

Date: 2/1/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Monroe Elementary School District

Number of schools:

1

Enrollment:

154

Superintendent (or equivalent) Name:

Shelley Manser

Address:

11842 S. Chestnut Ave

Phone Number:

559-834-2895

City

Fresno

Email:

smanser@monroe.k12.ca.us

Date of proposed reopening:

2021

County:

Fresno

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

Public, TK-8, Elementary School District

Grade Level (check all that apply)

| | | | | |
|-------------------|-------------------|-------------------|-------------------|------------------|
| TK | X 2 nd | X 5 th | X 8 th | 11 th |
| X K | X 3 rd | X 6 th | 9 th | 12 th |
| X 1 st | X 4 th | X 7 th | 10 ^t | |



This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

X I, Shelley Manser, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

The following Protection Guidelines are Monroe Elementary District's responsibilities that are in place until further notice:

- Implement daily self-monitoring health screening processes for staff and students
- Provide PPE and cleaning/sanitizing supplies for MESD employees
- Post additional signage throughout MESD buildings and worksites to raise awareness regarding

health and safety protocols

- Ensure routine cleaning of frequently touched surfaces
- Limit the size of gatherings to ensure alignment with Fresno County Department of Public Health

guidance

- Consider flexible/rotating work schedules for MESD employees, when possible
- 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

- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards

in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

In accordance with guidance from the CDPH, the school programs at MESD all utilize the practice of stable groups with students and staff. Stable groups are groups of 14 or less students who take all classes, breaks and electives together when in person on campus. As an example, our current cohort of students attends class and breaks together, with the same teacher, 4 days per week. Using stable groups limits mixing of

students and reduces the potential for contact with infected students. This process also allows for efficiency in contact tracing if an infection is discovered

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Minimum of 1; Maximum will be the number of students who can be in a room and maintain 6' social distancing guidelines.

If you have departmentalized classes, how will you organize staff and students in stable groups?

N/A

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

N/A

X **Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

Purpose: To provide guidance to staff on best practices for Physical distancing. One of the most important mitigation strategies in the fight against COVID-19 is Physical distancing. This 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 Physical distancing.

Purpose: To inform Monroe Elementary employees of the standards when entering MESD 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 MESD 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, of

FCSS buildings

Protocol for Entering a MESD Building

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

Visitors

- Departments are highly encouraged to schedule appointments in advance for all visitors;

walk-in visitors will be seen at the discretion of the department

- All visitors will be expected to self-certify their health status before entering a MESD

building or school site by answering the health questions listed on posted signs at main

entrances

- The Front Reception is required to contact a department staff member prior to sending

visitor to their destination

- When department staff member 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 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

BEST PRACTICES FOR PHYSICAL DISTANCING

Gatherings, Field Trips and Visitors

- Pursue virtual group events, gatherings or meetings, if possible, and promote Physical distancing

of at least six feet between people if events are held; limit group size to the extent possible

- Colored dots are placed on the ground and signage is placed around campus to remind students, staff, and visitors of 6' social distancing, washing hands routines, limited group sizes, entrance and exit location including one-way flow of traffic through building. Additionally, protective barriers have been placed in "high traffic" locations and have made available to staff members to use when any direct contact with others is required (i.e. assessing individual students).
- Postponing high-contact activities/classes (e.g., PE, field trips, high-contact after-school

activities, such as football) and restructuring athletic, 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

- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts)

- When teleworking or flexing work schedules/hours is not practical or available, employees and others are to maintain a minimum of six feet of physical distance between employees and others, to the extent possible, especially if Physical distancing is recommended by state and local health authorities.

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 an "X" every six feet behind table 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 Physical distancing; if Physical distancing is not feasible, students should wear masks

X **Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

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

MESD Employees

Face coverings must be worn in MESD facilities when not alone in an enclosed workspace. Employees may remove face coverings when alone in an office. Face coverings must be readily accessible and donned in the event any other person enters employee workspaces, and when travelling through MESD 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 MESD
- Bandana
- Neck gaiter
- Homemade face covering
- Scarf
- Face shield with a cloth drape on the bottom*
- Tightly woven fabric, such as cotton T-shirt and some types of towels

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

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

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

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

MESD Students

Students shall wear face coverings in compliance with each school site and school district protocol.

