



Nume.

COVID-19: Employee Screening Questions and Guidelines

Temp:

This guidance is intended for screening of employee prior to the start of the workday. It is not intended for people confirmed or suspected COVID-19, including persons under investigation. Individuals with confirmed or suspected COVID-19 should follow the guidance found here.

Ask employees reporting to work the following questions:

Do you have any of the following?

- □ Fever
 - Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- □ Shortness of breath (not severe)
- □ Cough
- □ Chills
- Repeated shaking with chills
- □ Muscle pain
- Headache
- □ Sore throat
- □ New loss of taste or smell

Are you ill, or caring for someone who is ill?

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

In the two weeks before you felt sick, did you:

- □ Have contact with someone diagnosed with COVID-19?
- ☐ Live in or visit a place where COVID-19 is spreading?

Considering implementing a daily health screening check point and log for all employees entering the workplace.

If you have one or more symptom(s) that may be related to COVID-19 stay home and take care of yourself.

Diocese of Fresno Reopening Disclaimer

As we gradually and cautiously re-open our Catholic Schools for educational services in accordance with state and federal directives, please note the following:

The school will take every precaution it can to disinfect these premises and arrange for approved "Social Distancing" to ensure your safety and the safety of your children from the coronavirus.

By entering this School all individuals agree to the following:

- To acknowledge that the school cannot guarantee you or your child's safety when attending on campus or other school activity
- To take all responsibility for your own well-being and health against the Novel Coronavirus and hold the school and Diocese harmless (not liable) since the virus can be spread by those who are asymptomatic
- If your child/ren are vulnerable, ill or afraid of infection; consider the online option offered by the Catholic Schools.
- To observe proper "Social Distancing" of six-feet at all times on school or parish property
- To obey all instructions given by school leadership, faculty and staff while on campus
- To wear a mask while entering, present and exiting the school grounds
- To pray for the well-being and health of one another

Posted:	Date, 2020	
Signature		
	Parent/Guardian	

Office of Catholic Education

REOPENING GUIDE FOR CATHOLIC SCHOOLS

August 11, 2020

PRIOR TO OPENING

Supplies:

- Hand sanitizer (allergy and fragrance free)
- Disposable face masks (one for each employee for each day worked and/or cloth masks enough for each employee that at the end of the workday can be properly washed)
- Disposable face masks one per student per day; who may come to school without one
- Disinfectant to clean all classrooms, offices, and work areas
- · Disposable gloves for custodial and office staff
- Thermo thermometer (no contact thermometers)
- Printed questionnaires for each employee regarding daily COVID-19-exposures
- Eye protection for custodial employees
- For those with trouble breathing, provide face shields which include a cloth drape attached across the bottom and tucked into shirt
- Check sub-list for availability and share guidelines

Physical Space:

- X Marks the Spot use tape to mark where students stand in line to enter classrooms, restrooms (when capacity is reached inside), at entrances to the school, and at other crowded areas to help students with social distancing requirements
- Arrange desks 6 feet apart in all instructional spaces— w/o students facing each other
- Remove all shared tables from classroom
- Designate and layout all spaces being used for instruction to meet social distancing
- Thoroughly clean all areas of the school building with approved sanitation products and devices
- Develop a walking "circulation flow" so students are not crossing paths while moving in hallways
- Prep all technology services and have ready to use quickly if another shut down occurs
- Prepare a secure area for sick children maintaining social distancing (6 feet)
- Determine processes and location for safe deliveries to campus
- Ensure all signage is properly placed (exterior and interior)
- Remove all cloth toys, upholstered furniture and bean bag chairs from classroom

Communication of Changes:

- Teachers must sign form agreeing to calendar change for 2020-2021 school year
- Parents must receive, sign and return agreement form for all safety protocols
- Online offerings must be communicated to all parents as an option with specifics for how to participate in classes virtually
- All school meetings, other than faculty meetings, should continue using ZOOM or WebEx virtual platforms

- All gatherings of large groups are prohibited, including whole school Masses (over 100 maximum) and assemblies
- All student field trips will be virtual until further notice
- Outline drop-off and pick-up instructions for parents/guardians

Training:

