vaccination Resources	34
COVID-19 FCSS Policies And Site-Specific Plans	34
STAY INFORMED: MONITORING COVID-19 IN FRESNO	34
COVID-19 SAFETY PLAN DEVELOPMENT AND ASSURANCES.....	35

INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

Pacific Union Elementary School District is committed to maintaining a safe work environment that reflects 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 find 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 COVID-19 Safety Plan Toolkit is designed by Pacific Union to set forth standards and protocols for the safety and well-being of Pacific Union employees, students and any other persons accessing the campus. Its contents are to be implemented school-wide and utilized in conjunction with site plans. Pacific Union is responsible to provide systems to support compliance and strategies to promote employee safety, including strategies to mitigate the spread of COVID-19. Refer to the [Pacific Union Elementary School District Illness & Injury Prevention Program \(IIPP\)](#), for more information.

This document serves as Pacific Union's COVID-19 Safety Plan (CSP) and Cal/OSHA COVID-19 Prevention Program (CPP). In addition, this document and related site plans serves as the Elementary and Secondary School Emergency Relief Fund (ESSER III) Safe Return to In-person Instruction Local Education Agency (LEA) plan. This document was developed with the most current information known at the time and may be amended as guidance from federal, state and local agencies change.

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

To Report COVID-19 Related Illness

*Promptly notify your immediate supervisor **and** email or call the COVID-19 Contact Tracing Liaison when reporting a COVID-19 related illness.*

Email: morozco@puschool.org

Phone: (559) 834-2533

To Ask COVID-19 Testing Related Questions

Email: morozco@puschool.org

Phone: (559) 834-2533

Miriam Orozco, COVID-19 Contact Tracing Liaison, morozco@puschool.org

For COVID-19 Health Related Questions, COVID-19 Vaccinations and COVID-19 Testing

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

DEFINITIONS

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

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

Contact Tracing¹: Contact tracing is a process used by the public health department to slow the spread of infectious disease. A contact tracer helps identify people who may have had close contact with a COVID-19 positive patient and gives close contacts information on how to get care and treatment, and how to self-isolate, if needed.

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 *FCSS 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 N95) to FCSS employees and students
- Provide cleaning supplies for FCSS employees
- Post additional signage throughout FCSS buildings and worksites to raise awareness regarding health and safety protocols
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)
- When required, have COVID-19 testing available for staff and students

Employee Responsibilities:

- Extend grace and civility to all those you interact with while in the workplace
- Self-certify your health daily (See Health Screening Self-Certification Protocol)
- When required, wear face covering in accordance with the Facial Covering Protocol
- Wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom, before eating and after blowing your nose, coughing or sneezing; if soap and water are not available, use an alcohol-based (60% or higher) hand sanitizer
- Avoid touching eyes, nose and mouth with unwashed hands
- If you are ill, stay home, except to get medical care, utilize your leave entitlements and return to work when symptom-free
- Cover your cough with a tissue or cough into your sleeve; throw tissue in the trash after use
- Maintain a clutter-free work surface and workstation for efficient and regular cleaning

COVID-19 TESTING

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

EMPLOYEE COVID-19 TESTING INFORMATION

Who: Pacific Union employees as follows:

What: A Pacific Union selected self-administered COVID-19 test.

Where: At Pacific Union as determined by COVID-19 Contact Tracing Liaison. Weekly Testing Location Option:

- Employees may test at Pacific Union.
- Employees may choose to test outside of their work hours through a valid healthcare/clinical provider or testing facility (e.g., Kaiser, CVS, Walgreens) for which, in these cases, the employee will be personally responsible for any associated cost. **Home test kits are not allowable.**

- When:**
- 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.
 - Testing can be completed during the employee's scheduled work hours.

How: Pacific Union will coordinate COVID-19 testing with a Pacific Union-selected laboratory.

What is the cost?

There will be no charge to the Pacific Union employee, unless employee elects to test through a valid healthcare/clinical provider or testing facility (e.g., Kaiser, CVS, Walgreens).

Exceptions to mandated weekly testing:

- Vaccination status changes to "fully vaccinated."
- During a recess period (e.g., winter closure).
- When employee is on an approved leave of absence.
- When a temporary/short-term/retired/substitute employee is not scheduled to work during a specified time-period.
- For a period of 90-days from the date of a positive test result for COVID-19.

What if I have different testing obligations with multiple agencies or employers?

If an individual has reporting obligations to different agencies or employers, the individual may elect to satisfy the Pacific Union testing obligations by providing proof of testing. The proof of testing can be emailed to morozco@puschool.org.

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

IMPORTANT NOTES:

For additional information regarding the weekly testing requirements, please refer to the "Frequently Asked Questions" section of this Toolkit.

Employees who do not fulfill their weekly testing requirement may be subject to an adverse employment action.

STUDENT COVID-19 TESTING INFORMATION

Who: Pacific Union students.

What: A Pacific Union selected self-administered COVID-19 test.

Where: At Pacific Union.

When: Symptomatic, response and/or extracurricular activities testing on a voluntary basis.

How: Pacific Union will coordinate COVID-19 testing with a Pacific Union-selected laboratory.

COVID-19 VACCINATIONS

Purpose: Pacific Union recognizes that vaccination is effective at preventing COVID-19 and 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 access 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 schedule an appointment, go to www.myturn.ca.gov.

In response to the California Governor Executive Order dated August 5, 2021, certain positions within the All 4 Youth department require employees to be Fully Vaccinated or have a valid medical or religious exemption and submit a completed [COVID-19 Vaccination Religious/Medical Exemption](#) to Human Resources.

In response to the California Governor Executive Order dated August 11, 2021, Pacific Union is required to document the vaccination status of all employees. Therefore, Pacific Union employees must submit vaccination status in accordance with Pacific Union established protocol.

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

EMPLOYEE HEALTH SCREENING

On a daily basis, all Pacific Union employees should be mindful of the following symptoms prior to entering their assigned work location:

1. Fever and/or chills (100.4 degrees or higher)
 2. A new or worsening cough
 3. Shortness of breath
 4. Loss of taste and/or smell
 5. Congestion and/or runny nose
 6. Sore throat
 7. Fatigue
 8. Muscle and/or body aches
 9. Headache
 10. Nausea/vomiting and/or diarrhea
 11. Exposure to COVID-19 in the past 14 days
- **If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.**
 - If you have new or worsening symptoms, stay home and contact the COVID-19 Contract Tracing Liaison at morozco@puschool.org or (559) 834-2533 and advise your supervisor immediately.

STUDENT SCREENING

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

1. Fever and/or chills (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days

- If the parent/guardian answers “no” to all questions, they can allow their child to come to school.
- If the parent/guardian answers “yes” to any of the questions, they will need to stay home and consult with their doctor and report illness to the school by calling (559) 824-2533.

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.

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 or contact tracer will clear the student or staff member to return to work/school.

