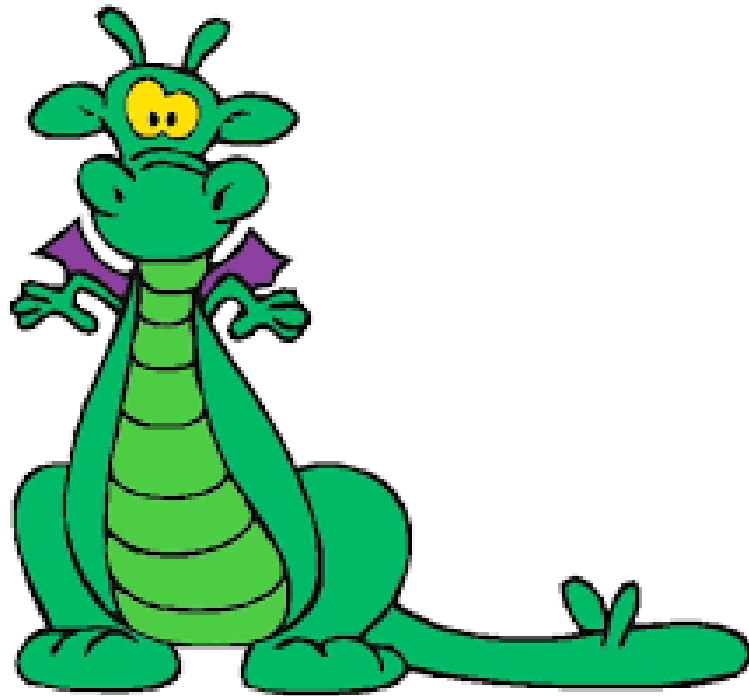


# Dailey COVID-19 Safety Plan Toolkit



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## INTRODUCTION: PURPOSE, SCOPE AND RESPONSIBILITIES

Dailey Elementary Charter School is committed to maintaining a safe work environment that reflects guidance from federal, state, and local public health officials to mitigate the spread of COVID-19. For the first time in over 100 years, we find ourselves developing new processes with the goal of protecting staff, students, parents and members of the public. While testing and vaccines are widely available, we must continue to practice strategies to decrease the spread of COVID-19. Together, our actions contribute to the wellness of our schools and community as a whole and protect the most fragile and high-risk individuals around us.

This COVID-19 Safety Plan Toolkit is designed by Dailey to set forth standards and protocols for the safety and well-being of Dailey employees, students and any other persons accessing Dailey. Its contents are to be implemented organization-wide and utilized in conjunction with other plans. Dailey is responsible to provide systems to support compliance and strategies to promote employee safety, including strategies to mitigate the spread of COVID-19. Refer to **Dailey's, Illness & Injury Prevention Program (IIPP)**, for more information.

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

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

**Jeanne Pentorali**

[Jeanne.pentorali@fics.us](mailto:Jeanne.pentorali@fics.us)

559-248-7060

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

## DEFINITIONS

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

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

**Contact Tracing<sup>1</sup>:** Contact tracing is a process used by the public health department to slow the spread of infectious disease. A contact tracer helps identify people who may have had close contact with a COVID-19 positive patient and gives close contacts information on how to get care and treatment, and how to self-isolate, if needed.

**Isolation:** Separates infected people with a contagious disease from people who are not sick.

**Index Case:** A person with a positive COVID-19 test.

**Outbreak:** According to Cal/OSHA, three (3) or more COVID-19 cases in an "exposed workplace" within a 14-day period or identified as an outbreak by a local health department. According to FCDPH, two or more positive COVID-19 cases in a classroom or three positive COVID-19 cases within a school.

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<sup>1</sup>Definition was retrieved from, Centers for Disease Control and Prevention (2020). *Contact tracing*. Retrieved from: <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/contact-tracing.html>.

**Physical distancing:** According to the CDC, physical distancing means keeping space between yourself and other people outside of your home by staying at least six feet (about two arm's length) from other people and staying out of crowded places and avoiding mass gatherings. Also known as Social Distancing.

**Quarantine:** Separates individuals who are close contacts of a confirmed COVID-19 positive case but who are not yet ill. Refer to the "Return to Work/School After illness Protocol: Students and Staff" section of this toolkit for quarantine/isolation periods. A **Modified Quarantine** refers to a modified quarantine schedule for students who were exposed to a positive COVID-19 person. Please see the *FCSS Students COVID-19 Illness and Quarantine Guidelines* chart for specific criteria for a student to qualify for a modified quarantine.

