

# **Health and Safety Guidelines COVID-19**



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This **Health and Safety Guidelines** handbook was designed in conjunction with the Office of the Fresno County Superintendent of Schools, Fresno County Department of Public Health, California Department of Public Health and Center for Disease Control to set forth standards and protocols for the safety and well-being of employees, students and any other persons accessing Washington Unified School District (WUSD) offices and school settings. Its contents are to be implemented organization-wide and utilized 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

The health and safety of students and staff is the top priority when making the decision to physically reopen campus for use by students, staff and others. The decision to reopen WUSD will be made in collaboration with the Fresno County Superintendent of Schools and based on guidance from the California Department of Education (CDE) and the California Department of Public Health. As our State and local status changes in regards to COVID-19 our decision to remain open may also change. Our ability to remain open or even increase the number of students on our campuses will be based on several factors including, current disease levels, capacities of local health care providers and health care systems, State recommendations and mandates, Local Public Health Clearance, testing availability, number of confirmed cases, surge capacity in local hospitals, among other factors that are described in more detail later in this document. WUSD hopes this document will help answer any questions that you may have regarding the re-opening of schools during the COVID-19 pandemic.

As a reminder, the following continue to be the strategies needed to mitigate the virus:

- Wash your hands with soap and water or alcohol-based sanitizer before you start work and frequently throughout the day.
- Practice social distancing, sit and/or stand at least 6 feet from other people.
- Do not shake hands or hug people, and do not share food or drinks.
- Wear a facial covering.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Sanitize your work area before you leave each day.
- Practice good respiratory etiquette (cover your cough and sneezes with a tissue or into your sleeve).
- Contact your immediate supervisor and leave work immediately if you start to feel feverish or have respiratory symptoms.

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 Health and Safety Guidelines handbook is designed to set forth standards and protocols for WUSD 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 handbook to account for the necessary changes as the virus evolves. In the meanwhile, we must offer grace and civility to each other as we make our way through our "new normal."

All supervisors and managers 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 WUSD facilities reopen for staff and students.

### **Employer Responsibilities:**

The following Protection Guidelines are WUSD's 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 WUSD employees
- Post additional signage throughout WUSD 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
- Stagger assigned breaks and lunch times to avoid large gatherings
- Implement measures encouraging physical distancing of a minimum of six feet between individuals; 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
- Wear face covering in accordance with the Facial 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
- Minimize close contact and no physical greetings such as a handshake or hug
- Use stairs, not elevator, when available and possible

## BUILDING ACCESS PROTOCOL: WUSD EMPLOYEES AND VISITORS

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

## **BUILDING PREPARATION**

- Signs will be posted at main entrance doors with health and safety reminders
- Six-foot distance markers will be placed at main entrances and other areas where lines may form in WUSD buildings, as appropriate
- Physical barriers will be used when a minimum of six feet of physical distance cannot be maintained
- Hand sanitizer will be available at main entrances and other locations as appropriate
- A drop-off box will be placed in the entrance of the district office building for any documents needed to be received by a department/program.

## **VISITORS**

- Visitors must have an appointment to enter campus; walk-in visitors will be seen at the discretion of the department
- All visitors must enter the main building entrance when they visit a WUSD building.
- All visitors will be expected to self-certify their health status before entering a WUSD building or school site by answering the online health questionnaire
- The front reception is required to contact a department staff member prior to sending visitor to their destination
- If department does not answer receptionist call, the visitor will be provided with the contact information to schedule or reschedule their appointment
- Department staff must make every effort to answer calls from the main front reception desk
- Individuals must wear masks while on campus

## **BUILDING COMMON AREA USAGE PROTOCOL**

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

**Common area definition:** 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.

Common areas are unique areas that will require modifications, both physically and procedurally, to minimize potential exposure. 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 meetings 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. 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 or outdoors at a safe social distance. 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 appliance.