MESD Visitors

Visitors must wear a face covering when entering and moving about MESD facilities. Visitors may remove face coverings when alone.

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

To obtain the best pricing and track expenditures for possible reimbursement, PPE specific to COVID19 response shall be procured in bulk quantities by the Facilities & Operations Department and distributed as needed. Departments with PPE needs not specifically related to COVID-19 response shall continue to purchase and provide the needed PPE.

SURGICAL FACE MASKS

Who should use: Designated positions such as: School nurses, LVNs, custodial staff, ill persons, and staff who come into routine contact with others

When to use: When required by state or local health order (As of 5/19/2020, the City of Fresno Emergency Order 2020-13 requires employees of essential businesses to wear facial coverings while in the essential facility)

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

MEDICAL-GRADE GLOVES

Who should use: Custodians, maintenance personnel, teachers, 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

PROTECTIVE BARRIERS

Protective barriers have been placed in "high traffic" locations and have made available to staff members to use when any direct contact with others is required (i.e. assessing individual students).

X **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

All Monroe Elementary employees who report to a Monroe Elementary work site/location (in-person) are required to "self-certify"

their health, on a daily basis, by answering the questions below prior to entering their assigned work

location:

Do you have:

1. Fever and/or chills (thermometers are available for employee use at building entrances)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste and/or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

If employee has any listed symptoms but NO temperature:

- If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.

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

If employee answers “no” to the questions above and temperature is less than 100.4, they can report to work. Monroe Elementary 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 fever of 100.4 or higher:

- Stay home and contact your immediate supervisor for further instructions

In an effort to ensure all Monroe Elementary employees complete their daily self-certification prior to beginning their

workday, employees will be prompted with health screening questions upon logging onto their Monroe Elementary

computer each day. Refer to the Health Screening Self-Certification Computer Prompt below.

STUDENT SCREENING

Parents/Guardians of Monroe Elementary school programs will be educated on the need to certify their child’s health before their child reports to school each day. Parents/Guardians are to assess the following.

Does my child have:

1. Fever and/or chills
2. A new or worsening cough
3. Shortness of breath

4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. To my knowledge, has my child had close contact with anyone diagnosed with COVID-19

in the past 14 days?

- If the parent/guardian answers “no” to all questions, they can allow their child to come to school.
- If the parent/guardian answers “yes” to any of the questions, they will need to stay home and consult with their doctor.

When student arrives on campus, staff will take student’s temperature. If the temperature is over 100.4, the student will be sent home.

VISITORS SCREENING

Health Screening: When possible, any visitor coming will be educated on the need to self-certify their health before coming to a Monroe Elementary building or school site. Visitors are expected to self-certify by asking

themselves the following questions regarding their own health:

Do you have:

1. A fever and/or chill
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose

6. Sore throat

7. Fatigue

8. Muscle and/or body aches

9. Headache

10. Nausea/vomiting and/or diarrhea

11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

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- If the visitor answers “no” to all questions, they may enter the Monroe Elementary office/school setting
- If the visitor answers “yes” to any of the questions, they should stay home and make other

arrangements.

When the visitor arrives on campus, staff will take their temperature. If the temperature is over 100.4, the visitor will be asked to return when they are no longer symptomatic.

HEALTH SCREENING SELF-CERTIFICATION PROMPT

Purpose: To provide an example of what the Monroe Elementary computer notification will state when employee

turns on their computer each day.