**Social Distancing:** \*See Physical distancing.

## PROTECTION GUIDELINES

**Purpose:** To identify the employer and employee responsibilities to maintain a safe work environment for staff and students.

### **Employer Responsibilities:**

- Extend grace and civility to all those you interact with while in the workplace
- Implement daily self-monitoring health screening processes for staff and students
- Provide face coverings (including N95) to Dailey employees and students
- Provide cleaning supplies for Dailey employees
- Post additional signage throughout Dailey buildings and worksites to raise awareness regarding health and safety protocols
- Ensure routine cleaning of frequently touched surfaces (See Disinfecting Protocol)
- Identify and evaluate COVID-19 hazards and investigate, respond, and correct these hazards in the workplace by utilizing the Injury and Illness Prevention Program (IIPP)
- When required, have COVID-19 testing available for staff
- Place appropriate signage throughout facilities informing of appropriate COVID-19 protocols including hand hygiene
- Allow time for hand hygiene and provide facilities for hand washing or sanitizing

### **Employee Responsibilities:**

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

## COVID-19 TESTING

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

### EMPLOYEE COVID-19 TESTING INFORMATION

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**Who:** Dailey employees as follows:

- Fully vaccinated employees on a voluntary basis on and after October 15, 2021
- Not fully vaccinated employees are required to test weekly on and after October 15, 2021.

**What:** A Dailey selected self-administered COVID-19 test.

**Where:** At Dailey

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

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

**How:** Dailey will coordinate COVID-19 testing with a Dailey-selected laboratory.

#### **What is the cost?**

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

**There are five (5) exceptions when not fully vaccinated employees are not required to test weekly on and after October 15, 2021. These exceptions are as follows:**

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

#### **Testing obligations with multiple agencies or employers:**

If a Dailey employee has reporting obligations to different agencies or employers, the employee may elect to satisfy the Dailey testing obligations by providing proof of testing. The proof of testing can be emailed to [Jeanne.pentoarali@fics.us](mailto:Jeanne.pentoarali@fics.us).

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

#### **IMPORTANT NOTES:**

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

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

## COVID-19 VACCINATIONS

**Purpose:** Dailey recognizes that vaccination is effective at preventing COVID-19 and protecting against both transmission and serious illness or death. Vaccinations are free to anyone who would like to receive them. To learn more about the different vaccinations available access the Fresno County Department of Public Health website: <https://www.co.fresno.ca.us/departments/public-health/covid-19/covid-19-vaccine-information>. To find a vaccination clinic and schedule an appointment, go to [www.myturn.ca.gov](http://www.myturn.ca.gov).

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

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

## COVID-19 VACCINATION STATUS DEFINITIONS

**Not Fully Vaccinated:** People are considered not fully vaccinated for COVID-19 if they do not meet the requirements defined as a fully vaccinated person, regardless of their age.

**Fully Vaccinated:** People are considered fully vaccinated for COVID-19 when it is two weeks or more after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or two weeks or more after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen).

**Booster Eligible\*:** People are considered booster eligible if they have completed the primary COVID-19 vaccination series 5 months ago (Pfizer-BioNTech and Moderna) or received the single dose (J&J) at least 2 months ago.

\* If employee is booster eligible but has not received a booster dose, the employee is considered fully vaccinated for testing purposes. See chart for specific isolation and quarantine guidance.

## CRITERIA FOR CLASSROOM/SCHOOL CLOSURE

**Purpose:** To provide guidance on the criteria for classroom and school closure.

The Fresno County Department of Public Health (FCDPH) considers an outbreak two or more positive COVID-19 cases in a classroom or three positive COVID-19 cases within a school. School administration and FCDPH will consult about classroom and/or school closures. The decision to close a classroom or school will be made by the Fresno County Health Officer on a case-by-case basis.