# HEALTH SCREENING

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

## EMPLOYEE HEALTH SCREENING

All WUSD employees who report to work (in-person) are required to self-certify their health by answering the questions below prior to starting their work day:

1. Are you feverish?
2. Do you have chills?
3. Do you have a new or worsening cough?
4. Do you have shortness of breath?
5. 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.)
6. Have you traveled outside of the country in the past 14 days?

If employee answers "no" to the questions above, they can report to work. WUSD 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 shake hands or hug people, and do not share food or drinks
- Avoid touching eyes, nose and mouth with unwashed hands
- Sanitize work area before leaving each day
- Practice good respiratory etiquette (cover cough and sneezes with a tissue or into sleeve)
- Contact immediate supervisor and leave work immediately if employee starts to feel feverish or have respiratory symptoms

If employee has subjective or documented fever AND any of the respiratory symptoms:

- Stay home and contact your immediate supervisor for further instructions

- Supervisors and managers will utilize and consistently apply the COVID-19 Illness and Quarantine Guidelines 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

Employees will also be prompted with health screening questions upon logging onto their WUSD computer each day.

## STUDENT SCREENING

Parents of WUSD-run school programs will be educated on the need to certify their child's health before their child reports to school. Each campus site has selected entry points to help minimize access to campuses and to limit nonessential visitors or the use of our facilities.

### Entry Points: Student Screening Steps

Each screening personnel will ensure they are wearing a face mask and gloves while conducting a screening.

#### Step 1

- Ensures students are spaced out at the entry point. Helps guide students to screening table by following social distancing guidelines. Ensures each student sanitizes their hands prior to entering campus.

#### Step 2

- Takes a non-contact temperature check. Allows students to move on to screening questionnaire or sends to isolation area. Ensures students receive a mask.

#### Step 3

- Complete the questionnaire with each student. Students who are symptomatic will be directed to the isolation area.

#### Step 4

- Health staff will serve as the main consultants in the screening process. Escort to isolation room or reassesses a student if they report being symptomatic.

*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:

- Is my child feverish?
- Does my child have chills?
- Does my child have a new or worsening cough?
- Does my child have shortness of breath?
- To my knowledge, has my child 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.

*Active Screening:* Staff completes COVID-19 Student Screening Tool for each student entering campus.

Complete a visual health check for signs and symptoms of illness (e.g. excessive sweating, lethargy or fatigue, etc.)

- 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 or upon visual check, the screener feels the student may be exhibiting signs and symptoms of illness, the student’s temperature may be taken using a touchless infrared thermometer
- If the student’s temperature is 100.4 or above or they have verbally confirmed symptoms, have them put on a surgical facemask and go to the isolation area; Health staff will evaluate the student using the COVID-19 Screening Flow Chart

## **VISITORS SCREENING**

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

*Active Screening:* Visitors complete COVID-19 Visitor Screening Tool before entering campus.

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

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

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

[Quick Link: COVID-19 Illness and Quarantine Guidelines](#)

### **ROLE OF SCHOOL NURSE AND/OR HEALTH STAFF/CONTACT TRACER**

- Once alerted to a fever or respiratory illness in a student or staff, a member of the health staff or contact tracer should communicate with the individual to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness
- Health staff should call student or staff daily to check on symptoms and to offer support to the ill individual

- Once ill individual meets criteria listed above, the school nurse will clear the student or staff member to return to work/school

## FACE COVERING PROTOCOL

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

### WUSD Employees

Face coverings must be worn in WUSD facilities when social distance of a minimum of six feet cannot be maintained. Employees may remove face coverings when alone in their own offices, assigned work areas or cubicles. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces, when working within six feet of another person and when travelling through WUSD facilities.

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

- Face covering provided by WUSD
- Bandana
- Neck gaiter
- Homemade face covering
- Scarf
- Face shield (with added cloth drape on the bottom)
- Tightly woven fabric, such as cotton T-shirt and some types of towels

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

### WUSD Students

Students shall wear face coverings in compliance with employee requirements.

### WUSD Visitors

Visitors must wear a face covering when entering and moving about WUSD 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.