- All employees including substitutes must be trained on safety protocols
- All employees will be trained on proper use, removal and washing of cloth face coverings
- All employees will be trained on the confidentiality surrounding health recording and reporting (FERPA)
- Preparedness training if someone gets COVID19 or in the event of a shut down

Other Diocesan Re-Opening Guides to Read before Opening:

- Roman Catholic Diocese of Fresno Guidelines for Church Re-Opening
- Diocese of Fresno Office of Catholic Education Guidelines for Preschool Re-Opening

Refer to Additional Resources as Needed before Opening:

COVID-19 Self-Monitoring Checklist Check and Record Every Day or

Staff and Visitor Log Due to COVID-19 (Download free template)

COVID-19 Free Printable Signs & Posters

Safety Guidelines Training Stop the Spread of Germs and Symptoms of COVID-19 Video

Training Guidelines on proper use as well as removal and washing of cloth face coverings

<u>Using Personal Protective Equipment</u> and <u>Use of Cloth Coverings</u>

Stronger Together, California Public School Guide for Re-Opening

IN SESSION DAILY REQUIREMENTS

- Hand sanitizer at all entrances must be filled at end of each day
- Enrollment must be capped so that 6 feet of social distancing can be maintained in all classrooms and student contact areas.
- Restrooms must be sanitized after lunch and at end of day
- Classrooms and all office space must be disinfected
- For disinfection, diluted or 70% isopropanol (according to CDC guidelines), and most common EPA-registered household disinfectants must be used
- All children entering campus will have their temperature taken. For any child with a temperature greater than 100.4, have them sit quietly for 15-20 minutes and then take their temperature again. If the temperature is still greater than 100.4, they will be sent home
- Conference rooms, teacher breakrooms, and offices will be monitored for social distancing compliance and access may be limited
- Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice
- Playgrounds and gyms should only be used by one group at a time and cleaned after each use. Limit free play to ensure safe distancing.
- Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 70% alcohol if soap and water are not available.
- Cover your mouth and nose with tissue when you cough or sneeze or use the inside of your elbow.
- Clean all thermometers before storing for the night.

ALL EMPLOYEES – ADMINISSTRATION, TEACHERS AND SUPPORT STAFF

- School districts and schools should ensure that staff are tested periodically by their primary care provider or by referring teachers to a community testing site, as testing capacity permits and as practicable. Examples of recommended frequency include all staff being tested over 2 months, where 25% of staff are tested every 2 weeks, or 50% every month to rotate which staff members are tested over time.
- Custodial staff should wear single use gloves and eye protection while cleaning. Hands should be washed at least 20 seconds immediately after gloves are removed.
- All employees will be screened before entering the building. Temperatures must be recorded on a log sheet. Anyone who displays any symptoms (fever over 100.4) should be sent home and not allowed to enter.
- If someone is known to be caring for someone with the symptoms of COVID-19, he or she
 may not be on campus until such care is completed and they have quarantined for 14 days
- All faculty and staff will self-screen at home (COVID-19 Self-Monitoring Checklist).
 Employees may continue to work if they can honestly say NO to all the questions on the checklist.
- All employees must wash hands/sanitize when entering campus

- All employees, while on campus, will wear face mask. A face shield is permitted for teaching language arts, but a mask is required when helping students 1:1.
- Office staff must wear masks and gloves during high volume contact times.
- Employees preparing and serving food must wear gloves and masks at all times.

TEACHERS

- Junior high teachers will rotate to the different classrooms; students stay in room.
- High school teachers take temperature before each class due to co-mingling of students.
- Open windows and doors (depending on weather) to increase fresh air quantities and filtration. Fans are permitted on hot days for ventilation.
- Maintain 6 feet of distance between desks this includes teacher desks.
- Teachers will provide initial and routine instruction in social distancing and health practices to their students. Remind students to keep masks on except while eating their lunch.
- Classroom instruction will be delivered respecting social distancing, 1:1 with student devices, whole group, etc.
- Teach students to use a tissue and cover their nose and mouth when they sneeze or use the inside of their elbow.
- Teach students to wash their hands often for a minimum of 20 seconds or for students in grades TK-12 to use hand sanitizer when soap is not available.
- If an employee or other person becomes ill at work or while on campus, he or she will be instructed to go home or to the nearest health center.
- If diagnosed with COVID-19, employee will be required to self-quarantine at home for 14 days until the person has recovered/cleared by the Public Health Department.
- At the end of every day, sanitize all desks, doorknobs, light switches, shared surfaces, etc. with approved disinfectant and/or wipes.
- Limit the sharing of all educational materials; if materials are shared, they must be disinfected (wiped clean) prior to another student handling them.
- Maintain social distancing guidelines across grades and groups. No comingling of grades and/or groups except in high schools.
- There should be no physical contact games for PE or recess.