ROLE OF PROGRAM ADMINISTRATION

For students subject to COVID-19 quarantines, isolations, and school closures, Pacific Union will maintain continuity of instruction and services to support the student's educational program while unable to attend school in person through Independent Study Programs, as appropriate. The school office will contact the student's parent/guardian regarding continuity of services as described in the program/site specific plans.

VISITOR SCREENING

Visitors should be mindful of the following symptoms prior to entering the Pacific Union 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 on-campus 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 Pacific Union's campus as a measure to mitigate the spread of COVID-19.

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



NOTE: In an office setting, an employee may request to wear a face shield with drape (as pictured) in lieu of a face covering. In a school setting, an employee may wear a face shield if there is a reason as outlined in the [CDPH guidance dated September 22, 2021](#). Pacific Union will provide a face shield upon request. To comply with cloth drape, employee shall tape a paper towel to the bottom of the face shield and replace paper towel on a daily basis.

Employees have the right to request an N95 respirator for voluntary use. Pacific Union will provide the respirator at no cost to employees. See COVID-19 Training and Instruction Resources within this COVID-19 Safety Plan Toolkit for instructions on how to properly fit and wear the respirator. If employee does not request an N95 respirator, they must wear an approved face covering as defined above.

Pacific Union Staff

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

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

Pacific Union Students

Students shall wear face coverings in compliance with school district protocol, and in accordance with the California Department of Public Health Return to School Guidance. Pacific Union shall accommodate children with disabilities regarding face coverings and other health and safety protocols.

Students have the right to request an N95 respirator for voluntary use. Pacific Union will provide the respirator at no cost to students and instructions on how to properly fit and wear the respirator. If student does not request an N95 respirator, they must wear an approved face covering as defined above.

Pacific Union Visitors

Visitors must wear a face covering when entering and moving about Pacific Union's campus.

PHYSICAL DISTANCING PROTOCOL

Purpose: To provide guidance to staff on best practices for physical distancing.

- 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.
- CalOSHA Emergency Temporary Standards (ETS) no longer require physical distancing, except:
 - During an outbreak (3 or more employees in an exposed group), Pacific Union will evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.
 - Physical distancing and barriers must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status.
- For contact tracing purposes, anyone within six feet of a confirmed positive COVID-19 person, for greater than 15 minutes in a 24-hour period will be considered a close contact.

Gatherings, Field Trips and Visitors

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

Mealtime Considerations

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

Other Considerations for School Settings:

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

CLEANING AND DISINFECTING PROTOCOL

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

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

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected once per day. In the office setting, staff may utilize cleaning supplies that will be provided at stations around offices 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. 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 SETTING

- Common area high-touch surfaces will be disinfected once a day; these areas include door handles and panic hardware, counters, handrails, light switches, breakroom tables, microwaves, and refrigerator handles

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.

Pacific Union custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, and restrooms, once a day. Classrooms, including student desks and student chairs 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 maintenance supervisor.

All classrooms and bathrooms are fogged with a probiotic spray one time per week. This probiotic fogging is not a substitute for cleaning or disinfecting with a product on the EPA list of approved disinfectants but is an additional step to eliminate biofilm that can protect bacteria and viruses.

DISINFECTING AFTER A CONFIRMED COVID-19 CASE

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

Should the Fresno County Department of Public Health (FCDPH) or Pacific Union staff become aware that an outbreak may be underway, Pacific Union 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 classrooms and offices, Pacific Union has taken the following actions:

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

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.

PPE specific to COVID-19 response shall be procured in bulk quantities by Administration and distributed as needed.

SURGICAL FACE MASKS

Who may use: Pacific Union employees and students.

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

Typical tasks necessitating use: Employee presence in an essential facility, nursing services (nurses providing nursing services/procedures, masking any student or staff that are showing signs and symptoms of respiratory illness).

N95 RESPIRATORS

Who may use: Pacific Union employees and students.

When to use: When performing aerosolizing medical procedures, when using products that would require respiratory protection according to the Safety Data Sheet.

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

FACE SHIELDS/EYE PROTECTION

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

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

Typical tasks necessitating use: providing first aid, performing specialized healthcare procedures and cleaning contaminated areas and while doing medical aerosol procedures such as oral or tracheostomy suctioning or nebulizer treatments.

LEVEL 3 MEDICAL-GRADE PROTECTIVE GOWNS

Who should use: School nurses, and LVNs.

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

Typical tasks necessitating use: tracheostomy suctioning or nebulizer treatments.

PACIFIC UNION EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE

Purpose: The Pacific Union recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to a Pacific Union employee or student. Therefore, Pacific Union has created the following employee and student exposure response plan and flowcharts:

- Process For Employees to Report COVID-19 Related Illness
- First Notice Reporting Flowchart Once Employee Reports A COVID-19 Related Illness
- COVID-19 Screening Flowchart of Pacific Union Students
- Return-To-School After COVID-19 Exposure – Not Fully Vaccinated Students
- Pacific Union Students COVID-19 Illness and Quarantine Guidelines - English
- Pacific Union Students COVID-19 Illness and Quarantine Guidelines - Spanish
- Pacific Union Employees COVID-19 Illness and Quarantine Guidelines

Note: severely immunocompromised individuals should consult with their primary care physician.

PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS

Purpose: Pacific Union has established a *First Notice Reporting* process to ensure all employees report a COVID-19 Related Illness in a consistent, timely manner.

Employees are expected to report a COVID-19 Related Illness to Pacific Union when:

- You have experienced COVID-19 related symptoms, **OR**
- You were alerted that you are considered a close contact to a positive COVID-19 case, **OR**
- You have tested positive for COVID-19, or after being identified as a close contact are awaiting COVID-19 test results.