The specific criteria are outline by the FCDPH which can be found here:

<https://www.co.fresno.ca.us/home/showpublisheddocument/59398/637686844010761734>

## HEALTH SCREENING SELF-CERTIFICATION PROTOCOL

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

### EMPLOYEE HEALTH SCREENING

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

1. Fever and/or chills (100.4 degrees or higher)
  2. A new or worsening cough
  3. Shortness of breath
  4. Loss of taste and/or smell
  5. Congestion and/or runny nose
  6. Sore throat
  7. Fatigue
  8. Muscle and/or body aches
  9. Headache
  10. Nausea/vomiting and/or diarrhea
  11. Exposure to COVID-19 in the past 14 days
- **If symptoms are secondary to an underlying disease(s) or condition(s), such as allergies, asthma, migraine headaches, or dietary concern(s), and have not worsened compared to baseline, then the employee can continue to work and follow precautions as stated above.**
  - If you have new or worsening symptoms, stay home and contact the Executive Director immediately 559-248-7060 [jeanne.pentorali@fics.us](mailto:jeanne.pentorali@fics.us).

### STUDENT SCREENING

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

1. Fever and/or chills (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell

5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache
10. Nausea/vomiting and/or diarrhea
11. Exposure to COVID-19 in the past 14 days

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

When the student does not appear to be well or states they do not feel well during the school day, the student will be evaluated by a school nurse/designated staff member.

### **ROLE OF SCHOOL 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.

- Staff should call student or staff on day five to check on symptoms and to offer support to the ill individual.
- Once ill individual meets criteria listed above, the school contract tracer will clear the student or staff member to return to work/school.

### **ROLE OF PROGRAM ADMINISTRATION**

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

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## **VISITOR SCREENING**

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Visitors should be mindful of the following symptoms prior to entering Dailey:

1. A fever and/or chill (100.4 degrees or higher)
2. A new or worsening cough
3. Shortness of breath
4. Loss of taste or smell
5. Congestion and/or runny nose
6. Sore throat
7. Fatigue
8. Muscle and/or body aches
9. Headache



- 10. Nausea/vomiting and/or diarrhea
- 11. Exposure to COVID-19 in the past 14 days

Visitors should reschedule appointments if experiencing any of the above symptoms.

**FACE COVERING PROTOCOL**

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

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



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

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


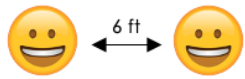

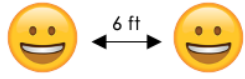






As of March 11, 2022, at 11:59 p.m. masks are strongly recommended for staff and students, but are no longer required.

**Dailey Staff**

In response to the California Governor’s mask mandate dated February 7, 2022, and effective February 16, 2022, Dailey staff shall wear face coverings as outlined in the charts below.

**OFFICE SETTINGS**








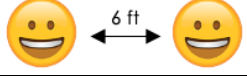








	Fully Vaccinated	Not Fully Vaccinated
Office Setting*	😊	😷
Alone In a Room or Vehicle	😊	😊

Outdoors		
While Eating or Drinking at the Workplace		
Employees who cannot wear a face covering due to medical or mental health condition or disability <i>HR approval required. Face shield with drape shall be worn if the employee's condition permits.</i>		
Employees who are hearing-impaired or are communicating with a hearing-impaired person		
Specific tasks that cannot be performed feasibly with a mask on		

\* If a fully vaccinated employee is deemed a close contact, employee must wear a face covering for ten (10) days after exposure. For more information, please review the Dailey Employee Quarantine & Illness Guidelines.

\*\* If face shield with drape as seen above is not feasible, employees must stay 6 feet apart.

## SCHOOL SETTINGS

	Fully Vaccinated		Not Fully Vaccinated
School Setting – With Children Present			
School Setting – Children NOT Present			
Alone In a Room or Vehicle			
Outdoors			
While Eating or Drinking at the Workplace			
Employees who cannot wear a face covering due to medical or mental health condition or disability <i>HR approval required. Face shield with drape shall be worn if the employee's condition permits.</i>	<b>With Children Present</b>	<b>Children Not Present</b>	
			
Employees who are hearing-impaired or are communicating with a hearing-impaired person			

Specific tasks that cannot be performed feasibly with a mask on



\* If face shield with drape as seen above is not feasible, employees must stay 6 feet apart.

### **Dailey Students**

Students shall wear face coverings in compliance with the California Department of Public Health Return to School Guidance. Dailey shall accommodate children with disabilities regarding face coverings and other health and safety protocols.

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

### **Dailey Visitors**

Visitors shall wear a face covering in compliance with the Office Setting and School Setting charts above.

