

**AGENDA- (Special Board Meeting)**  
**KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT**  
**BOARD OF TRUSTEES**  
 Board Room 1900 18th Avenue 7:00 a.m.  
 Kingsburg, CA 93631  
 October 16, 2020 Room 60  
 KJUHSD.com/Zoom

1. CALL TO ORDER \_\_\_\_\_

2. SALUTE TO THE FLAG

3. ROLL CALL AND ESTABLISHMENT OF A QUORUM

Members Present \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Members Absent \_\_\_\_\_  
 \_\_\_\_\_

4. OTHERS PRESENT \_\_\_\_\_

5. APPROVAL OF AGENDA

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

6. PUBLIC COMMENT

A special meeting of the Board of Trustees of the Kingsburg Joint Union High School District has been duly called at the hour of 7:00 a.m. room 60 at Kingsburg Joint Union High School District to consider the following items of business to be upon the agenda:

**Public Comment**  
 For regular meetings, the public is provided an opportunity to address not only any item on the agenda but any item within the subject matter jurisdiction of the Kingsburg Joint Union High School District. **Disclaimer:** The opinions expressed in public comments are the authors own and do not necessarily reflect the official policies or position of the Kingsburg Joint Union High School District

Members of the public who wish to provide public comment during observed COVID-19 social distancing guidance may email the district at [PublicComment@Kingsburghigh.com](mailto:PublicComment@Kingsburghigh.com) by 4:00 p.m. the Friday before the meeting date, which generally lands on Monday. Public comments are limited to three minutes or 450 written words per speaker. Twenty (20) minutes per issue will be allowed. Please note you are not compelled to provide a name and can comment anonymously. The public comments will be read in the order they are received. The comments will be read outloud during the public comment portion of the meeting.

Board of Education is prohibited by law from taking action on matters discussed that are not on the agenda and no adverse conclusions should be drawn if the Board does not respond to public comments made at this time. Concerns will be referred to the Superintendent's office for review and response.

**Board Room Accessibility:** The Kingsburg Joint Union High School District encourages those with disabilities to participate fully in the public meeting process. If you need a disability related modification or accommodation, including auxiliary aids or services to participate in the public meeting, please contact the Administrative Assistant to the Superintendent at 897-7721 at least 48 hours before the scheduled Board of Trustees meeting so that we may make every reasonable effort to accommodate you [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132.)]

7. **CLOSED SESSION – Notice to Public:** (Closed Session Items Covered by Law May Be Requested Or Called For As Per: Government Codes: 54954.3; 54956.7; 54956.8; 54956.86; 54956.9 (a), (b), (c); 54956.95; 54957; 54957.6; 54957.8 and Education Codes: 48900; 49070.)

Conference with Labor Negotiator (Government Code Section 54957.6)  
Agency Designated Representative: Superintendent (Review MOU Hybrid Learning & Effects)  
Employee Organization: KJUHSDCTA

From \_\_\_\_\_ to \_\_\_\_\_

8. **ACTION**

- 8.1 Memorandum of Understanding for Hybrid Learning & Its Effects Between Kingsburg Joint Union High School District Board of Trustees and the Kingsburg Joint Union High School District California Teachers Association..... 1

9. **ADJOURNMENT** \_\_\_\_\_

(Time)

**FOR BOARD ACTION:**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

Nagle: \_\_\_\_\_ Serpa: \_\_\_\_\_ Lunde: \_\_\_\_\_ Jackson: \_\_\_\_\_ Thomsen: \_\_\_\_\_

**ISSUE:** Presented to the Board is the Memorandum of Understanding for Hybrid Learning and Its Effects Agreement Between Kingsburg Joint Union High School District Board of Trustees and the Kingsburg Joint Union High School District California Teachers Association.

**ACTION:** Approve or deny the Memorandum of Understanding for Hybrid Learning and Its Effects Agreement Between Kingsburg Joint Union High School District Board of Trustees and the Kingsburg Joint Union High School District California Teachers Association

**RECOMMENDATION:** Recommend approval

**FOR BOARD ACTION:**

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_  
Nagle: \_\_\_\_\_ Serpa: \_\_\_\_\_ Lunde: \_\_\_\_\_ Jackson: \_\_\_\_\_ Thomsen: \_\_\_\_\_



# KINGSBURG JOINT UNION HIGH SCHOOL DISTRICT

1900 18<sup>th</sup> Avenue • Kingsburg, California 93631 • (559) 897-7721 • FAX (559) 897-7759

**Don Shoemaker, Superintendent**

Board of Trustees: Rick Jackson, Brent Lunde, Steve Nagle, Mike Serpa, Johnie Thomsen

Draft Copy 10/9/2020

## **Memorandum of Understanding for Hybrid Learning and its Effects**

### **Agreement Between Kingsburg Joint Union High School District Board of Trustees and the Kingsburg Joint Union High School District California Teachers Association**