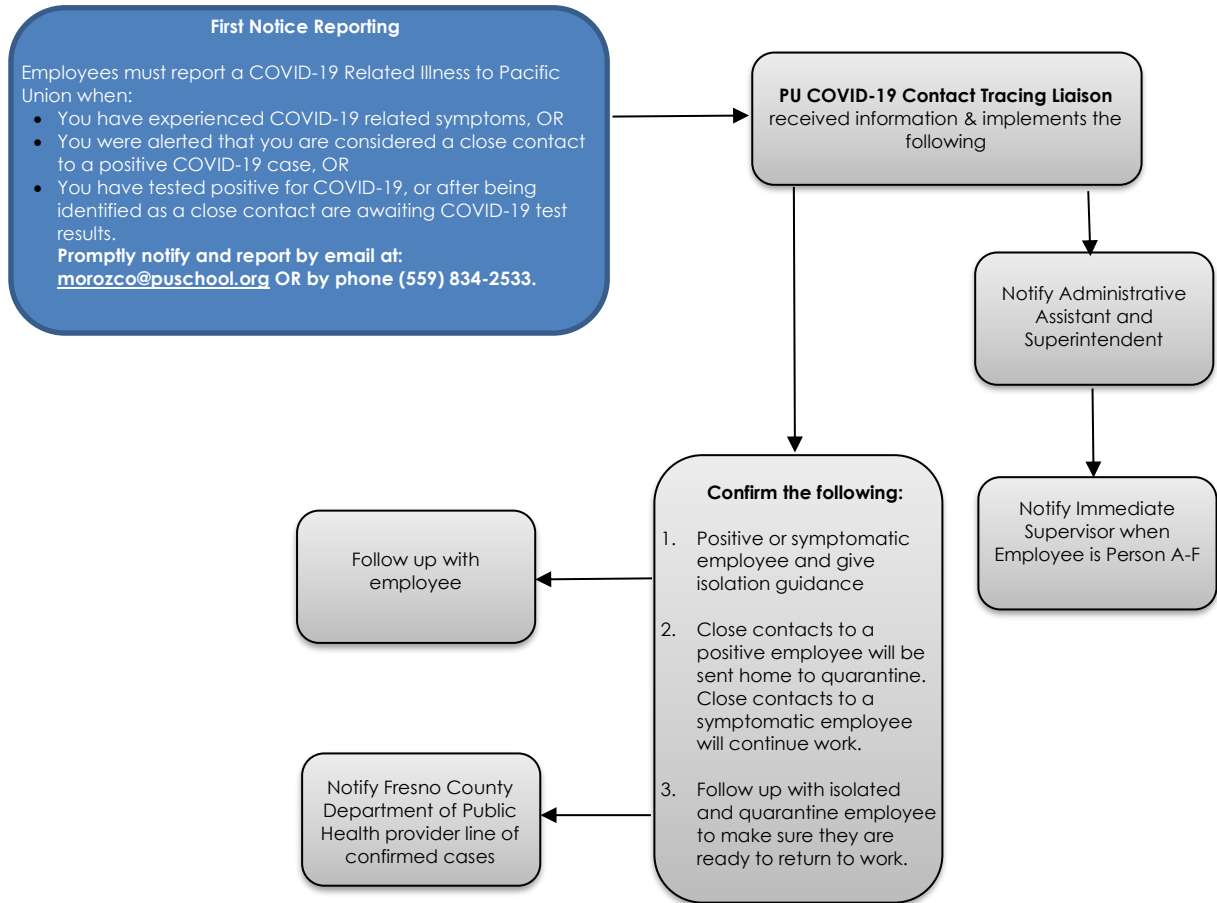
Employees are expected to follow the steps as indicated below:

1. **Immediately** report all COVID-19 Related Illnesses as indicated above by email, morozco@puschool.org OR by phone (559) 834-2533.
2. Provide the following information when you email or call to ensure timely reporting:
 - a. First and Last Name
 - b. Your Email and Phone Number
 - c. Reason for Report (e.g., *experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results*)
 - d. Actual date you last worked
 - e. Vaccination Status
3. The COVID-19 Contact Tracing Liaison will answer your email/call and assist in determining appropriate next steps.
4. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.

FIRST NOTICE REPORTING FLOWCHART

ONCE EMPLOYEE REPORTS A COVID-19 RELATED ILLNESS

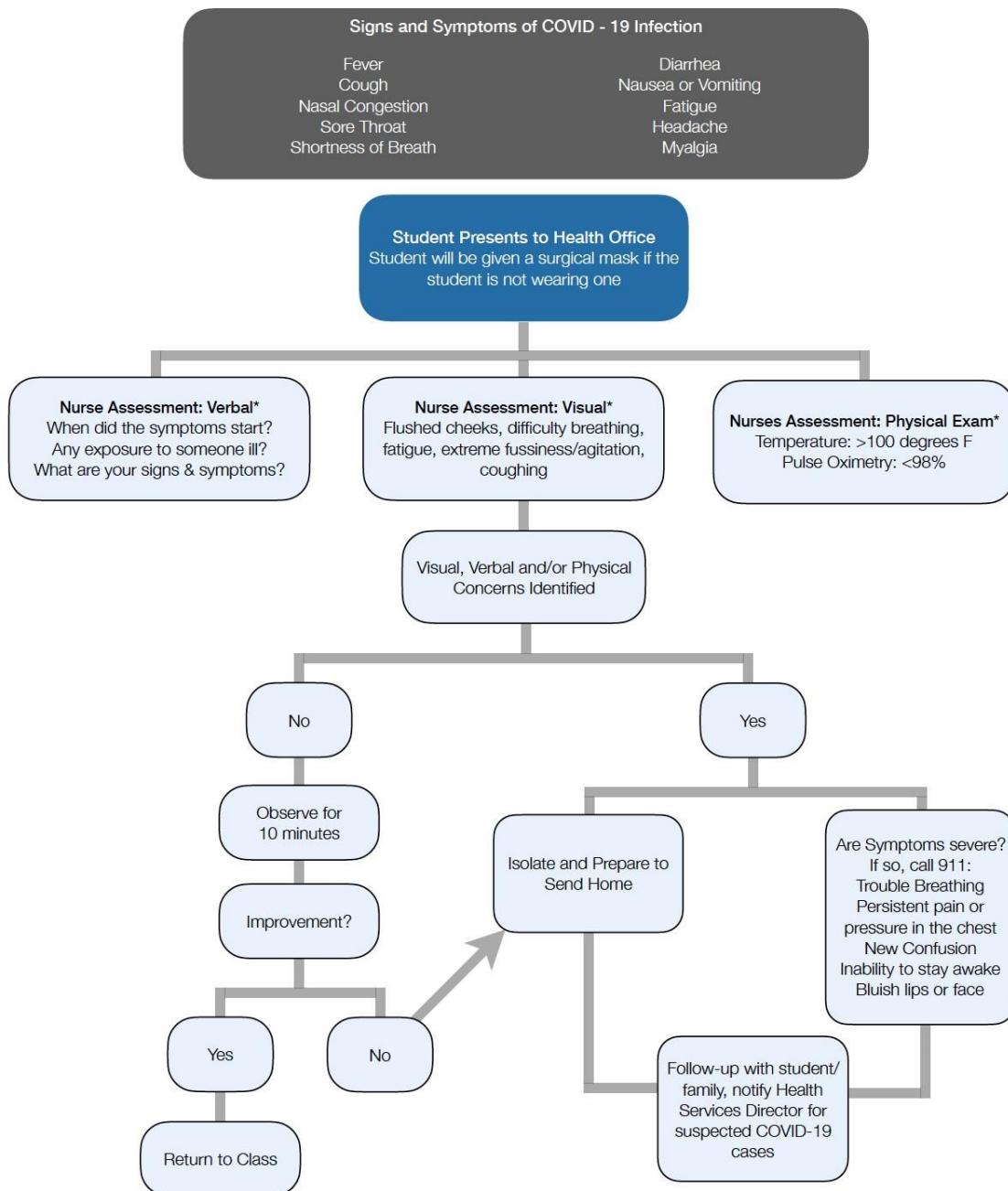
Purpose: The First Notice Reporting Flowchart was designed to demonstrate the internal process that takes place after an employee reports a COVID-19 related illness.