STUDENTS

- All students must wash hands/sanitize when entering campus.
- Students in grades TK-12 will be required to wear a mask while on campus.
- If a student refuses to wear a mask, the student must be excluded from on-campus instruction, unless they are exempt, until they are willing to wear a face covering. Students excluded on this basis should be offered other educational opportunities through distance learning.
- A cloth face covering or face shield should be removed for meals, snacks, naptime, or outdoor recreation, or when it needs to be replaced. When a cloth face covering is temporarily removed, it should be placed in a clean paper bag (marked with the student's name and date) until it needs to be put on again.

- Students will always remain with their classmates, including structured recess.
- All teachers and students are not to visit another classroom outside of their grade level.
- Any student showing signs of illness will have his or her temperature taken in the office.
 Students with a temperature above 100.4 degrees or showing any symptoms of illness will be isolated and sent home.
- Students will cooperate with the social distancing and masking in which they are instructed, or they will not be allowed on campus.
- Students will use the restroom at designated times, and the numbers of students will be limited to the number of sinks available in the restroom.
- Students will each eat lunch in designated area and/or with class.
- Lunch is brought to students; students do not go to cafeteria to get their lunches.
- Students will be required to have their own supplies (pencils, crayons, scissors, etc.); sharing of supplies will be prohibited.

PARENTS/GUARDIANS

- All parents/guardians will always wear a mask while on school property for meetings.
- All adults will observe proper "Social Distancing," of six feet at all times.
- Adults will follow all instructions given by school administration.
- Parents will not be admitted on campus or into classrooms prior to or during the school day.
- Students will be dropped off at a pre-designated area for proper screening and temperature checks, while maintaining proper social distancing (six feet).
- Any student who arrives after the 1st bell has rung, will be dropped off at the school office for screening and temperature check (the gate will be locked with the start of school).
- No volunteers will be on campus until further notice.

GUIDANCE ON SCHOOL CLOSURE

Individual school closure is recommended based on the number of cases, the percentage of the teacher/students/staff that are positive for COVID-19, and following consultation with the Local Health Officer. Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5 percent of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school.

The Local Health Officer may also determine school closure is warranted for other reasons, including results from public health investigation or other local epidemiological data.

If a school is closed for in-person learning, when may it reopen?

Schools may typically reopen after 14 days and the following have occurred:

- Cleaning and disinfection
- Public health investigation
- Consultation with the local public health department

What are the criteria for closing a school district?

A superintendent should close a school district if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department. If a school

district is closed, when may it reopen? Districts may typically reopen after 14 days, in consultation with the local public health department.

APPENDICES – See below

Appendix A: COVID-19 Screening Checklist for Non-Medical Employees

Appendix B. Diocese of Fresno Re-Opening Disclaimer

Appendix C: Bussing Guidelines



COVID-19 SELF MONITORING CHECKLIST

Employee Name:	School:
Title:	Date:

With the ever-changing nature of COVID-19, there remains the possibility of exposure. Since the Diocese has decided to "slowly" open up the building a bit more for employees to work in their office space, we also understand that there is risk in doing so and can lead to additional exposure to COVID-19. Therefore, we have established guidelines for any employee, who has permission from their immediate supervisor, to enter the building. You may continue to work as long as you are able to honestly answer NO to the following questions. However, please remember, if you develop any of the symptoms below, STAY HOME. Please do NOT enter the building for your safety and the safety of others.