1. Teachers shall provide a minimum of 40 minutes of work for students during asynchronous learning as required by SB98. Recording is not a requirement for synchronous or asynchronous learning in a hybrid model.
2. Attendance and grading procedures will follow SB98 in its current iteration. To ensure student engagement, teachers shall keep up to date grades in Aeries. The minimum requirement for updating grades is once every two weeks.
3. In the event of an illness (not Covid-19 related), teachers shall follow normal sub procedures and provide work for students, as usual. Teachers shall not be responsible for teaching on any online platform in this scenario. If the illness is severe and providing work cannot be accomplished, please notify your department chair for assistance.
4. In the event of a Covid-19 related illness of a staff member, the District shall follow the protocol set forth by the Fresno County Department of Health and Families First Coronavirus Response Act (FFCRA).
5. In the rare event of a Foggy Day, buses will be cancelled. Teachers will report to campus before the PM synchronous instruction begins. Teachers will be expected to provide asynchronous instruction to AM students and face to face instruction for PM students.
6. Non-probationary teachers will not be formally evaluated in a hybrid situation. If non-probationary teachers are unable to be observed this year due to the unusual nature of hybrid scheduling, the site principal will draft a new evaluation schedule by the end of the 2020-21 school year for the 2021-22 and 2022-23 school years. The new schedule will be drafted to address the balance of observations for the two year cycle. However, probationary evaluations still apply. Administrators retain the right to formally observe instruction (as long as they do not exceed maximum capacity), upon notification, in order to support teachers with growth in instructional practices.
7. Leave of Absence Provisions of the CBA will be used to ensure all teachers will be granted any and all available leaves, including permissive, Family First Coronavirus

Response Act (FFCRA), or FMLA, thus giving an opportunity other than resignation. Requests for such accommodations will be considered on a case-by-case basis and only with supporting medical documentation from a medical provider that indicates their risk cannot be mitigated by PPE and the safety precautions set in place by the district.

8. Teachers shall be required to complete their 18 additional hours. The district reserves the right to make this requirement less should events be canceled. Teachers shall still get paid for 18 hours if this occurs. Consideration shall be taken for equitable assignment of weekly hours should the time frame required to complete 18 hours be compressed due to Covid-19 restrictions on extracurricular activities. Teaching staff choose their 18 hour duty assignments. If assigned by administration, no more than two events will be assigned in one week without teacher approval.
9. The District shall provide teachers with Covid-19 training in dealing with public health, hygiene, cleaning and sanitation measures recommended by the department of public health. All staff will be trained in procedures on identifying and responding to any individual who may have COVID-19 symptoms.
10. The District shall follow and maintain all outlined protocols and COVID safety procedures referenced in the District's Standard and Protocol Guidelines document, attached hereto as Addendum A, including adequate HVAC filtration and CDPH compliant testing and contact tracing protocols.
11. The District shall provide all necessary supplies for preventative sanitation measures, including Personal Protective Equipment (PPE) as described in the District Standard and Protocol Guidelines document. PPE includes the following: masks, hand sanitizer, disinfecting wipes, face shields, and other PPE as needed. Please see the district designee for all PPE requests.
12. The District and teachers shall adhere to all physical distancing requirements as outlined by the FCDPH.
  - a. A maximum capacity for each room will be established and posted, including both students and adults.
  - b. Prior to the physical return of students, administration and/or maintenance will collaborate with individual teachers in the initial configuration of unique classroom design so that setup is conducive to meeting both safety requirements and reasonable learning conditions. Teachers shall notify their site principal of any concerns.
  - c. Administration will balance am/pm splits as equitably as possible and in accordance with the maximum capacity established for that teaching space.
13. The District shall also clean and disinfect rooms and common areas in accordance with the "Return to School Health and Safety Plan Under COVID-19 Conditions".
14. The District shall require the use of facial covering consistent with the **California Department Public Health guidance** for all students, staff, parents, and community

members at the school site or district building. All face coverings must follow the dress code on site. Exceptions for face coverings are listed in the CDPH guidelines and KJUHS D Covid 19 Standard Protocols Guidelines. Examples for exceptions: outside with social distancing, alone in the office or classroom environment. According to CDPH guidelines, persons exempted due to a medical condition who are in regular contact with others shall wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it.

15. The District shall communicate with teachers as well as the Fresno County Department of Health within 24 hours of a suspected or confirmed COVID-19 case to the extent legally permitted according to HIPAA regulations as well as any school or building closures due to infection. In addition, KJUHS D will use the letter templates provided by the Fresno County Department of Health when necessary. KJUHS D COVID-19 Illness and Quarantine Guidelines. [KJUHS D COVID-19 Illness and Quarantine Guidelines](#)
  - a. Staff members and students will complete daily self-certification regarding the presence/absence of COVID-19 symptoms at the beginning of each school day.
  - b. A staff person or student who reports having symptoms of COVID-19 or that they have been exposed to an individual with symptoms or who tested positive for COVID-19 will not report to their workstation/classroom and will notify the district designee.
  - c. District contact tracing will be completed by the district designee following the CDPH guidelines.
  - d. Staff members in close contact or with limited exposure to an individual who tests positive for COVID-19 shall be notified as soon as possible to the extent legally permitted according to HIPAA regulations as well as any building or school closures due to infection as outlined by the FCDPH so long as the guideline.
  - e. If 5% of students and teachers in a classroom tested positive for the virus, the classroom would be closed, followed by 14 days of quarantine. If a school experienced a 5% positive testing rate of both students and teachers, the entire school would have to close, with everyone subject to 14 days of quarantine.
16. Virtual options for employee meetings will be made available whenever possible. When this is not possible meetings will be held in a space where employees can be socially distant.
17. In the event of resumed distance learning, the previous MOU for Distance Learning will be reinstated. Additionally, teachers shall have no less than 48 hours advance notice before being required to return to Distance Learning. Teachers will be required to provide asynchronous instruction during the 48 hour window.
18. This MOU resolves the negotiable effects of Hybrid Learning due to the COVID-19 pandemic. Parties reserve the right to negotiate any additional impacts related to COVID-19. This MOU is non-precedent setting and shall expire automatically of its own

accord on June 4, 2021, unless the parties mutually agree in writing for another specified period.