Monroe Elementary School Healthy Workplace – Employee Self-Screening

Employee Self-Screening

Do you have:

1. A fever and/or chills (Remember to take your temperature at a Health & Sanitation Station)

2. A new or worsening cough

3. Shortness of breath

4. Loss of taste or smell

5. Congestion and/or runny nose

6. Sore throat

7. Fatigue

8. Muscle and/or body aches

9. Headache

10. Nausea/vomiting and/or diarrhea

11. To your knowledge, have you had close contact with anyone diagnosed with COVID-19 in the past 14 days?

If you reply YES to any of the questions above or you are feeling ill, please advise your supervisor immediately.

Thank you for adhering to all precautionary measures, on a daily basis, including wearing a face covering and maintaining six-foot physical distancing at all times, and to the extent possible.

Together, we can create an emotionally and physically safe workplace for everyone. Thank you, for doing your part today!

X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

All classrooms have hand washing stations located within/ in close proximity to their classrooms. All common areas, multipurpose rooms, offices, and classroom have alcohol-based hand rubs (containing 70%–95% alcohol) stations with signage identifying locations.

*Staff will teach and reinforce proper handwashing technique, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes.

*Post signage in high visibility areas to remind students and staff of proper techniques for handwashing and covering of coughs and sneezes and other prevention measures.

*Ensure adequate supplies to support healthy hygiene behaviors, including soap, tissues, trash cans, face coverings and hand sanitizers (with at least 70 percent ethyl alcohol) for staff and students who can safely use hand sanitizer.

*Minimize the sharing of supplies and equipment among staff and students to the extent feasible. When items must be shared, clean and disinfect items between uses.

*Minimize staff's and students' contact with high-touch surfaces (e.g., propping open building or room doors, particularly at arrival and departure times).

*Develop routines to ensure students wash their hands or use hand sanitizer upon arrival to campus; after using the restroom; after going outside and returning to the classroom; before and after eating; and after coughing or sneezing.

*Provide hand sanitizer in each classroom, and at strategic eating locations designated for students or staff to eat.

*Identify all hand washing stations at strategic locations to minimize movement and congregation in bathrooms, etc.

*Hand sanitizers, disinfectant spray and paper towels will be provided. Custodial staff will ensure bottles and sprays are re-filled regularly. The spray or pump bottles provided are reusable so please do not throw them away. Please notify your site custodian if bottles need to be refilled.

*Plexiglass barriers are installed in the front office and kitchen serving location. The Site Principal should notify the Maintenance and Operations personnel if there is a need to install additional plexiglass barriers in any location on campus.

*Gloves will be provided and they will continue to be worn by employees who require them to do their jobs.

Hand hygiene is a way of cleaning one's hands that substantially reduces potential pathogens (harmful microorganisms) on the hands. Hand hygiene is considered a primary measure for reducing the risk of transmitting infections. Hand hygiene procedures include the use of alcohol-based hand rubs (containing 60%–95% alcohol) and hand washing with soap and water.

X Identification and Tracing of Contacts: Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

MESD employees are expected to report a COVID-19 Related Illness to FCSS when:

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

awaiting COVID-19 test results.

MESD employees are expected to follow the steps as indicated below:

1. Promptly notify Principal that you are going to report a COVID-19 related illness.
2. Immediately report all COVID-19 Related Illnesses to Principal.
3. Provide the following information to ensure timely reporting: First and Last Name, Your Email and Phone Number, Reason for Report (e.g., experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results), Department, Actual Work Location (e.g., worksite and room number, if applicable), Actual date you last worked in-person, Actual date you last teleworked
4. A confidential MESD liaison will assist in determining appropriate next steps.
5. Positive or symptomatic employee given isolation guidance (per Fresno County Department of Public Health guidance); notification given to FCDPH if positive case confirmed; guidance from FCDPH implemented.
6. Close contacts to positive employee will be sent home to quarantine.
7. Follow up with quarantined and isolated employee to make sure they meet FCDPH guidelines to return to work).
8. Return to work once FCDPH guidelines are met.

When MESD staff and/or student presents symptoms to district staff:

1. Verbal, visual, or physical (temperature greater than 100) assessment indicates symptoms.
2. Student notified by staff of concern.
3. Isolate and prepare to send home.