Important Note: Aside from the specified contact noted above on this flow chart, Pacific Union Elementary School District and its employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. Pacific Union may notify affected employees in a way that does not reveal personal health-related information of an employee.

COVID-19 SCREENING FLOWCHART OF PACIFIC UNION STUDENTS

Purpose: The COVID-19 Screening Flowchart of Pacific Union Students was designed to demonstrate the internal process when a student presents signs and symptoms of COVID-19 to a Health Office.

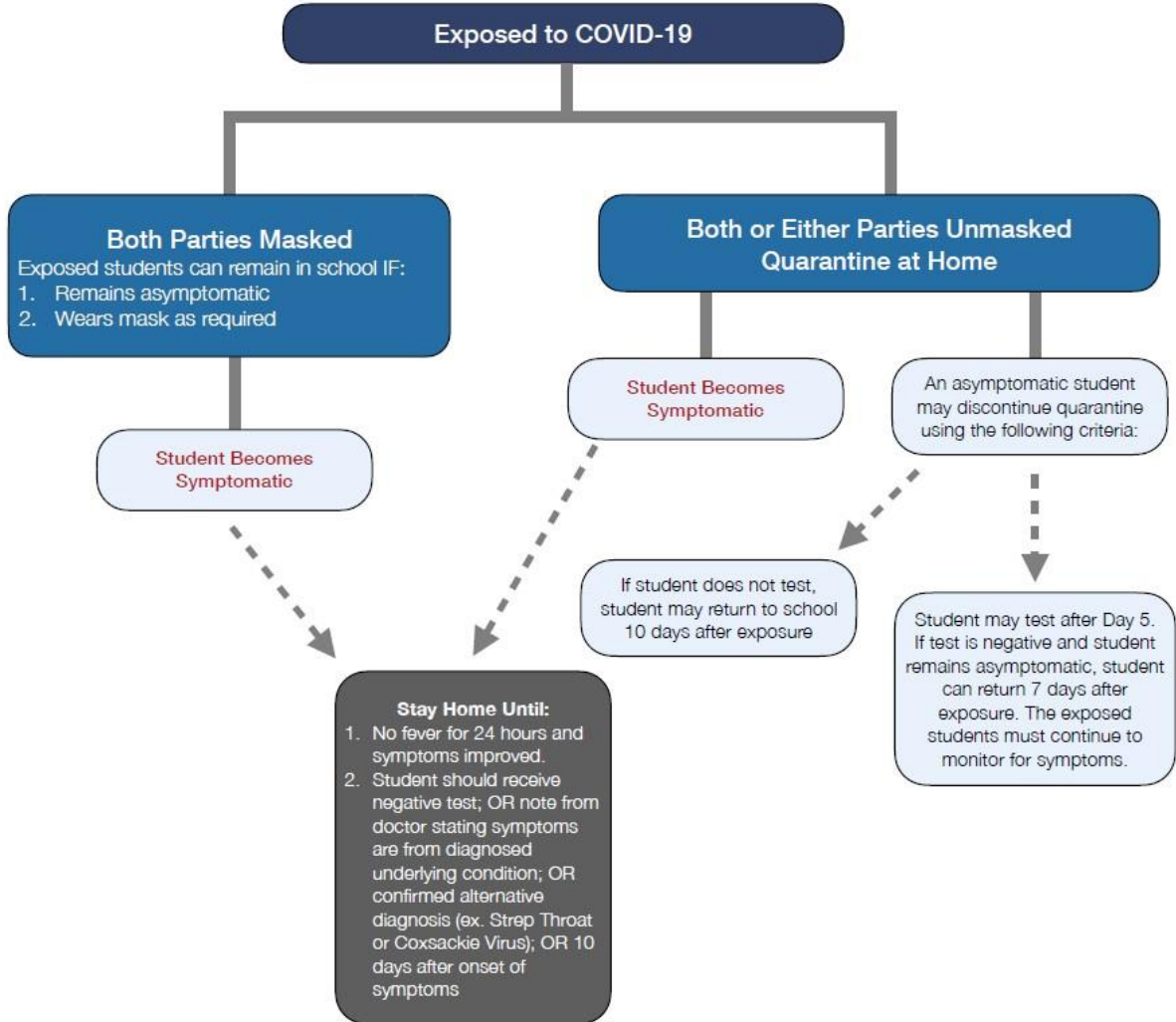


*If school nurse is not physically available at the school site/campus, call the school nurse for consultation.

** Symptomatic students will be sent home to isolate according to the Return-to-Work Toolkit. The remaining students in the classroom will continue with their school day. If the symptomatic student becomes a confirmed positive COVID case, close contacts will be identified and sent home to quarantine according to the Return-to-Work Toolkit.







RETURN-TO-SCHOOL AFTER COVID-19 EXPOSURE NOT FULLY VACCINATED STUDENTS

Purpose: The Return-to-School After COVID-19 Exposure for Not Fully Vaccinated Students was designed to demonstrate which quarantine timeline needs to be followed when a student is exposed to COVID-19.









Pacific Union COVID-19 Illness and Quarantine Guidelines

Report all cases to Miriam Orozco by email to morozco@puschool.org OR by phone (559) 834-2533

STUDENT A	STUDENT B	STUDENT C	STUDENT D	STUDENT E	STUDENT F
 <p>Any student who has tested positive for COVID-19, regardless of vaccination status, previous infection, or lack of symptoms</p> <p>Isolation:</p> <ul 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 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. ✓ If a Home Test Kit was used, it is recommended to confirm with a lab result. ✓ Antigen test preferred. <p>*As required, Pacific Union will report ALL positive cases to the Fresno County Department of Public Health.</p>	 <p>Any student 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:</p> <ul style="list-style-type: none"> ✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and ✓ Symptoms have improved <p>*Student B should have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical or their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternate named diagnosis (e.g., Streptococcal pharyngitis, Coxsackie virus), OR at least 10 days have passed since symptom onset.</p>	 <p>Any unvaccinated student who lives in the same household with a COVID-19 positive person</p> <p>If Student C is asymptomatic and able to completely separate from a COVID-19 positive person 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):</p> <ul style="list-style-type: none"> ✓ Upon separation, Student C follows the guidance for Student D. <p>If Student C is asymptomatic and unable to completely separate from a COVID-19 positive person in household:</p> <ul style="list-style-type: none"> ✓ At the end of COVID-19 positive person's isolation period, Student C follows the quarantine guidance for Student D. <p>*If Student C becomes symptomatic, testing is recommended. However, a negative test will not excuse Student C from completing his/her quarantine.</p>	 <p>Any unvaccinated or vaccinated and booster-eligible student who has not yet received their booster dose with close contact to Student A (>15 min (cumulative per day), < 6 feet)</p> <p>If Student D is exposed and either the Student D or the positive student were UNMASKED, Student D must quarantine.</p> <p>If Student D remains asymptomatic, they may discontinue quarantine under the following conditions:</p> <ul style="list-style-type: none"> ✓ Quarantine can end after Day 5 from the date of last exposure with a negative test result. ✓ If Student D is unable to test, quarantine can end after Day 10. <p>If Student D is exposed and both students were MASKED, Student D can continue to come to school under the following conditions:</p> <ul style="list-style-type: none"> ✓ Are asymptomatic ✓ Continue to appropriately mask, as required <p>*If Student D becomes symptomatic, student should stay home and follow the directions for Student B.</p>	 <p>Any student who has had exposure to Student B, C OR D</p> <p>NO QUARANTINE OR ACTION REQUIRED</p> <ul style="list-style-type: none"> ✓ Continue to self-certify your health on a daily basis. <p>If Student B, C or D with whom Student E has exposure within 10 days and tests positive (timeline should start 2 days before Student B, C or D develops symptoms), then follow directions for Student D.</p>	 <p>Any student who is vaccinated with booster dose or vaccinated, and not yet booster-eligible and has been exposed to COVID-19</p> <ul style="list-style-type: none"> ✓ Student F may continue to report to school. ✓ Recommend Student F to 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 Student A. ✓ If symptoms develop, test and stay home. ✓ Student F may report to school if test results are negative and/or if no symptoms develop.
<p>For more information on COVID-19, please refer to the Fresno County Department of Public Health website or call at 559-600-3332. Updated 02/15/2022</p>					