19. The current Collective Bargaining Agreement provisions between the Association and the District not addressed by the terms of this MOU shall remain in full effect.

This Memorandum of Understanding for Hybrid Learning and its Effects is subject to ratification and board approval.

(Addendum A)  
**KINGSBURG JOINT UNION  
HIGH SCHOOL DISTRICT**



**COVID-19 Standard and Protocol  
Guideline**

July 31, 2020



This **COVID-19 Standard and Protocol Guideline** was designed by the Kingsburg Joint Union High School District (KJUHS), in conjunction with the Fresno County Superintendent of Schools (FCSS), to set forth standards and protocols for the safety and well-being of KJUHS employees and any other persons accessing KJUHS facilities and 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**

KJUHSD is committed to the creation of a safe work environment that reflects guidance from the Centers for Disease Control and Prevention (CDC) [CDC- Coronavirus Website](#), California Department of Public Health (CDHP) [COVID-19 Industry Guidance: Schools and School-Based Programs](#), and Fresno County Department of Public Health (FCDPH) [Fresno County- COVID-19 Website](#) 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. Until there is a way to rapidly test individuals entering KJUHSD buildings or a viable vaccine that will help our community achieve herd immunity, we must rely on mitigation strategies to decrease the spread of COVID-19. 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:

- Social distancing (staying at least six feet away from others, when practical).
- Wearing a facial covering.
- 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. For example, when six feet between people cannot be maintained, we can wear facial coverings and be mindful of the amount of time we are in close proximity to better protect those involved.

The following KJUHSD COVID-19 Standard and Protocol Guideline is designed to set forth standards and protocols for KJUHSD employees as we return to our onsite work locations, in order to provide a safe, unified return to work plan and provide employees confidence of workplace safety. We will update this guideline 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 the new learning environment.

All supervisors 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 KJUHSD facilities reopen for staff and students.

### **EMPLOYER RESPONSIBILITIES**

The following Protection Guidelines are KJUHSD 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 KJUHSD employees.
- Post additional signage throughout KJUHSD 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).
- Limit the size of gatherings to ensure alignment with Fresno County Department of Public Health guidance.
- Consider flexible/rotating work schedules for KJUHSD employees, when possible.
- Implement measures encouraging physical distancing of a minimum of six feet between individuals, when practical; when physical distancing cannot be maintained, implement procedures to protect employees and students.

### **EMPLOYEE RESPONSIBILITIES**

The following Protection Guidelines are minimum standards and employee responsibilities that will be in place until further notice:

- Extend grace and civility to all those you interact with while in the workplace.
- Self-certify your health daily (See Health Screening Self-Certification Protocol).
- Wear face covering in accordance with the Face Covering Protocol.
- Maintain a minimum of six feet of physical distance in accordance with the Social Distancing 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/disinfecting.
- Avoid large gatherings during assigned breaks and lunch times as much as possible.

- Do not share washable dishes/utensils in the break room, bring your own or use paper/plastic.
- Minimize close contact.

## **BUILDING ACCESS AND PROTOCOL: EMPLOYEES AND VISITORS**

**PURPOSE:** To inform KJUHSD employees of the standards when entering KJUHSD schools or department offices 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.
- Six-foot distance markers will be placed at main entrances and other areas where lines may form in KJUHSD buildings, as appropriate.
- Physical barriers will be used when appropriate.
- Hand sanitizer will be available at main entrances and other locations as appropriate, of KJUHSD school sites and department offices.

### **PROTOCOL FOR ENTERING A KJUHSD BUILDING**

All visitors will need to knock on the attendance window for Kingsburg High School (KHS) or office door for Kingsburg Alternative Education Center (KAEC) and District Office before entering the main building entrance. (KHS Office, KAEC Office, District Office, Maintenance Building). Visitors will have to self-certify their health before being allowed to enter.

### **VISITORS**

- Departments and offices are highly encouraged to schedule appointments in advance for all visitors; walk-in visitors will be seen at the discretion of the department or site.
- All visitors will be expected to self-certify their health status before entering a KJUHSD building or school site by answering the health questions listed on posted signs at main entrances. Staff will verify that self-certification questions were all no.
- The staff member is required to contact a department or classroom staff member prior to sending a visitor to their destination.
- When department staff member or teacher greets their visitor at the main entrance, they are expected to ask the same health screening questions as listed on posted signs prior to escorting visitor to their destination.
- If department or teacher does not answer receptionist call, the visitor will be provided with the contact information to schedule or reschedule their appointment.

## **BUILDING COMMON AREAS USAGE PROTOCOL**

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

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

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. Because these areas may be accessed by others at any time and maintaining six feet of distance may not always be possible, face coverings shall be worn in all common areas except when eating.

### **LOBBIES AND WAITING AREAS**

Excess furniture will be removed or identified as not for use. Remaining furniture will be spread out to meet social distancing guidelines. Physical barriers will be put in place as appropriate at reception desks. Signage will be posted regarding self-certified health screenings, hand hygiene and social distancing.

### **MEETING ROOMS**

The capacity of meeting rooms is reduced to accommodate social distancing.

### **HALLWAYS**

Because hallways may not be wide enough to allow passing while maintaining six feet of distance, face coverings shall be worn. Do not linger in hallways or engage in conversations as this will make the area more congested.