## 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.

## BEST PRACTICES FOR SOCIAL DISTANCING

### Gatherings, Field Trips and Visitors

- Pursue virtual group events, gatherings or meetings, if possible, and promote social distancing of at least six feet between people if events are held; limit group size to the extent possible
- Postponing high-contact activities/classes (e.g. PE, field trips, choir, high-contact after-school activities, such as football) and restructuring athletic, performing arts and club activities to keep students engaged while physically distant
- Limit any nonessential visitors, volunteers and activities involving external groups or organizations as much as possible – especially with individuals who are not from the local geographic area (e.g., community, town, city, county).
- Pursue virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings and spirit nights, as much as possible
- Pursue options to convene sporting events and participation in sports activities in ways that minimizes the risk of transmission of COVID-19 to players, families, coaches and communities

### Staggered Scheduling

- Stagger arrival and drop-off times or locations by cohort or put in place other protocols to limit contact between cohorts and direct contact with parents as much as possible

### Mealtime Considerations

- Delivering meals to classrooms, the specific area in the campus designated for each class or in kiosks near locations where students will be eating
- Having students eat lunch and snacks in the classroom or outside in designated areas for each class so that students do not mix

### **Student Arrival**

- Designate multiple student drop-off areas around school; at these drop off areas, assemble multiple health questionnaire check-in stations that are at least six feet apart; Place tape “x” every six feet behind the tables to cue waiting students to wait until called upon
- Students should be escorted back to their classes; If classroom staff is not ready to receive students, students should wait in an area that allows for appropriate social distancing; if social distancing is not feasible, students should wear masks

### **Student Departure**

- Students should stay in classroom until parent/guardian or bus is ready to receive them; once ready, students should be escorted to the front office or bus loading area by a classroom staff member

### **Other Considerations for School Settings:**

- Hold classes in larger rooms, such as the gym, library or cafeteria and space students at least six feet apart
- In any locations where students need to line up, place markers on the pavement to show where students stand to maintain a distance of six feet in a single line and where lines form so that lines are at least six feet apart
- Using block schedules or rotating teachers through the classroom(s) rather than having students change classrooms
- Hold staff meetings virtually
- If not being used as individual classrooms, consider keeping libraries, gyms and playgrounds off-limits for regular use unless they can be sanitized between groups

## **DISINFECTING PROTOCOL**

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

### **OFFICE SETTINGS**

In office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected 4 times per day. In the office setting, staff may utilize disinfecting supplies that will be provided at stations around offices to disinfect computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting supplies as appropriate. The normal disinfecting night time routine will also continue.

### **SCHOOL SETTINGS *(During Distance Learning)***

WUSD custodians will disinfect classrooms each night using a fogging probiotic spray machine.

WUSD custodians will disinfect high-touch surfaces in all common areas, including door handles and light switches, each night. 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.

### **BATHROOM SETTINGS**

WUSD custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, faucets, toilets, and paper product dispensers each hour. Bathrooms will be fogged each night and undergo the usual disinfecting routine. In the bathroom setting, staff will be provided disinfecting supplies for use as appropriate.

**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.**

Only approved Environmental Product Agency (EPA) products will be used to disinfect.

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 training available on your Keenan portal.

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) GUIDELINES**

**Purpose:** To provide guidance to staff on what PPE may be applicable to their job duties in response to COVID-19.

### **SURGICAL FACE MASKS**

Who should use: Designated positions such as: School nurses, LVNs, custodial staff and ill persons.

When to use: When required by state or local health

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

### **MEDICAL-GRADE GLOVES**

Who should use: Custodians, maintenance personnel, teachers, paraeducators, school nurses, licensed vocational nurses, and anyone using disinfecting products that require skin protection.

When to use: When using cleaning products that require skin protection, when a person may come into contact with bodily fluid or other contaminants.

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

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

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

When to use: When splash protection is required.

Typical tasks necessitating use: Diapering, 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.