SYMPTOMS OF INFECTION	YES	NO
Fever of 100.4 or higher		
Cough	-	******
Headache		
Sore Throat		-
Shortness of Breath		7.
Fatigue		
Loss of taste or smell	-	
Unexplained body aches		
Had contact with anyone who has been diagnosed with		
or who may have symptoms associated with COVID-19		

If you answered YES to any of the above, then it is not safe to enter the building. — Please do not come into work.

In addition to self-monitoring your symptoms, please continue to:

- ✓ Wash your hands often, and for at least 20 seconds at a time.
- ✓ Avoid touching your face.
- ✓ Practice social distancing by staying at least 6 feet away from other people.
- ✓ Cover your coughs and sneezes with the sleeve of your shirt or coat.
- Clean and disinfect frequently touched objects such as workstation, keyboards, computer mouse, telephones, doorknobs, light switches, chair armrests, countertops and handrails.
- ✓ Do not use other workers' phone, desk, office or computer.
- ✓ Call your doctor if you have a fever, cough and/or shortness of breath.

^{*}This document needs to be saved at the school office, in the employee personnel file for two (2) years.

Appendix B. Diocese of Fresno Re-Opening Disclaimer

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By entering this school, all individuals agree to the following:

- To acknowledge that the school cannot guarantee you or your child's safety when attending on campus or other school activity
- To take all responsibility for your own well-being and health against the Novel Coronavirus and hold the school and Diocese harmless (not liable) since the virus can be spread by those who are asymptomatic
- If your children are vulnerable, ill or afraid of infection; consider the online option offered by the Catholic Schools.
- To observe proper "Social Distancing" of six-feet at all times on school or parish property
- · To obey all instructions given by school leadership, faculty and staff while on campus
- To wear a mask while entering, present and exiting the school grounds
- To pray for the well-being and health of one another

Posted:	Date, 2020					
Signature_						
School Administrator						

Appendix C. Bussing Guidelines

In order to practice physical distancing on a school bus, the seating capacity must be reduced. This may necessitate the use of a seating chart to designate which seats are available for use.

Routing is the responsibility of the school's transportation department. High schools and other transportation departments need to evaluate the needs of the student's, routes needed, and transportation resources required while following all bussing guidelines.

Bussing Guidelines:

- Determine maximum capacity for students of each vehicle while meeting 6-foot physical distancing requirement.
- Create a plan for seating based upon maximum capacity determined above, and develop a plan for bus routes that accommodates the capacity limitations.
- Mark or block seats that must be left vacant. Sample seating options
 - Option 1: Seat one student to a bench on both sides of the bus, skipping every other row
 - Option 2: Seat one student to a bench, alternating rows on each side to create a zigzag pattern on the bus
- Instruct students and parents to maintain 6-foot distancing at bus stops and while loading/unloading the bus
- Seat students from the rear of the bus forward to prevent students from walking past each
 other. To prevent students from walking past each other, afternoon runs should be boarded
 based upon the order in which students will be dropped off. (Students who get dropped off
 first should board the bus last, and sit in the front)
- Students and staff must wear face coverings at bus stops and on buses
- Follow all cleaning practices per <u>CDC Cleaning and Disinfecting Your Facility</u> guidelines
- Vehicles may have exceeded a 45-day maintenance or inspection date while sitting out of service during the COVID-19 stay-at-home orders. Vehicles need to meet all maintenance and inspection requirements before being placed back into service in accordance with <u>Title 13 CCR</u> <u>1232 Periodic Preventive Maintenance Inspection</u>
- Schools and drivers need to make sure the vehicle's certificate is still valid and that 13 months
 from the last inspection have not been exceeded in accordance with <u>Vehicle Code 2807 Lawful</u>
 Orders and Inspections

Template Letter – Confirmed COVID-19 Case in Child Care and School Age Camps/Care

Dear families/staff/Board:

On XX date we learned about a [person/student/staff/camper] with Coronavirus Disease 2019 (COVID-19) at [facility/school name]. We recommend that you take action to help limit the spread of COVID-19, even if your child is not experiencing symptoms. Please answer the phone if the Health Department contacts you. A contact tracer may be trying to reach you with important information.