### **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.

### **BREAK ROOMS**

Staff are encouraged to eat their meals in their office/room or outdoors at a safe social distance. Break room seating capacity is reduced to maintain social distancing. Facial coverings may be removed while eating. Shared items should be taken out of service. Shared items include, but are not limited to, condiments, seasonings and toasters. Coffee stations, water dispensers, microwaves and refrigerators may be available for staff use. Staff is strongly encouraged to use

proper sanitizing procedures before and after using any shared appliances. Signage encouraging proper hygiene and social distancing will be placed in break rooms.

### **WORK ROOMS**

Staff is strongly encouraged to use proper sanitizing procedures before and after using shared office equipment, including but not limited to copy machines, laminating machines, paper cutters, etc.

## **HEALTH SCREENING SELF-CERTIFICATION PROTOCOL**

**PURPOSE:** KJUHSD has implemented a health screening process on a daily basis for all employees, students and visitors prior to entering KJUHSD office and school settings as a preventive measure to mitigate the spread COVID-19.

### **EMPLOYEE HEALTH SCREENING**

All KJUHSD employees who report to work (in-person) are required to “self-certify” their health by answering the questions below prior to entering their assigned work location (These questions may change as we receive guidance from the county public health):

- Are you feverish?
- Do you have chills?
- Do you have a new or worsening cough?
- Do you have shortness of breath?
- To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)

If employee answers “no” to the questions above, they can report to work. KJUHSD 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.
- Practice social distancing, sit and/or stand at least six feet from other people.
- 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 subjective or documented fever AND any of the respiratory symptoms:

- Stay home and contact immediate supervisor for further instructions.
- Supervisors 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.

If employee has respiratory symptoms but NO subjective or documented temperature:

- If symptoms secondary to underlying disease (such as allergies or asthma) and not worsened compared to baseline, then employee can continue to work and follow precautions as stated above.



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

## **STUDENT SCREENING**

Parents of KJUHSD students will be educated on the questions they should consider regarding 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 (These questions may change as we receive guidance from the county public health):

- Are you feverish?
  - Do you have chills?
  - Do you have a new or worsening cough?
  - Do you have shortness of breath?
  - To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
- 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.

All students who report to campus are required to "self-certify" their health by answering the questions below before school or during the first period. (These questions and protocol may change as we receive guidance from the county public health):

- Are you feverish?
  - Do you have chills?
  - Do you have a new or worsening cough?
  - Do you have shortness of breath?
  - To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
- If student answers "no" to all questions and appears well, student will be allowed to proceed onto campus.
  - If the student answers "yes" to any question, the student should be sent to the office and told to keep mask on.

## **VISITORS SCREENING**

*Passive Screening:* Any visitor coming on campus will need to certify their health before coming to a KJUHSD building or school site. They will complete a survey on a computer. (These questions and protocol may change as we receive guidance from the county public health)

- Questions that visitors are expected to answer regarding their own health:
  - Are you feverish?
  - Do you have chills?
  - Do you have a new or worsening cough?
  - Do you have shortness of breath?
  - To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days? (Close contact is considered as being within six feet of someone, unmasked, for more than 15 minutes at one time.)
  
- Staff member will review answers.
  - If the visitor answers “no” to all questions, they may enter the KJUHSD office/school setting.
  - If the visitor answers “yes” to any of the questions, they will be asked to not come to campus or leave campus immediately.

## **RETURN TO WORK AFTER ILLNESS PROTOCOL**

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

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

### **CRITERIA FOR RETURN TO WORK AFTER CONFIRMED POSITIVE COVID-19 TEST**

Per the Fresno County Department of Public Health, staff may return to work after a positive COVID-19 test, as soon as the following criteria is met (These criteria may change with guidance from county public health):

- If tested for COVID-19 and were positive, they can return to work if:
  - They have no fever for three days without the aid of medications and show improvement in respiratory symptoms, **and**;
  - It has been 10 days since onset of symptoms.
- For individuals who NEVER had any symptoms, but were tested POSITIVE, they can return to work after 10 days have passed since the date of their first positive COVID-19 diagnostic test.
- If individual had an exposure, **but never had any symptoms** and were told to self-isolate, they can return to work after 14 days of self-isolation are over.
- For all other scenarios refer to the Appendix page 26 Responding to COVID-19 in the Workplace

### **ROLE OF FCSS SCHOOL NURSE/CONTACT TRACER**

- Once alerted to a fever or respiratory illness in an employee, the FCSS School nurse/contact tracer should communicate with the employee to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness.
- The FCSS school nurse should call staff daily to check on symptoms and to offer support to the ill employee.
- Once ill employee meets criteria listed above, the FCSS school nurse will clear the staff member to return to work.

## **FACE COVERING PROTOCOL**

### **PURPOSE:**

Face coverings must be used in accordance with CDHP- Guidance for the Use of Face Coverings guidelines unless a person is exempt as explained in the guidelines, particularly in indoor environments, on school buses, and areas where physical distancing alone is not sufficient to prevent disease transmission.

- Teach and reinforce use of face coverings, or in limited instances, face shields.
- Students and staff should be frequently reminded not to touch the face coverings and to wash their hands frequently.
- Information will be provided to all staff and families in the school community on proper use, removal, and washing of cloth face coverings.
- Policy on how people who are exempted from wearing a face covering be addressed.

### **What is a cloth face covering?**

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels.

### **When should I wear a cloth face covering?**

You should wear face coverings when in public places, particularly when those locations are indoors or in other areas where physical distancing is not possible.

### **How should I care for a cloth face covering?**

It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Have a bag or bin to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.