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

### **MEDICAL-GRADE PROTECTIVE GOWNS**

Who should use: Custodians, teachers, paraeducators, school nurses, and licensed vocational nurses.

When to use: Generally, when clothing needs to be protected from contaminants.

Typical tasks necessitating use: Diapering, providing first aid, performing specialized healthcare procedures and cleaning contaminated areas.

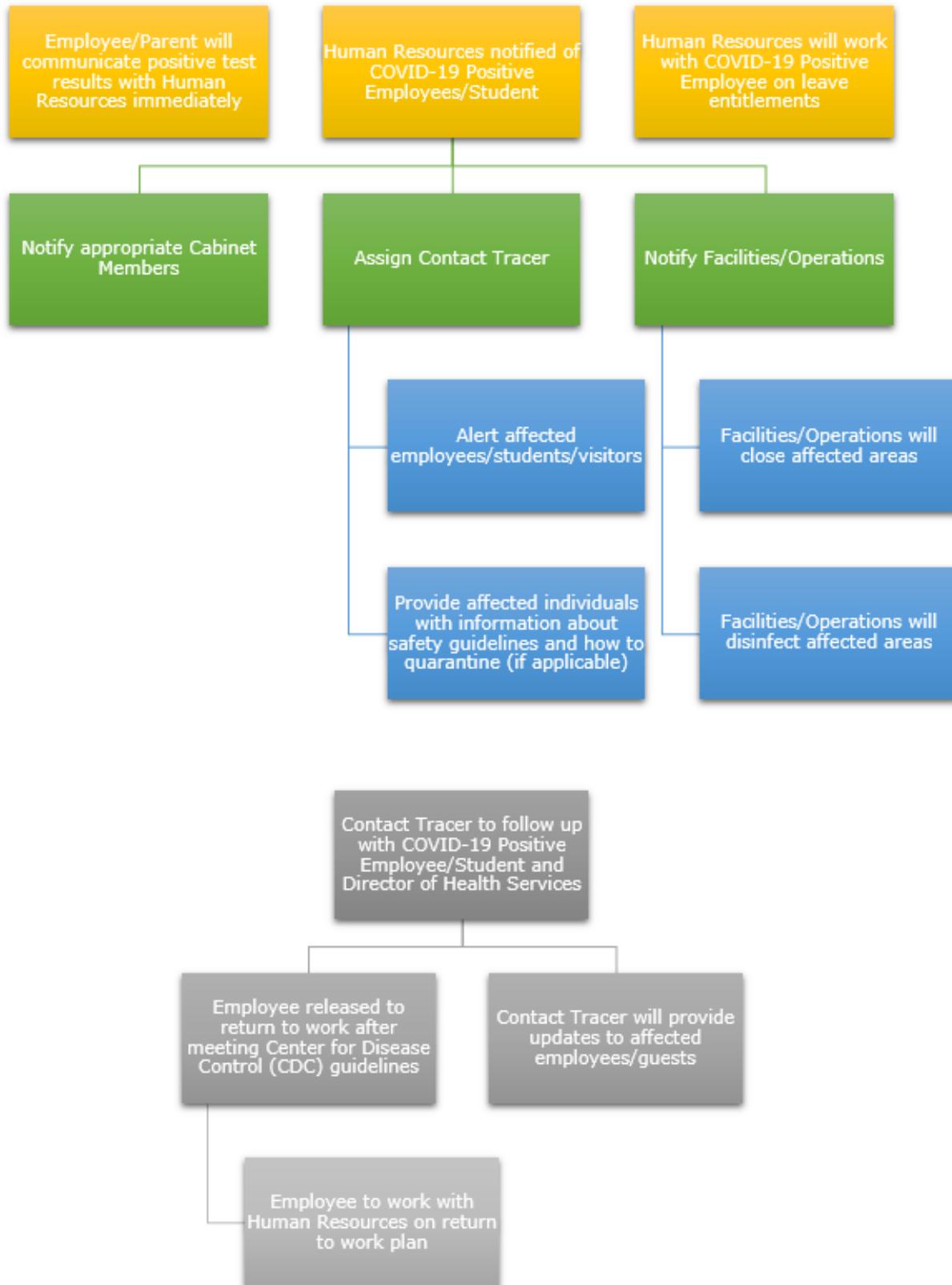
NOTE: For employees performing Aerosol Generating Procedures, a level 3 medical grade protective gown is required. A lower-level medical grade protective gown is adequate for all other medical procedures performed in the school setting.