The most important things you can do:

- Make sure your child is wearing a mask.
- Make sure your child is washing their hands.
- Keep your child home if they are sick.
- Call your primary care provider if you or your child has symptoms of COVID-19.

What is COVID-19?

A new coronavirus causes COVID-19, which is an illness that was discovered in 2019. Coronaviruses are a type of virus that are named for the crown-like spikes on their surface. There are many kinds of coronaviruses including some that cause respiratory illnesses, like the common cold. The specific symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

How does COVID-19 spread?

COVID-19 spreads mainly from having close contact with someone who has a COVID-19 infection. The virus is thought to spread by droplets from person to person when they speak, cough, or sneeze. Droplets travel less than 6 feet. When droplets from another person get in your mouth or nose you can inhale into your lungs. This virus can be spread by people without symptoms.

How can parents and guardians help prevent COVID-19 from spreading?

- If your child is sick, keep them home.
- Make sure members of your household wash their hands often using soap and water for 20 seconds.
- Make sure every member of your household covers their coughs and sneezes with a tissue or their elbow, and then washes their hands afterwards.

Wear a mask in public when you cannot stay 6 feet apart from other people.

We are working with the Health Department to keep our community safe.

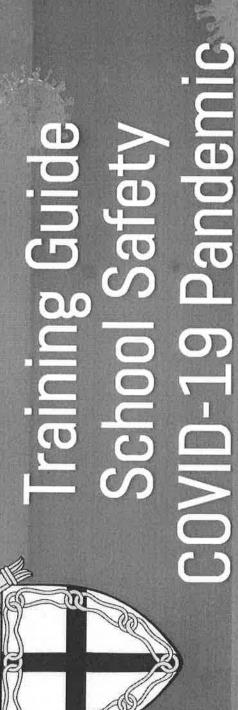
- We continue to follow the CA Health Department's guidance https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx
- We cleaned and disinfected the [facility/school name] per the Health Department guidance.
- Employees and sick children will not return to work until they are healthy.

Thank you for understanding that, due to medical privacy laws, we are not able to release the names of the individuals with COVID-19. We will continue to communicate changes and updates with you. With your participation, we believe we can create a safe and fun experience for your children.

If you have any questions, please feel free to reach out to me at contact information.

Many thanks,

Office of Catholic Education



1. What we know about COVID-19?

COVID-19

It is a virus that has spread throughout the world causing illness ranging from no symptoms to mild or severe illness and even death.

The virus is spread through close contact with an infected person or by touching an infected surface.

the virus is easily spread. The highest concentration is found within 6 ft, but the The virus is found in respiratory droplets, so when a person coughs or sneezes, virus can travel up to 20 ft!

A person becomes infected when the virus enters the body via the eyes, nose, or

2. How can we protect the children

Our Mission

General Safety

- Maintain social distancing-Stay at least 6 ft apart
- Wear a mask covering your nose and mouth
- Wash your hands with soap for 20 seconds and/or water or use hand sanitizer with at east 70% alcohol (wait till hand sanitizer is completely dry before touching surfaces)
 - Avoid touching your face, mouth, nose with unsanitized hands
- Use a tissue if you must cough or sneeze and immediately throw the tissue into a trash
- Stay home when you're sick to avoid infecting others and spreading the disease
 - Keep frequently touched surfaces clean and sanitized
- Know the symptoms: Fever or chills, cough, shortness of breath, fatigue, muscle/body aches, headache, loss of taste and/or smell, sore throat, congestion/runny nose, nausea/vomiting/diarrhea

Proper Techniques Click on each link below

Do's and

Dont's of Wearing a

Mask and

Gloves

General

Safety

Washing Guidelines Hand

3. What if someone at school contracts the virus?

School Response

What to do...

When coming to school, children and adults (Adults will fill out a questionnaire) will be screened and their temperatures will be taken upon entering the campus.

- If a child or adult has a temperature above 100.4, they will be asked to sit down for 15-20 minutes. If the temperature remains above 100.4 after they rest, they will taken to an isolated area and their parents (adults will be sent home) will be called to pick them up.
- School officials will recommend that they be taken immediately for COVID-19 testing.
- If a student or adult becomes ill during the day, the same procedure will be followed.