- Discard cloth face coverings that:
  - No longer cover the nose and mouth.
  - Have stretched out or damaged ties or straps.
  - Cannot stay on the face.
  - Have holes or tears in the fabric.

### **KJUHS D EMPLOYEES**

All staff must use face coverings in accordance with CDHP guidelines unless Cal/OSHA standards require respiratory protection.

- Inside of, or in line to enter, any indoor public space;
- Driving, operating or passenger in any school vehicle or bus. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of 6 feet from persons who are not members of the same household or residence is not feasible.
- Engaged in work, whether at the workplace or performing work off-site, when:
  - Interacting in-person with any member of the public
  - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.
  - Working in any space where food is prepared or packaged for sale or distribution to others; Workers or other persons handling or serving food must use gloves in addition to face coverings.
  - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities.
  - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance.

In limited situations where face coverings cannot be used for pedagogical or development reasons, (i.e. communicating or assisting those with special needs) a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

### **KJUHSD STUDENTS**

All students in high school must use face coverings in accordance with CDHP guidelines.

In order to comply with his guidance, schools must exclude students from campus if they are not exempt from wearing a face covering under CDHP guidelines and refuse to wear one at school. A student who inadvertently fails to bring a face covering to school or for bus transportation, one will be provided.

- Face coverings must meet dress code.

### **KJUHSD VISITORS**

Visitors must wear a face covering when entering and moving about KJUHSD facilities. When a visitor reaches their destination, they may remove their face covering when a minimum of six feet can be maintained. However, visitors may be expected to keep face coverings on at all times in certain situations.

### **FACE COVERING EXEMPTIONS**

The following individuals are exempt from wearing a face covering:

- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

## **SOCIAL DISTANCING PROTOCOL**

**PURPOSE:** To provide guidance to staff on best practices for social distancing.

The most important mitigation strategy in the fight against COVID-19 is social distancing. The document provides best practices for both the school and office setting. Following these strategies will help assure that office, classrooms, and common areas meet the CDC guidelines for social distancing. If social distancing is not feasible, individuals will need to wear masks until social distancing can be achieved.

### **DEFINITIONS**

**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.
- Staying out of crowded places and avoiding mass gatherings.

**Close Contact:** refers to a person who may have been exposed to someone who tested positive for COVID-19. A close contact should be asked to self-quarantine for 14 days at home. According to the Fresno County Department of Public Health, to be considered a close contact, a person needs to be within six feet of a COVID-19 positive person, unmasked, for 15 minutes or more. A contact tracer, clinic or hospital staff, or the Fresno County Department of Public Health will contact someone considered a close contact once that determination has been made.

## **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 daily. 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 at [Disinfectants for Use Against COVID-19](#).

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.

### **KJUHS D SCHOOL SITES**

KJUHS D custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, daily. Classrooms, including student desks, student chairs, trash cans, 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 one time daily.

Buses will thoroughly be cleaned and disinfected daily and after transporting any individual who is exhibiting symptoms of COVID-19. Drivers will be provided disinfectant wipes and disposable gloves to support disinfection of frequently touched surfaces 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.

### **FACE MASKS**

**Who should use:** All staff in accordance with public health guidance.

**When to use:** When required by state or local health order.

### **MEDICAL-GRADE GLOVES**

**Who should use:** Custodians, maintenance personnel, teachers, paraprofessionals, school nurses, health aides, 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.

### **FACE SHIELDS/EYE PROTECTION**

**Who should use:** Custodians/bus drivers, teachers, paraprofessionals, school nurses, health aides or anyone trained to do specialized healthcare procedures.

**When to use:** When splash protection is required.

**NOTE:** The face shield guidance on this PPE protocol is for specific medical procedures and tasks that require splash protection.

## **EMPLOYEE AND STUDENT COVID-19 EXPOSURE RESPONSE PLAN**

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

Refer to COVID-19 Positive Response Process for KJUHSD Employees and COVID-19 Screening Flow Chart of KJUHSD Students, which are contained in this Guideline.

### **COVID-19 Positive Response Process for KJUHSD Employees**

Employee notify Supervisor and Chief Business Official (CBO)

CBO to work with employee regarding leave entitlements

CBO will notify Superintendent, FCSS School Nurse, OSHA

CBO will notify Head Maintenance and Operations to close off and disinfect affected area

FCSS School Nurse will contact employee and Fresno County Department of Public Health