## **WUSD Employee and Student COVID-19 Exposure Response Plan**

**Purpose:** WUSD recognizes the importance of responding quickly and appropriately to possible or confirmed COVID-19 exposure to a WUSD employee or student. Therefore, WUSD 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 and COVID-19 Screening Flow Chart of WUSD Students, which are contained in this handbook.

## COVID-19 Positive Response Process



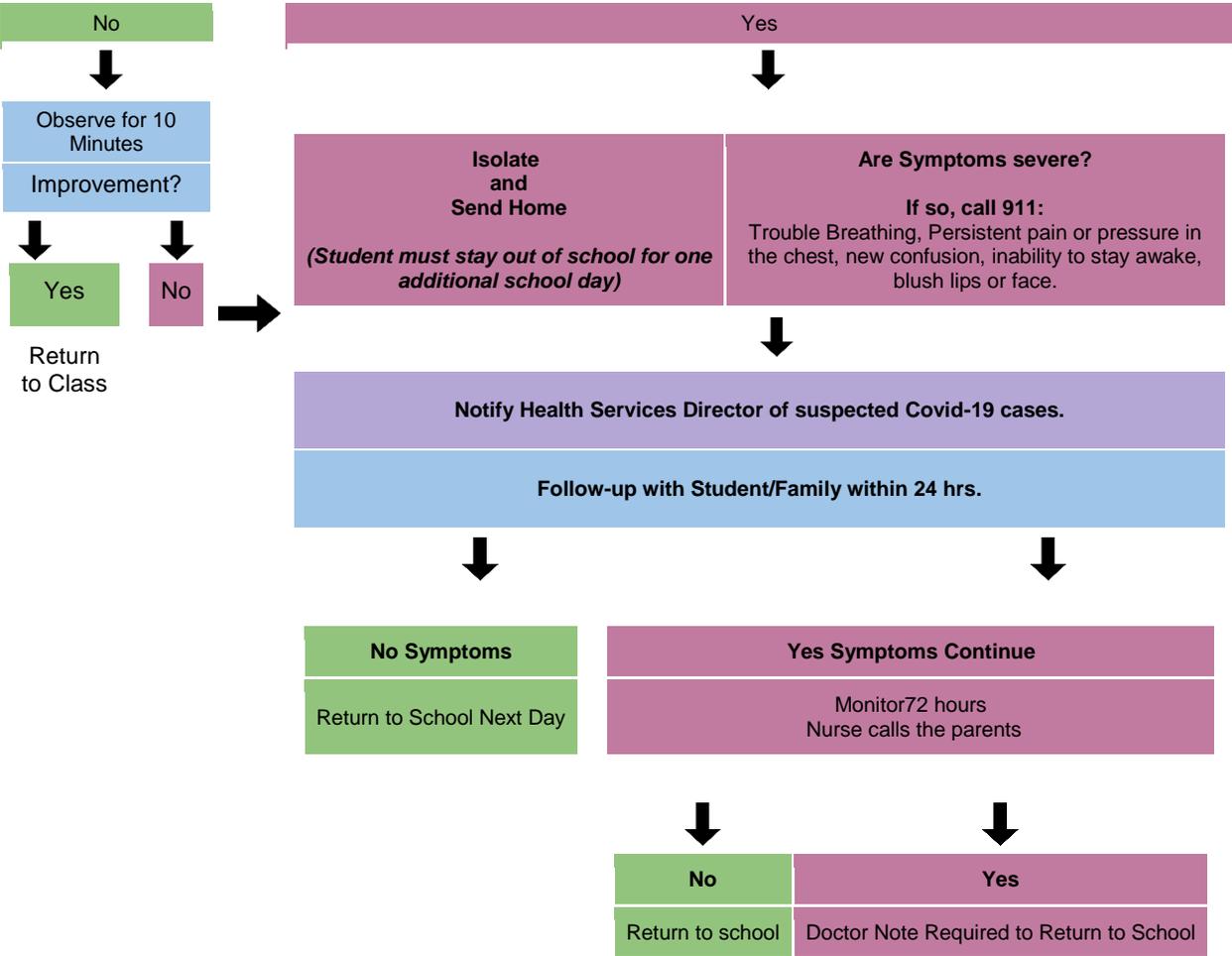
# COVID-19 Screening Flow Chart of WUSD Students