Indicaciones de cuarentena y enfermedad COVID-19 para estudiantes de Pacific Union







Reporte todos los casos a la línea de reporte de ausencias de la escuela.
Los distritos escolares están obligados a reportar TODOS los casos positivos al Departamento de Salud Pública del Condado de Fresno.

Estudiante A	Estudiante B	Estudiante C	Estudiante D	Estudiante E	Estudiante F
 <p>Cualquier estudiante que haya dado positivo por COVID-19, independientemente del estado de vacunación, infección previa, o falta de síntomas</p> <ul style="list-style-type: none"> ✓ Quédese en casa por lo menos 5 días. ✓ El aislamiento puede terminar después del día 5 si los síntomas no están presentes o se están resolviendo y una muestra de diagnóstico recolectada el día 5 o más tarde da negativo. ✓ Si no puede hacerse la prueba o elige no hacerlo, y los síntomas no están presentes o se están resolviendo, el aislamiento puede terminar después del día 10. ✓ Si hay fiebre, se debe continuar con el aislamiento hasta que la fiebre se resuelva durante 24 horas sin el uso de medicamentos para reducir la fiebre. ✓ Si los síntomas, aparte de la fiebre, no se resuelven, continúe aislándose hasta que los síntomas se resuelvan o hasta después del día 10. ✓ Use una máscara que le quede bien alrededor de otras personas durante un total de 10 días, especialmente en ambientes interiores. ✓ Si se utilizó una prueba de casa, se recomienda confirmar con un resultado de laboratorio. ✓ Se prefiere la prueba de antígeno. <p><small>* Según se requiere, la línea directa de informes covid-19, informará TODOS los casos positivos al Departamento de Salud Pública del Condado de Fresno al (559) 600-3332.</small></p>	 <p>Cualquier estudiante que sea únicamente sintomático o que haya hecho la prueba de COVID-19 debido a síntomas y esperando los resultados de laboratorio.</p> <p>Con síntomas: Aislamiento hasta que se cumplan los siguientes requisitos:</p> <ul style="list-style-type: none"> ✓ 24 horas *(1 día) sin fiebre (sin el uso de medicina para reducir la fiebre) y ✓ Los síntomas han mejorado <p>*El estudiante B debe tener una prueba negativa de SARS-CoV-2. O un proveedor de atención médica ha proporcionado documentación de que los síntomas son típicos de su condición crónica subyacente (por ejemplo, alergias o asma) O un proveedor de atención médica ha confirmado un diagnóstico con nombre alternativo (por ejemplo, faringitis estreptocócica, virus Coxsackie). O han pasado al menos 10 días desde el inicio de los síntomas.</p>	 <p>Cualquier estudiante no vacunado que viva en el mismo hogar con una persona COVID-19 positiva Si el estudiante C es asintomático y puede separarse completamente de una persona COVID-19 positiva en el hogar (esto significa que no hay contacto, no hay tiempo juntos en la misma habitación y no se comparte ningún espacio, como el mismo baño o dormitorio):</p> <ul style="list-style-type: none"> ✓ Tras la separación, el Estudiante C sigue la guía para el Estudiante D. <p>Si el estudiante C es asintomático y no puede separarse completamente de una persona COVID-19 positiva en el hogar:</p> <ul style="list-style-type: none"> ✓ Al final del período de aislamiento de la persona COVID-19 positiva, el Estudiante C sigue la guía de cuarentena para el Estudiante D. <p>*Si el estudiante C se vuelve sintomático, se recomienda la prueba. Sin embargo, una prueba negativa no excusará al Estudiante C de completar su cuarentena.</p>	 <p>Cualquier estudiante no vacunado o vacunado y elegible para refuerzo pero aun no ha recibido su dosis de refuerzo con contacto cercano con el estudiante a (>15 min (acumulativo por día), <6 pies)</p> <p>Si el estudiante D esta expuesto y el Estudiante D o el estudiante positivo no tenían máscara, el Estudiante D debe ponerse en cuarentena. Si el Estudiante D permanece asintomático, puede suspender la cuarentena bajo las siguientes condiciones:</p> <ul style="list-style-type: none"> ✓ La cuarentena puede terminar después del día 5 a partir de la fecha de la última exposición con un resultado negativo de la prueba. ✓ Si el estudiante D no puede realizar el examen, la cuarentena puede terminar después del día 10. <p>Si el estudiante D fue expuesto y ambos estudiantes estaban ENMASCARADOS, el estudiante D puede continuar viniendo a la escuela bajo las siguientes condiciones:</p> <ul style="list-style-type: none"> ✓ Son asintomáticos ✓ Continúe enmascarando adecuadamente, según sea necesario <p>* Si el estudiante D se vuelve sintomático, el estudiante debe quedarse en casa y seguir las instrucciones del estudiante B.</p>	 <p>Cualquier estudiante que haya estado expuesto al Estudiante B, C o D</p> <p>NO SE REQUIERE CUARENTENA NI ACCIÓN</p> <ul style="list-style-type: none"> ✓ Continúe auto certificándose su salud a diario. <p>Si el estudiante B, C, o D con quien el estudiante E estuvo expuesto dentro de los 10 días y da positivo (el plazo debe comenzar 2 días antes de que el estudiante B, C, o D desarrolle síntomas), y luego siga las instrucciones del estudiante D.</p>	 <p>Cualquier estudiante que este vacunado con una dosis de refuerzo o vacunado, y aun no sea elegible para refuerzo y haya estado expuesto a covid-19</p> <ul style="list-style-type: none"> ✓ El estudiante F puede continuar reportándose a la escuela. ✓ Recomiende al estudiante F que realice la prueba el día 5. ✓ Use una máscara que le quede bien alrededor de otras personas durante 10 días, especialmente en ambientes interiores. ✓ Si los resultados de la prueba de covid-19 son positivos, siga las recomendaciones de aislamiento para el estudiante A. ✓ Si se desarrollan síntomas, hágase la prueba y quédese en casa. ✓ El estudiante F puede presentarse en la escuela si los resultados de la prueba son negativos y/o si no se desarrollan síntomas.