## **PHYSICAL DISTANCING PROTOCOL**

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

- The California Department of Public Health Return to School Guidance, dated July 12, 2021, removes the requirement for physical distancing student to student in the classroom setting as long as masking is implemented at the school.
- Cal/OSHA Emergency Temporary Standards (ETS) no longer require physical distancing, except:
  - During an outbreak (3 or more employees in an exposed group), Dailey will evaluate whether physical distancing or barriers are necessary to control the transmission of COVID-19.
  - Physical distancing and barriers must be used in a major outbreak (20 or more employees in an exposed group) for all employees, regardless of vaccination status.
- For contact tracing purposes for employees, anyone within six feet of a confirmed positive COVID-19 person, for greater than 15 minutes in a 24-hour period will be considered a close contact.

### **Gatherings, Field Trips and Visitors**

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

### **Mealtime Considerations**

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

## CLEANING AND DISINFECTING PROTOCOL

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

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

In both school and office settings serviced by a custodian, high-touch surfaces in common areas will be disinfected once per day. In the office setting, staff may utilize cleaning supplies that will be provided at stations around offices to clean computers, monitors, mouse and keyboards and personal workspaces. In the school setting, staff will be provided disinfecting and cleaning supplies as appropriate.

Only approved Environmental Product Agency (EPA) products will be used to disinfect. The list of EPA-approved products can be found [here](#). Products that do not require EPA registration may be used.

All product label instructions shall be followed by anyone using a disinfecting product, paying attention to appropriate Personal Protective Equipment (PPE) and required product dwell time to effectively disinfect. In a school setting, anyone using a disinfecting product must have completed the Integrated Pest Management (IPM) training.

### **OFFICE SETTINGS**

- Common area high-touch surfaces will be disinfected three times a day; these areas include door handles and panic hardware, counters, handrails, elevator buttons, light switches, breakroom tables, microwaves, and refrigerator handles; the contracted custodial company will disinfect during the routine nighttime service
- In the office, health and sanitation stations with cleaning supplies, PPE and product use instructions are available to staff to clean work areas whenever desired

### **SCHOOL SETTINGS**

**Important: Disinfectants should not be applied on items that children might put in their mouths. Cleaning toys and other items used by children should be done with soap and water or an appropriate sanitizing solution.**

Dailey custodians will disinfect high-touch surfaces in all common areas, including door handles, light switches, reception area and restrooms, once a day. 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 to clean or disinfect. Disinfecting supplies are available to staff in designated areas or by contacting the site custodian.

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

### **DISINFECTING AFTER A CONFIRMED COVID-19 CASE**

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

Should the Fresno County Department of Public Health (FCDPH) or Dailey staff become aware that an outbreak may be underway, Dailey will consult with the FCDPH on the need for additional cleaning and disinfecting.

## **ENGINEERING CONTROLS AND VENTILATION**

In order to maintain adequate ventilation and air quality in schools and offices, the Dailey has taken the following actions:

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

## **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.

To obtain the best pricing and track expenditures for possible reimbursement, PPE specific to COVID-19 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 may use:** Dailey employees and students.

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

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

## **N95 RESPIRATORS**

**Who may use:** Dailey employees and students.

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

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

## **FACE SHIELDS/EYE PROTECTION**

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

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

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

## **LEVEL 3 MEDICAL-GRADE PROTECTIVE GOWNS**

**Who should use:** School nurses

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

**Typical tasks necessitating use:** tracheostomy suctioning or nebulizer treatments.

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

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

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

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

## **PROCESS FOR EMPLOYEES TO REPORT COVID-19 RELATED ILLNESS**

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

**Employees are expected to report a COVID-19 Related Illness to Dailey when:**

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

**Employees are expected to follow the steps as indicated below:**

1. Promptly notify your immediate supervisor that you are going to report a COVID-19 related illness.
2. **Immediately** report all COVID-19 Related Illnesses as indicated above by email, [Jeanne.pentorali@fics.us](mailto:Jeanne.pentorali@fics.us) OR by phone (559) 248-7060.
3. Provide the following information when you email or call to ensure timely reporting:
  - a. First and Last Name
  - b. Your Email and Phone Number
  - c. Reason for Report (*e.g., experiencing COVID-19 symptoms, close contact, tested positive for COVID-19, or awaiting COVID-19 test results*)
  - d. Room number
  - e. Actual date you last worked (specify whether in-person or telework)
  - f. Vaccination Status
4. The Executive Director will assist in determining appropriate next steps.
5. **Thank you!** We rely on your action to help mitigate the spread of COVID-19.