Signs and Symptoms of Infection				
Fever	Nasal Congestion	Shortness of Breath	Nausea or Vomiting	Headache
Cough	Sore Throat	Diarrhea	Fatigue	Body Aches

**Isolate Students Presented to Health Office with Symptoms**  
*Nurse to give the student a surgical mask if the student is not wearing one.*

<p style="text-align: center;"><b>Verbal</b></p> <ul style="list-style-type: none"> <li>What are your symptoms?</li> <li>When did the symptoms start?</li> <li>Any exposure to someone ill?</li> </ul>	<p style="text-align: center;"><b>Visual</b></p> <ul style="list-style-type: none"> <li>Flushed cheeks</li> <li>Difficulty breathing</li> <li>Fatigue</li> <li>Extreme fussiness</li> <li>Coughing</li> </ul>	<p style="text-align: center;"><b>Physical</b></p> <ul style="list-style-type: none"> <li>Temperature &gt; 100.3 Degrees °F</li> <li>Pulse Oximetry &lt; 98%</li> </ul>
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**Visual, Verbal and/or Physical Concerns Identified**



## FREQUENTLY ASKED QUESTIONS

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

Notify immediate supervisor and as outlined on the COVID-19 Positive Exposure Plan contained in this handbook. 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 your immediate supervisor immediately. The circumstances will be confidentially reviewed with the Director of Health Services and 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 WUSD 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 Director of Health Services.

**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 will 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 an WUSD facility without a face covering?**

If 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 department level.

**6. Can I remove my mask when in an office 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 and when all present individuals openly agree they are comfortable with removing face coverings.

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

Contact Sophia Rizzo, Ed.D., Director of District Services, at [sophia.rizzo@wusd.ws](mailto:sophia.rizzo@wusd.ws). The director will initiate the Interactive Process to address work restriction in an effort to determine if there is a reasonable accommodation.

**8. Is COVID-19 leave available for me to use?**

Contact your immediate supervisor who will work in conjunction with the Director of District Services to assess available leave entitlements.

**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 Director of District Services 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 Human Resources 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 Human Resources to review possible leave entitlements.

**12. How will WUSD support staff in promoting a safe and smooth return to school for students attending WUSD programs?**

Program/Site-specific plans have been created to provide guidance and protocols for a safe, healthy return to school for students attending WUSD programs. The program/site plans will vary based on the student population, the needs of the students, or the students' district of attendance.

**13. 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.

**14. How will WUSD protect my confidentiality should I test positive for COVID-19?**

By following the steps outlined on the COVID-19 Positive Exposure Plan for WUSD Employees Flow Chart, only those persons who *need to know* will be informed.

## TRAINING VIDEOS

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

[Demonstration of Donning \(Putting On\) Personal Protective Equipment \(PPE\)](#)

[Demonstration of Doffing \(Taking Off\) Personal Protective Equipment \(PPE\)](#)

## 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](#)

## DOCUMENT LINK

[FCSS COVID-19 Illness and Quarantine Guidelines](#)

[Stop the Spread of Germs](#)

[Hand Washing](#)