Updated 01/18/2022

Pacific Union COVID-19 Illness and Quarantine Guidelines

Report all cases to Miriam Orozco by email to morozco@puschool.org OR by phone (559) 834-2533

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:</p> <ul 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 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. ✓ If a Home Test Kit was used, it is recommended to confirm with a lab result. ✓ Antigen test preferred. 	 <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:</p> <p>Isolation until the following requirements have been met:</p> <ul 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>*Employee 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 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):</p> <ul style="list-style-type: none"> ✓ Upon separation, Person C follows the guidance for Person D. <p>If Person C is asymptomatic and unable to completely separate from Person A in household:</p> <ul style="list-style-type: none"> ✓ At the end of Person A's isolation period, Person C follows the quarantine guidance for Person D. <p>*If person C becomes symptomatic, contact covid19report@fcoe.org or (559) 497-3889 for next steps.</p>	 <p>Any unvaccinated or vaccinated and booster-eligible person who has not yet received their booster dose with close contact to Person A (>15 min (cumulative per day), < 6 feet)</p> <p>Quarantine immediately for 5 days** following date of last exposure</p> <ul style="list-style-type: none"> ✓ 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. ✓ Antigen test preferred. 	 <p>Any unvaccinated person who has had exposure to Person B, C OR D</p> <p>NO QUARANTINE OR ACTION REQUIRED unless:</p> <p>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:</p> <ul style="list-style-type: none"> ✓ Continue to self-certify your health on a daily basis. ✓ Contact covid19report@fcoe.org or (559) 497-3889 with questions regarding timing and exposure 	 <p>Any person who is vaccinated with booster dose or vaccinated, and not yet booster-eligible and has been exposed to COVID-19</p> <ul style="list-style-type: none"> ✓ 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.

For more information on COVID-19, please refer to the Fresno County Department of Public Health [website](https://www.fresnocounty.net/health) or call at 559-600-3332.

Updated 01/18/2022

SYSTEMS FOR COMMUNICATION

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

Pacific Union uses the COVID-19 Safety Plan Toolkit as a vehicle to communicate the following to stakeholders:

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

In compliance with AB685, Pacific Union is required to provide timely employee notification when:

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

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

- Employee notification will be sent to employees by applicable designee.
- Parent/Guardian notification will be sent by designee.

SAMPLE EMPLOYEE NOTIFICATION EMAIL

From: Cabinet Member Name
To: Work Location/Department Staff
CC: morozco@puschool.org
Subject: IMPORTANT NOTIFICATION

Hello Pacific Union Department Colleagues,

You are receiving this notification because a fellow colleague at your work location/program has been impacted by COVID-19.

We alerted Miriam Orozco, who is currently investigating this matter and should any close contacts be identified, Health Services will reach out to those individuals. Please know that our colleague is isolating and will be able to return to work according to the guidelines set forth by the Fresno County Department of Public Health (FCDPH). We wish our team member a speedy recovery.

Please continue to self-certify your own health prior to reporting to work and let your immediate supervisor know if you are experiencing any symptoms. You must also report any symptoms or positive COVID test by emailing morozco@puschool.org or calling (559) 834-2533. In addition, if you are experiencing symptoms, Pacific Union urges that you test for COVID-19 or otherwise consult with a health care provider.

Pacific Union aggressively responds to COVID-19 to ensure safe working and learning environments. The work location will be thoroughly disinfected in accordance with existing protocols. Impacted employees may be temporarily assigned to a new work location or offered the ability to telework, if feasible, while their regular work location is disinfected. Thank you for following the guidance and protocols outlined in the Pacific Union COVID-19 Safety Plan Toolkit, implemented by Pacific Union administration. It is your diligence in wearing a mask and maintaining a minimum of 6 ft. distance from one another that helps in mitigating the spread of COVID-19. Click here to access the Pacific Union COVID-19 Safety Plan Toolkit for specific information regarding disinfection and safety protocols. [\[Copy & Paste hyperlink to COVID-19 Safety Plan Toolkit\]](#)

Pacific Union continues to work in full cooperation with FCDPH to minimize potential risks to employees, students, and members of the public. See attached FAQ's for further information. If you have any questions, please email morozco@puschool.org or call (559) 834-2533.

Thank you again for your dedication during this challenging time.

SAMPLE PARENT/GUARDIAN NOTIFICATION - ENGLISH

DATE

Dear Parent or Guardian,

Pacific Union would like to inform you that your child may have been exposed to COVID-19 on **(INSERT DATE)** at Pacific Union. Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.

We consulted with the Fresno County Public Health Department for the risk of anyone who may have had close contact with this individual. Close contact is defined as someone who has spent 15 minutes (cumulative per day) or more time within 6 feet or less of the individual who was COVID-19 symptomatic.

Pacific Union has determined that the risk to anyone exposed to this individual warranted **(INSERT STATEMENT AFTER CONSULTING WITH HEALTH SERVICES)**.

Please be aware that symptoms may appear 2 – 10 days after exposure to the virus. Symptoms include:

- Fever and/or chills
- A new or worsening cough
- Shortness of breath
- Loss of taste or smell
- Congestion and/or runny nose
- Sore throat
- Fatigue
- Muscle and/or body aches
- Headache
- Nausea/vomiting and/or diarrhea

If any of these symptoms develop, we encourage you to contact your physician immediately for evaluation. Please also notify the school should your child develop COVID-like symptoms.

We understand this is concerning news to receive. If you would like to speak with someone, please contact Miriam Orozco at (559) 834-2533. For information on isolation and quarantine, please visit the Fresno County Department of Public Health (FCDPH) website at: <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-orders>

Thank you for your understanding and please contact us with any questions.

Sincerely,

Cabinet Member Name

****Please [click here](#) to download the template that may be modified. Human Resources, Health Services, and applicable Cabinet Member will adapt the notification based on the actual situation.****

****Please [click here](#) to download the PDF of the Q&A to include with your employee notification.****

SAMPLE PARENT/GUARDIAN NOTIFICATION - SPANISH

DATE

Estimado padre o Guardianes,

El equipo de líderes del **SCHOOL/PROGRAM NAME** desea informarle que su hijo/a pudo haber estado expuesto al COVID-19 el **DATE OF EXPOSURE** en el **LOCATION/ROOM # OF EXPOSURE**. El coronavirus (COVID-19) es una enfermedad causada por un virus que puede propagarse de persona a persona.