4. MESD staff contact family to pick up. District transport home in school vehicle if family not available to pick up.
5. Follow up with family and notify FCDPH if suspected positive case.
6. If student is confirmed positive, all close contacts will be identified and sent home to quarantine according to FCDPH guidelines. Return after required quarantine protocols and timelines are met.

X Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

Classroom Set-up

- All non-essential furniture and material has been removed from classrooms and common areas in buildings and student desks have been arranged to ensure 6' social distance between students in all directions.
- All students facing forward with teacher located at the front of the room.
- Movement around the room is limited to essential travel in/out of room, to/from restroom, etc.
- Materials will be individualized and not shared between students.
- Rooms will be sanitized on a daily basis via district personnel and automated sanitation system.
- Students and staff will not co-mingle until allowed by FCDPH guidelines.
- Outside activity sharing of equipment will be limited to individual classrooms in specified areas. Co-mingling and sharing of equipment with other classroom will occur when allowed under FCDPH guidelines.

Gatherings, Field Trips and Visitors

- Pursue virtual group events, gatherings or meetings, if possible, and promote Physical distancing

of at least six feet between people if events are held; limit group size to the extent possible

- Colored dots are placed on the ground and signage is placed around campus to remind students, staff, and visitors of 6' social distancing, washing hands routines, limited group sizes, entrance and exit location including one-way flow of traffic through building. Additionally, protective barriers have been placed in "high traffic" locations and have made available to staff members to use when any direct contact with others is required (i.e. assessing individual students).
- Postponing high-contact activities/classes (e.g., PE, field trips, high-contact after-school

activities, such as football) and restructuring athletic, 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

- When possible, use flexible worksites (e.g., telework) and flexible work hours (e.g., staggered shifts)

- When teleworking or flexing work schedules/hours is not practical or available, employees and others are to maintain a minimum of six feet of physical distance between employees and others, to the extent possible, especially if Physical distancing is recommended by state and local health authorities.

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 an "X" every six feet behind table 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 Physical distancing; if

Physical distancing is not feasible, students should wear masks

Protective Barriers

Protective barriers have been placed in "high traffic" locations and have made available to staff members to use when any direct contact with others is required (i.e. assessing individual students).

*All above systems/procedures/routines will be adjusted, either more strict or less strict, according to latest FCDPH guidelines.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

NA

Staff Training and Family Education: How staff will be trained and families will be educated on the application and enforcement of the plan.

To date, all district staff have been trained and updated on all systems/procedures/routines on a weekly basis during our regular district staff meeting. We will continue to inform and update our entire staff on a weekly basis during our meetings. All information is also posted on an ongoing "staff meeting" agenda accessible at all times to all staff members. Regular emails are sent to district staff as a third layer of ensuring all are informed and aware of systems/procedures/routines.

To date, district has sent bi-monthly letters, made bi-monthly "all calls" using mass communication system, regular Town-hall meetings with public access, and have posted updated information on our parent information portal, to ensure each has the latest information regarding school closure, distance learning, health and safety measures on campus, and ongoing planning for returning to live instruction.

Each of these will continue for the foreseeable future and until guidance from FCDPH indicates we are in a "normal and regular" school pattern with students back on campus, under regular, daily schedule/procedures/routines.

Testing of Staff: How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing of Students: How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Identification and Reporting of Cases: At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

When MESD staff and/or student presents symptoms to district staff:

1. Verbal, visual, or physical (temperature greater than 100) assessment indicates symptoms.
2. Student notified by staff of concern.

3. Isolate and prepare to send home.
4. MESD staff contact family to pick up. District transport home in school vehicle if family not available to pick up.
5. Follow up with family and notify FCDPH if suspected positive case.
6. If student is confirmed positive, all close contacts will be identified and sent home to quarantine according to FCDPH guidelines. Return after required quarantine protocols and timelines are met.

MESD staff will report to FCDPH at such time that any student or employee who was present on MESD campus within the 10

days preceding a positive test for COVID-19.