If a parent or guardian notifies the school that a student or someone the student had close contact with tested positive for COVID-19....

- The administration will immediately notify local health officials to determine the best course of action for the school. The administration will notify the OCE and the OCE will determine what communication will be sent out to the school community.
 - Working with your local agency, the school will determine the next steps to stop the spread of the disease.

4. How do we protect the confidentiality of our children? Proper Reporting

Confidentiality

Never

Share information or hearsay about students with other parents, staff members, students, etc.

Administrative Handbook-Policy 4620, 8153

Never

Share information or hearsay about colleagues with other.

Administrative Handbook-Policy 3510,

Always

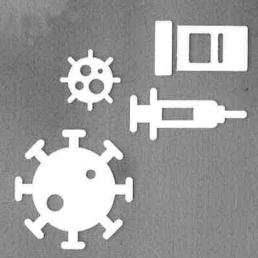
Refer questions about other students and staff members to your administrator.

Administrative Policy-3510, 4410

11

/hat if we have o shut down

Continued Preparedness



Have a Plan in Place

Online Learning

- Be sure to survey parents to determine the families' online learning capabilities
- Decide as a faculty what platforms sites, apps you will use Keep learning focused-less is more,
- consistency is helpful to parents Have a schedule set for face to face sessions.
- Practice using all platforms and apps with students so that they know how to use them in the event of a return to online learning

Parent Communication

- Keep parents abreast of any changes
- If there is a return to online learning, have back-to-online learning nights with parents so that they understand how these lessons will work Communicate students'
 - Communicate students' progress to them frequently-email, notes, phone calls
- Listen to their questions, validate their concerns, explain your reasons

Supplies/Materials/Resources

- Plan ahead of time to determine what materials students would need in case of a sudden closure
 - Have a list of supplies students might need to work at home in addition to those supplied by the school. Be ready to assist families with these supplies in the case of a hardship

Remember

Have a plan in place! Communicate with

Srd

Work together as a staff to share, collaborate, and

Practice

Znd

pray!

13

Let's review some concepts

Prevent the Spread of Virus

Wear a mask

Maintain Social-Distancing

Wash your hands and sanitize surfaces

Know the Symptoms

Fever or chills, cough, shortness of breath, fatigue, muscle/body aches, headache, loss of taste and/or smell, sore throat, congestion/runny nose,

nausea/vomiting/diarrhea

Be Prepared

Have plans in place for a possible return to online learningViru

Maintain Confidentiality

All communications about COVID-19, including information about sick adults or children will be handled through the administration

Communicate

Maintain open lines of communication with your administration and parents

Praw

We are not alone in this!

The OCE is here to help and support all of you during this challenging time!







Thank You for Your Commitment to Catholic Education!

Credits

www.cdc.gov www.studentprivacy.ed.gov

INTENT TO RETURN FORM

The workplace environment surrounding the spread of the COVID-19 Coronavirus has changed drastically since you signed your Intent to Return Form in March. Please fill out this form indicating whether you intend to return to your position, in person, at one of our schools on August 1, 2020; the start of your new school year.

Do you intend to return to your place and position of employment in August?				
Yes. I plan to return to my po	osition.			
No. I do not intend to return.				
If you answered "no" and the reason is for please contact Jennifer Campopiano, Heal jcampopiano@dioceseoffresno.org .				
······································	8	20		
Signature of Employee	Date			
All forms must be electronically returned to	o the Office of Catholic Ed	lucation by July 20, 2020.		

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Dear Families, Staff Member and Board Members,

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The most important things you can do:

- Make sure your child is wearing a mask.
- Make sure your child is washing their hands.
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How can parents and guardians help prevent COVID-19 from spreading?

- If your child is sick, keep them home.
- Make sure members of your household wash their hands often using soap and water for 20 seconds.
- Make sure every member of your household covers their coughs and sneezes with a tissue or their elbow, and then washes their hands afterwards.
- Wear a mask in public when you cannot stay 6 feet apart from other people.

We are working with the Health Department to keep our community safe.

- We continue to follow the CA Health Department's guidance https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx
- We cleaned and disinfected the [facility/school name] per the Health Department guidance.
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