Alertamos al Departamento de Servicios de Salud de la Oficina del Superintendente de Escuelas del Condado de Fresno (FCSS), quien consultó con el Departamento de Salud Pública del Condado de Fresno sobre el riesgo de cualquier persona que pudiera haber tenido contacto cercano con esta persona. El contacto cercano se define como alguien que ha pasado 15 minutos (acumulados por día) o más tiempo a 6 pies o menos de la persona que tenía síntomas de COVID-19.

El Departamento de Servicios de Salud de FCSS determinó que el riesgo de cualquier persona expuesta a esta persona justificaba la notificación a los padres.

Tenga en cuenta que los síntomas pueden aparecer de 2 a 10 días después de la exposición al virus. Los síntomas incluyen:

- Fiebre y / o escalofríos
- Tos nueva o que empeora
- Dificultad para respirar
- Pérdida del gusto o el olfato
- Congestión y/o secreción
- Dolor de garganta
- Fatiga
- Dolores musculares y/o corporales
- Dolor de cabeza
- Náuseas / vómitos y/o diarrea

Si se desarrolla alguno de estos síntomas, le recomendamos que se comunique con su médico de inmediato para una evaluación. También notifique a la escuela si su hijo/a presenta síntomas similares a los de COVID.

Entendemos que estas noticias son preocupante. Si desea hablar con alguien, comuníquese con **SCHOOL NURSE NAME AND CONTACT NUMBER**.

Para obtener información sobre aislamiento y cuarentena, visite el sitio web del Departamento de Salud Pública del Condado de Fresno en: <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-orders>

Gracias por su comprensión y por favor contáctenos si tiene alguna pregunta.
Atentamente,

****Please [click here](#) to download the template that may be modified.
Human Resources, Health Services, and applicable Cabinet Member
will adapt the notification based on the actual situation.****

****Please [click here](#) to download the PDF of the Q&A to include with your employee notification.****

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. I have a note from my doctor that states I cannot wear a mask. What should I do?

Contact Miriam Orozco. She will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

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

No, SB 95 ended September 30, 2021. Therefore, employees may use other leave entitlements. Contact your immediate supervisor who will work in conjunction with the Benefits Analyst and Benefits Specialist to assess available leave entitlements.

5. 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 the COVID-19 Contact Tracing Liaison who will then trigger the Interactive Process to determine if there is a reasonable accommodation.

6. How will Pacific Union ensure continuity of instruction while a student is quarantining, isolating or school closures?

For information on continuity of instruction while a student is quarantining, isolating, or school closure please visit <https://www.pacificunion.k12.ca.us/safereturnplan>

7. How will Pacific Union protect my HIPPA rights and confidentiality should I test positive for COVID-19?

By following the steps outlined on the *Pacific Union Process for Employees to Report COVID-19 Related Illness* flow chart, only those persons who need to know will be informed. These individuals are trained to respond quickly and confidentially to protect you and those who may have been in contact with you.

8. 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.

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

Lead by example.

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

Contact Miriam Orozco, COVID-19 Contact Tracing Liaison, at morozco@puschool.org.

11. Do the Pacific Union COVID-19 Safety Plan Toolkit protocols need to be followed when working off site? Yes, when working on behalf of Pacific Union, regardless of the employee's work location (office, schoolsetting, and/or home visits), employees are to comply with the protocols as set forth in the Pacific Union COVID-19 Safety Plan Toolkit.

12. 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.

13. A person who was in an Pacific Union 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.

14. 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.

15. 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:

- Quarantine for 10 days (the length of the positive person's isolation). Once the positive person's isolation is complete, you can start your own quarantine. You can return to work when the following criteria is met:
 - If Person D remains asymptomatic, may discontinue self-quarantine under the following conditions:
 - Quarantine can end after Day 10 from the date of last exposure without testing
 - Quarantine can end after Day 5 from the date of last exposure and tests negative.
 - To discontinue quarantine before 14 days following last known exposure, asymptomatic close contacts must:
 - Continue daily self-monitoring for symptoms through Day 14 from last known exposure; AND
 - Follow all recommended non-pharmaceutical interventions (e.g., wearing a mask when around others, hand washing, avoiding crowds) through Day 14 from last known exposure.

16. Are there any potential side effects from weekly testing?

Pacific Union currently uses anterior nares swabbing to test for COVID-19, which involves placing a sterile swab at the base of the nose. It is not associated with any long-term side effects, but short-term side effects include mild discomfort and possible eye watering. The anterior nares technique is generally considered more comfortable than the nasopharyngeal technique, which involves a farther-reaching swab. The swabs are sterilized using a standardized and highly regulated procedure, which poses no risk to the person being tested. Personal health concerns regarding weekly testing may be discussed with our testing staff or with your primary care physician.

17. What does FDA Emergency Use Authorization mean?

The FDA Emergency Use Authorization (EUA) is a tool that the FDA uses to expand access to medical products (such as vaccines and medicines) during a public health emergency, such as the current pandemic. To obtain an EUA for a given product, extensive research proving efficacy is supplied by the developer and rigorously reviewed by the FDA. The FDA will only grant the EUA if they are confident that the benefit outweighs the risks of the product. Their primary goal is always the safety of the American public. The general consensus of the medical community is that in the development of the COVID vaccines, no scientific corners were cut, only the red tape preventing much needed access.

Of note, a product which was previously granted an EUA may later receive full authorization, such as the Pfizer vaccine to prevent COVID-19. Additionally, hospitals and public health departments are all performing internal quality assessment and test validation regularly and rigorously as well.

Additional resources for your reference about EAUs, and the study documenting the development of the COVID vaccine:

- <https://www.fda.gov/vaccines-blood-biologics/vaccines/emergency-use-authorization-vaccines-explained>
- <https://www.fda.gov/consumers/consumer-updates/understanding-regulatory-terminology-potential-preventions-and-treatments-covid-19>
- <https://www.nejm.org/doi/full/10.1056/nejmoa2034577>

18. Do people who previously tested positive for COVID-19 have to be tested weekly?

Yes. A history of COVID-19 likely provides some protection from future infection for a time, but the duration of that protection is not currently well-understood. The CDC recommends vaccination for these individuals and advises that natural immunity after infection may decrease after three (3) months. In short, prior infection does not rule out current infection.

Employees may be excluded from weekly testing for a period of three (3) months after testing positive for COVID-19, as some people may continue to have a positive test, however, are no longer infectious. (A notable exception is that people with immunodeficiencies may continue shedding beyond the standard quarantine period. Please speak to your health care provider if this applies to you.)

19. Do people who have a positive antibody blood test have to test weekly?

Antibody tests for previous infection with COVID-19 are not reliable. Since coronavirus is a family of viruses, it is possible that you may produce antibodies which are very similar to those developed after contracting COVID-19, but not so similar that they provide high immunity against the virus which causes COVID-19. Additionally, a negative antibody test does not rule out prior COVID-19 infection: the test may miss the individualized antibodies your body produced against COVID-19. For these reasons, the only way to confirm a previous COVID-19 infection is with a test which identifies the virus itself, during the infection.