Specifically, MESD staff will report the following information (per FCDPH guidance document: COVID-19 Case Reporting By Schools

January 14, 2021):

- The full name, address, telephone number, and date of birth of the individual who tested positive;
- The date the individual tested positive, the school(s) at which the individual was present on-site within

the 10 days preceding the positive test, and the date the individual was last on-site at any relevant

school(s); and

- The full name, address, and telephone number of the person making the report.
- This information shall be reported to the local health officer by telephone within twenty-four hours from the

time an individual within the local educational agency or private school is first made aware of a new case.

- This reporting shall continue until this directive is modified or rescinded.
- MESD will continue to follow guidance from FCDPH until cleared to resume normal operation.

X **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

Purpose: To ensure MESD has effective two-way communication with employees,

and parents/guardians regarding COVID-19 related issues.

MESD uses the Return-to-Work Toolkit as a vehicle to communicate the following to stakeholders:

- Reporting of COVID-19 symptoms following the First Notice Reporting Flowchart
- How to identify and report symptoms and hazards that employees may be exposed to within

the workplace without fear of reprisal using the procedure outlined in the IIPP

- MESD procedures or policies for accommodating employees with medical or other conditions

that put them at increased risk of severe COVID-19 illness

- MESD procedures on access to COVID-19 testing including asymptomatic, symptomatic or response testing

In compliance with AB685, the MESD is required to provide timely employee and union notification when:

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

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

- Employee notification will be sent to principal with a CC tgriggs@monroe.k12.ca.us
- Parent/Guardian notification will be sent by department/program administration/designee.

X Consultation: (For schools not previously open) Please confirm consultation with the following groups

During 2020-2021 school year, we surveyed our staff, All Parents' Association (APA), students, and school board. This was in order for the district to make significant progress in: understanding the current outreach efforts of our teachers; the barriers that impact the ability to teach remotely; student and staff technology and training needs; and all stakeholders thinking about a district-wide distance learning plan. Monroe Elementary School District (MESD)—in collaboration with parents, students, faculty, school administrators, school board, local stakeholders, FCSS and FCDPH —has developed this plan for our school and community to reopen and educate our students safely in the 2020-2021 school year.

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

X Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: All Parents' Association: PTC, SSC, Migrant, ELAC,

Date: TBD

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Communication with staff:

Weekly all staff meetings whereas 100% of staff must attend remotely.

Daily/Weekly emails and updates

Created Text messaging groups for all staff, departments, classified, and certificated

Blackboard Connect is also utilized

*Use a variety of communication methods, such as social media, newsletters, and school websites.

Regularly remind staff, parents, and students of the need to stay home if any signs of illness are present.

*Communicate to staff, students, and parents about COVID-19-related protocols, including proper use of PPE, cleanliness and disinfection, transmission prevention, guidelines for families about when to keep students home from school, systems for self-reporting symptoms.

*Target communication to include vulnerable members of the school community.

*If a school has a positive COVID-19 case, contact the COVID-19 Liaison at the district to report, track, and trace infections in coordination with public health officials to begin the notification process.

*Notify staff and families immediately of any possible cases of COVID-19.

*Review legal responsibilities and privacy rights for communicating about cases of the virus.

*Provide guidance to parents, teachers, and staff, reminding them of the importance of community physical distancing measures while a school is closed, including discouraging students or staff from gathering elsewhere.

*Advise sick staff members and children not to return until they have met CDC criteria to discontinue home isolation.

*Communicate regularly with all stakeholders regarding academics, health and social services, youth and community development, and community engagement.

*Communicate regularly with students and families about resources, and continue to focus on equity and access in critical areas, such as nutritious meals, appropriate technology, language accessible learning options, academic as well as mental health supports, and community resources to ensure basic needs are addressed.

*Provide communication on potential contacts to cases following the Fresno County Public Health Department (FCPHD) requirements.

*Notify parents and the school community about school meal service and options.

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

X Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Fresno. County has certified and approved the CRP on this date: TBD. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)