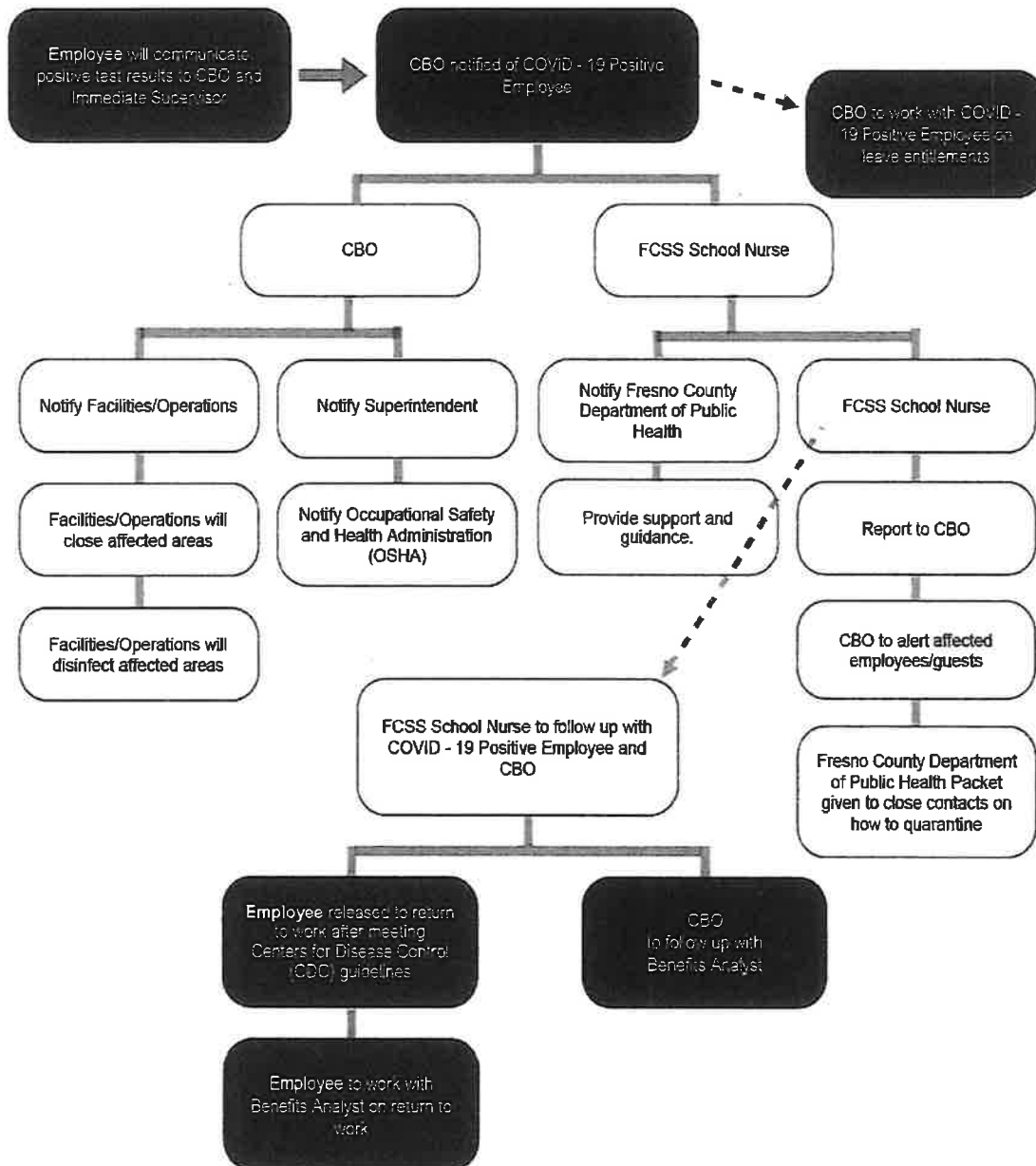
FCSS School Nurse is the Contact Tracer for KJUHSD and will follow up with employee

Employee released to return to work after meeting CDC guidelines

Employee notifies CBO and submits note to return to work

\*\*\*IMPORTANT TO NOTE: Aside from the specified contacts noted above, the Superintendent and KJUHSD employees should not identify any such employee by name in the workplace to ensure compliance with privacy laws. KJUHSD may notify affected employees in a way that does not reveal personal health-related information of an employee.\*\*\*

## COVID-19 Positive Response Process for KJUHSD Employees Flow Chart



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

## **COVID-19 Screening of KJUHSD Students**

Student with COVID-19 symptoms sent to health office wearing face mask. School nurse to provide mask if student is not wearing one.