20. If vaccinated people can spread the disease, why are they not also being asked to test?

Vaccinated people have substantially decreased risks of both contracting the virus which causes COVID-19, and of spreading it if they do. While breakthrough infections in fully vaccinated people are occurring, especially with the recent surge of the Delta-variant, fully vaccinated people remain over 90% less likely to contract COVID-19. (Of note, fully vaccinated people represent less than 1% of those hospitalized with COVID-19.)

Early studies have shown that vaccinated people also have 40% less virus in their nose, indicating that they have a lower viral load. The virus was detectable in those same people for 6 fewer days compared to unvaccinated people, and 66% less likely to test positive more than 1 week after infection. All of these findings indicate that vaccinated people are less likely to spread the virus than unvaccinated people.

Regardless, vaccinated people within Pacific Union are still required to wear a face mask in indoor settings, to test in the event of COVID-19 exposure, and to quarantine when indicated.

21. Will the vaccine affect my fertility, currently or in the future?

The three (3) vaccines used to prevent COVID-19 in the US have all demonstrated safety in pregnancy and have not been associated with any decrease in fertility in men or women. Vaccinated people have successfully conceived and carried healthy, full-term pregnancies. The vaccine also may offer some protection from the virus with the baby, both during and after pregnancy.

COVID-19 infection, however, has caused a decrease in male fertility in some individuals. The infection has also been linked to poor outcomes, including death, in otherwise healthy pregnant women.

MANDATORY COVID-19 WEEKLY TESTING - FREQUENTLY ASKED QUESTIONS

1. Do I have to complete the weekly testing requirement on my own time?

No and yes.

No, when you test at Pacific Union; and yes, if you elect to test at a valid healthcare/clinical provider or testing facility (e.g., Kaiser, CVS, Walgreens).

2. Can I test using the PCR or antigen test to meet the weekly testing requirement with another agency or employer?

Yes, as long as the testing is through a valid and observed healthcare/clinical provider or testing facility, such as Kaiser, CVS, Walgreens.

3. If I have to travel to get tested, will my employer reimburse me for my mileage?

No.

4. If I have a medical or religious exemption for the vaccination, will this exemption also apply to testing?

No.

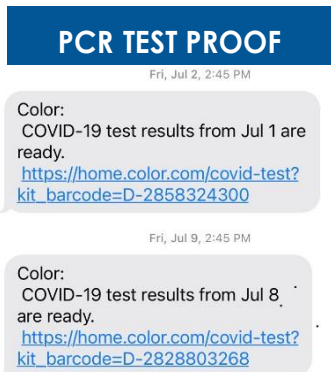
5. My doctor can deem me medically ineligible to receive the COVID-19 vaccinations.

Yes. However, should an employee have a medical exemption, they must contact Miriam Orozco, COVID-19 Contact Tracing Liaison, at morozco@puschool.org to discuss available workplace accommodations, if any.

6. If I elect to test at a designated school district or at a valid healthcare/clinical provider or testing facility, is it my responsibility to “self-report” my proof of testing?

Yes, when an employee does not test at Pacific Union the employee will be required to “self-report” evidence/proof provided by the pre-approved testing location (home test kits are not valid) each week and email to morozco@puschool.org no later than 4:00pm on Friday of each week. Friday will mark the end of each testing week in order to comply with this State mandate.

Below is a sample of the evidence/proof of testing (PCR and Antigen) that must be emailed to morozco@puschool.org:



7. Will Pacific Union accept the weekly test from my primary care physician?

Yes. When using this testing option, the employee will be required to self-report testing to the morozco@puschool.org email on a weekly basis.

8. In lieu of swabbing each nostril to complete the PCR or antigen testing, may I blow my nose in a Kleenex and roll the swab in the Kleenex?

No, this is not a viable option.

9. What chemicals are used to sterilize the PCR nasal swab?

Ethylene Oxide (EO) is a highly standardized method of sterilization. The gas is completely evacuated from the chamber following the procedure and does not leave a residue. EO is carcinogenic, but through direct, substantial exposure- not through sterilized materials. Links below provide additional information regarding chemicals on the PCR nasal swab.

- [Fact Check-Nasal swabs sterilized with ethylene oxide are safe to use](#)
- [Fact Check-COVID-19 nasal swabs sterilized with ethylene oxide are safe to use](#)
- [Ethylene Oxide Sterilization for Medical Devices](#)

11. If I have any other testing related questions, what do I do?

Email questions to morozco@puschool.org.

COVID-19 TRAINING & INSTRUCTION

Purpose: The FCSS will provide effective training and instruction to protect employees from COVID-19 hazards. Below are applicable COVID-19 training videos and additional resources.

COVID-19 TRAINING VIDEOS

[Putting on Personal Protective Equipment: CDC Video](#)

[Taking off Personal Protective Equipment: CDC Video](#)

[Putting on N95 Respirator: OSHA Video](#)

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](#)

COVID-19 VACCINATION RESOURCES

[Different COVID-19 Vaccines](#)

[Interim Public Health Recommendations for Fully Vaccinated People](#)

COVID-19 Pacific Union POLICIES AND SITE-SPECIFIC PLANS

[Illness Injury & Prevention Program \(IIPP\)](#)

STAY INFORMED: MONITORING COVID-19 IN FRESNO

[Tracking COVID-19 in California](#)

COVID-19 SAFETY PLAN DEVELOPMENT AND ASSURANCES

The FCSS is committed to maintaining a safe working environment for all staff, students and visitors. The FCSS is also committed to following additional health measures, including necessary orders, regulations and guidance from the California Department of Public Health (CDPH), the Fresno County Department of Public Health (FCDPH), and the California State Occupational Safety and Health Act (CalOSHA) during the COVID-19 pandemic to ensure compliance with local and state mandates.

The COVID-19 Safety Plan Toolkit was initially developed and is regularly updated to comply with changing guidance and requirements from federal, state, and local health officials as well as educational agencies. The team responsible for the upkeep and revision of this document consists of representatives from the FCSS, Legal Services, Health Services, Facilities & Operations and Human Resources Departments. Input is sought from various stakeholders through surveys, the Safety Concern/Suggestion form, safety committee meetings and school community outreach meetings. The contents of this document are regularly reviewed and approved by the County Superintendent and implemented organization wide.

All FCSS employees have access to the FCSS COVID-19 Safety Plan Toolkit and are informed when revisions and/or updates are implemented to remain in compliance with changes to health and safety provisions. All FCSS employees are expected to adhere to the standards and protocols contained in this document in their entirety for the purpose of providing a safe and conducive work environment.

Together, we can offer an emotionally and physically safe school/workplace for everyone during these challenging times. If you have any questions regarding the contents of the FCSS COVID-19 Safety Plan Toolkit, please contact your immediate supervisor or Human Resources.

Thank you.