### **School Nurse Assessment:**

**Verbal-** When did the symptoms start? Any exposure to someone ill? What are your signs and symptoms?

**Visual-** Flushed cheeks, difficulty breathing, fatigue, extreme fussiness/agitation, coughing.

**Physical Exam-** Temperature: >100 degrees F.

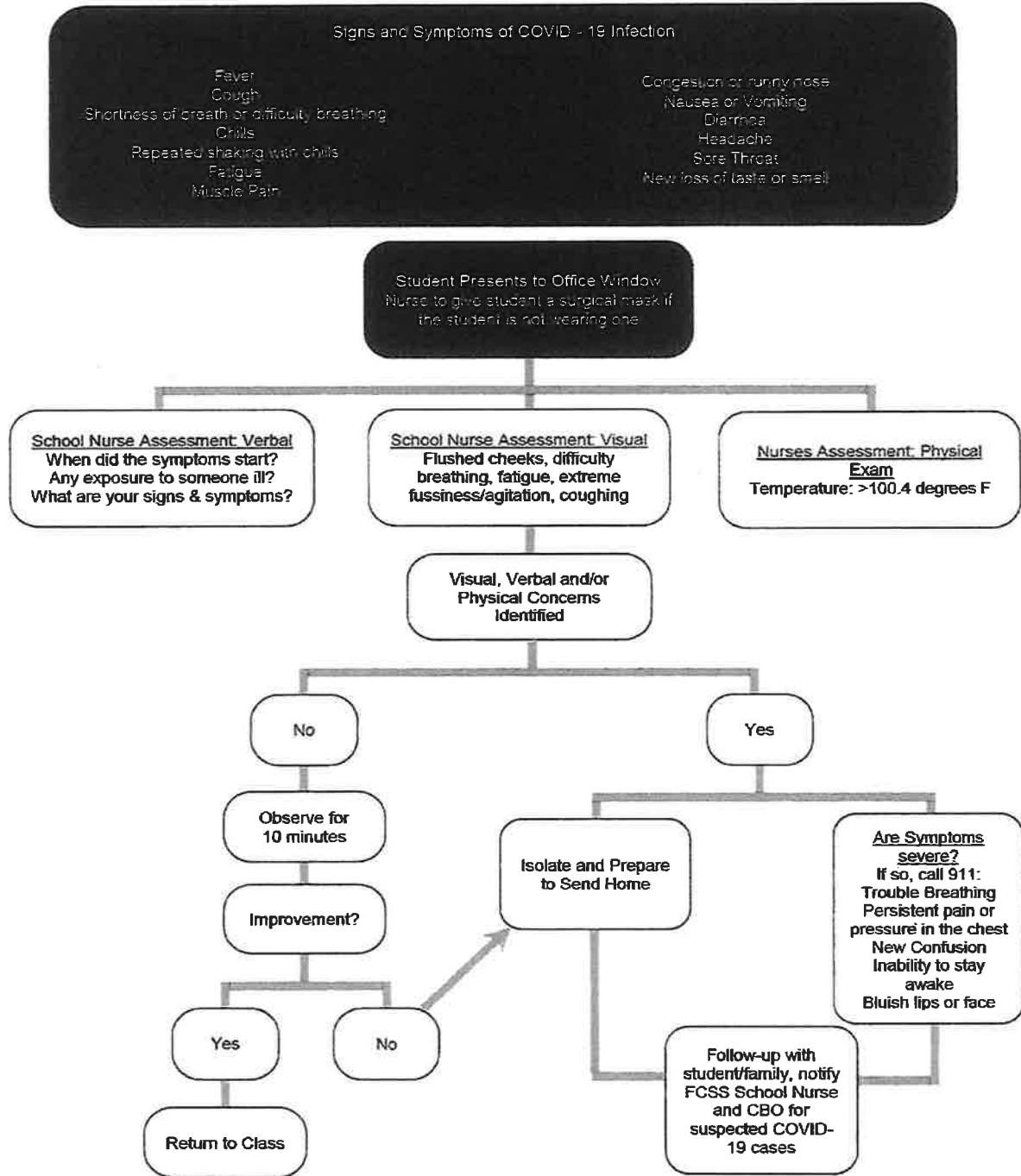
### **Visual/Verbal/Physical Concerns Identified:**

**No:** Observe for 10 minutes, if improvement, return to class. If no improvement, isolate and prepare to send home.

**Yes:** Isolate and prepare to send home. If symptoms are severe, call 9-1-1: Trouble breathing, persistent pain or pressure in the chest, new confusion, inability to stay awake, blush lips or face.

School nurse to contact FCSS School nurse for follow-up with student/family.

## COVID-19 Screening Flow Chart of KJUHSD Students



## **FREQUENTLY ASKED QUESTIONS**

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

Notify immediate supervisor and CBO immediately as outlined on the COVID-19 Positive Response Process for KJUHSD Employees Flow Chart contained in this Guideline. By following the steps on the Flow Chart, the identity and health information of the employee will be confidential and aid in decreasing the chance of spreading COVID-19.

### **2. What should I do if someone living in my immediate household tests positive for COVID-19?**

Notify immediate supervisor and the CBO. The circumstances will be confidentially reviewed with the FCSS School Nurse and the employee will, in most cases, be asked to quarantine for 14 days.

### **3. What if a person in my immediate household has been exposed to COVID-19 and directed to quarantine for 14 days? What should I do?**

If the person living in your immediate household is not showing any symptoms of COVID-19, the KJUHSD employee may continue to report to work. If the person living in immediate household begins to show signs of COVID-19, consult with medical provider and notify immediate supervisor who will consult with the CBO and FCSS School Nurse.

### **4. Do I need to quarantine for 14 days when I return from out-of-state travel?**

No, there is no longer an isolation requirement when travelling state-to-state; however, when an employee travels outside of the country, the employee may need to self-isolate for 14 days and be symptom-free before returning to work.

### **5. What should I do if I see someone in a common area or walking around a KJUHSD school site or department without a face covering?**

Confidently, with mutual respect, civility, courtesy and orderly conduct among district employees, you may ask the person to wear a face covering. If an employee is not comfortable addressing the matter directly with their co-worker, they are highly encouraged to share their observation with their immediate supervisor. The employee's immediate supervisor is then expected to work with the co-worker's immediate supervisor to rectify at the site or department level.

### **6. Can I remove my mask when in an office or classroom where all present are able to maintain a minimum of six feet of physical distance at all times?**

Yes, employees and other persons may remove face coverings when individuals are in an office/classroom setting when a minimum of six feet of physical distance can be maintained.

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

Contact the CBO at (559) 897-7721, ext. 2306. The CBO will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

**8. What happens if I am exposed to, or taken ill by, COVID-19 what leave do I use?**

Employee sick leave provisions will be in accordance with the Families First Coronavirus Response Act, and/or new or existing statutory regulations, Board Policy, Administrative Regulation and/or the KJUHS/D/KJUSD/TA collective bargaining agreement, whichever is most beneficial to the District employees.

**9. Will I be expected to return to work if I have an underlying health condition?**

If employee has an underlying medical condition, they must provide medical certification to the CBO who will then trigger the Interactive Process to determine if there is a reasonable accommodation.

**10. I am 65+ years of age and am expected to report to work. What do I do?**

Communicate directly with your immediate supervisor, who will work in conjunction with the CBO to discuss available options if you have concerns with reporting back to work.

**11. What if my child's school does not reopen and I have ongoing childcare needs, what do I do?**

Contact the CBO to review possible leave entitlements.

**12. What does a contact tracer do?**

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.

**13. How will KJUHS/D protect my HIPPA rights and confidentiality should I test positive for COVID-19?**

By following the steps outlined on the COVID-19 Positive Response Process for KJUHS/D Employees 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.

## COVID-19 STANDARD AND PROTOCOL GUIDELINE ACKNOWLEDGEMENT

With the current COVID-19 pandemic in our environment for the foreseeable future, all employees must review and abide by new standards and protocols upon their return to work. As the situation evolves, appropriate adjustments may be implemented.

In an effort to ensure the health and safety of our staff, all employees will be expected to follow the KJUHSD Covid-19 Standard and Protocol, including, but not limited to:

- Conduct daily self-certification health screening
- Wear face covering in accordance with the Face Covering Protocol
- Maintain a minimum of six feet of physical distancing in accordance with the Social Distancing Protocol
- Practice frequent hand washing (with soap and water for a minimum of 20 seconds)
- Avoid touching eyes, nose, and mouth
- Practice respiratory etiquette
- When feeling ill, and displaying signs of flu-like symptoms, stay home and notify your supervisor

In addition, should I test positive for COVID-19, I will immediately follow the steps as specified on the COVID-19 Positive Response Process for KJUHSD Employees Flow Chart and notify my immediate supervisor and the CBO.

\*\*\*\*\*ACKNOWLEDGEMENT\*\*\*\*\*

I certify that I have read the KJUHSD COVID-19 Standard and Protocol Guidelines in its entirety. My signature below signifies that I acknowledge and understand its contents and will abide by the established standards and protocols.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Site/Department

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Appendix

## Minimum Criteria for Return to Work

Employees	Minimum Criteria for Return to Work <i>(As of June 7, 2020)</i>
<p><b>Symptomatic Positive</b></p> <p>Employees with symptoms who are laboratory confirmed to have COVID-19</p>	<p>At least 3 days (72 hours) have passed since recovery, defined as resolution of fever without the use of fever-reducing medications <b>and</b> improvement in respiratory symptoms (e.g., cough, shortness of breath); <b>and</b>, at least 10 days have passed since symptoms first appeared.</p>
<p><b>Asymptomatic Positive</b></p> <p>Employees who never had symptoms and are laboratory confirmed to have COVID-19</p>	<p>A minimum of 10 days have passed since the date of their first positive COVID-19 test. If they develop symptoms, then the criteria for laboratory confirmed cases with symptoms apply.</p>
<p><b>Symptomatic Negative</b></p> <p>Employees who had symptoms of COVID-19 but test result returned negative</p>	<p>Use the same criteria for return to work as laboratory confirmed cases.</p>
<p><b>Asymptomatic Negative</b></p> <p>Employees who never had symptoms but were tested due to close contact with a laboratory-confirmed case patient and were negative</p>	<p>Employees should quarantine at home for 14 days after the last known close contact with the case patient. Symptoms can develop even after testing negative within 14 days after exposure. The LHD may consider allowing earlier return to work only for an employee in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p>
<p><b>Symptomatic Untested</b></p> <p>Employees who had symptoms of COVID-19 but were not tested</p>	<p>Testing is highly recommended. If the employee cannot be tested, use the same criteria for return to work as laboratory confirmed cases.</p>
<p><b>Asymptomatic Untested</b></p> <p>Employees who had close contact to a laboratory-confirmed case patient at work, home, or in the community and do not have symptoms.</p> <p><b>OR</b></p> <p>Employees who refuse or are unable to be tested after close contact with a laboratory-confirmed case, despite recommendation for testing from LHD or healthcare provider, and do not have symptoms.</p>	<p>Employees should be quarantined at home for 14 days after the last known close contact with the case patient. Testing is highly recommended; if testing has not occurred, the LHD may consider allowing an employee who had close contact to a confirmed case to continue to work only in a critical infrastructure industry in which the essential operations of the workplace would be compromised by quarantine of the employee and no alternate staff can perform the same role.*</p> <p>Employees who develop symptoms of COVID-19 while in quarantine should contact their healthcare provider. Even if they are not tested, the same criteria for return to work should be used as laboratory-confirmed cases.</p>

- Critical infrastructure workplace outbreak
  - asymptomatic negative employees
  - employees who were close contacts to confirmed cases
- Where 14-day quarantine would compromise essential operations, the LHD may determine that some employees in these two groups may return to work sooner than 14 days by considering certain criteria specific to the workplace and employee:
  - The employee is able to wear a surgical mask throughout the work day, except while eating, and comply with all infection prevention procedures. A cloth face covering may also be used in the event of mask shortage.
  - The facility has implemented all best practice infection prevention procedures, as determined by the LHD.
  - Pre-screening to assess employee temperature and symptoms prior to starting work has been implemented, ideally before entering the facility.
  - Employee is able to self-monitor for temperature and symptoms at home and work.
  - Employee is able to maintain a minimum of six feet of distance from other employees in the workplace. Of note, six feet does not prevent all transmission of SARS-CoV-2.
  - Physical barriers are in place between fixed employee work locations to supplement distancing.
  - Cleaning and disinfection of all areas and shared equipment can be performed routinely in the workplace.
- Be aware that testing reflects an employee's status at a single point in time only. If an employee tests negative, they may still develop COVID-19 infection from a recent or subsequent exposure and should be instructed to quarantine at home if that occurs. Testing may be needed at repeated intervals to capture all positive cases, especially if an outbreak is ongoing.