## **SB 114 COVID-19 SUPPLEMENTAL PAID SICK LEAVE (SPSL)**

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On February 9, 2022, Governor Gavin Newsom signed Senate Bill 114 requiring Dailey to provide up to 80 hours of Supplemental Paid Sick Leave (SPSL), pro-rated for less than full-time. This new SPSL is retroactive to January 1, 2022 and will expire on September 30, 2022.

There are seven qualifying reasons for a Dailey employee to take this new SPSL who are unable to work or telework due to any of the following reasons:

1. The employee is subject to a quarantine or isolation period related to COVID-19 as defined by an order or guidelines of the State Department of Public Health, the CDC, or a local health officer with jurisdiction over the workplace.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee or family member is attending an appointment to receive a vaccine, or Booster, for protection against contracting COVID-19.
  - Leave for vaccination or Booster purposes, shall be limited to three (3) days unless employee provides medical verification that employee or family member is continuing to experience symptoms related to the COVID-19 vaccine or booster.
4. The employee is experiencing symptoms related to a COVID-19 vaccine that prevent the employee from being able to work or telework or is caring for a family member experiencing side effects from the vaccine or booster which prevents the employee from being able to work or telework.
5. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
6. The employee is caring for a family member who is subject to a quarantine or isolation order or guidelines, or who has been advised to self-quarantine by a health care provider.
7. The employee is caring for a child whose school or place of care is closed or otherwise unavailable for reasons related to COVID-19.

Employees are entitled to 40 hours (pro-rated for part-time) of SPSL for the reasons stated above, upon verification of a qualifying condition.

Employees may qualify for an additional 40 hours (pro-rated for part-time) of SPSL if the employee or a family member in the care of the employee, tests positive for COVID-19. Dailey will require satisfactory medical documentation to receive the additional 40 hours of SPSL. Dailey reserves the right to require an additional COVID-19 test on the fifth (5<sup>th</sup>) day or after the initial positive test.

If you feel that you may have had a previous situation since January 1, 2022, or a current situation that qualifies for SPSL, please contact the Executive Director.



## SYSTEMS FOR COMMUNICATION

**Purpose:** To ensure Dailey has effective two-way communication with employees and parents/guardians regarding COVID-19 related issues.

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

- Reporting of COVID-19 symptoms
- 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
- Dailey procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness
- Dailey procedures on access to COVID-19 testing including asymptomatic, symptomatic or response testing

In compliance with AB685, Dailey 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 all staff by the Executive Director.
- Parent/Guardian notification will be sent by administration on ParentSquare.

## SAMPLE EMPLOYEE NOTIFICATION EMAIL

**From:** Jeanne Pentorali  
**To:** Work Location/Department Staff  
**CC:** Rebecca.trevino@fics.us  
**Subject:** IMPORTANT NOTIFICATION

Hello Dailey Colleagues,

You are receiving this notification because a fellow colleague at our school has been impacted by COVID-19.

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

Please continue to self-certify your own health prior to reporting to work and let your immediate supervisor know if you are experiencing any symptoms. You must also report any symptoms or positive COVID test by emailing [Jeanne.pentorali@fics.us](mailto:Jeanne.pentorali@fics.us) or calling (559) 248-7060. In addition, if you are experiencing symptoms, Dailey urges that you test for COVID-19 or otherwise consult with a health care provider.

Dailey aggressively responds to COVID-19 to ensure safe working and learning environments. The work location will be thoroughly disinfected in accordance with existing protocols. Impacted employees may be temporarily assigned to a new work location or offered the ability to telework, if feasible, while their regular work location is disinfected. Thank you for following the guidance and protocols outlined in the Dailey COVID-19 Safety Plan Toolkit, implemented by Dailey administration. It is your diligence in wearing a mask and maintaining a minimum of 6 ft. distance from one another that helps in mitigating the spread of COVID-19.

Dailey continues to work in full cooperation with FCDPH to minimize potential risks to employees, students, and members of the public. See attached FAQ's for further information. If you have any questions, please email [Jeanne.pentorali@fics.us](mailto:Jeanne.pentorali@fics.us) or call (559) 248-7060.

Thank you again for your dedication during this challenging time.

*Dailey is an equal opportunity employer and does not discriminate against employees on the basis of medical conditions, disabilities, or any other protected classifications. You may use available leave entitlements, which would include the Dailey COVID-19 PN, if available and applicable. You may also file a worker's compensation claim if you contract COVID-19 through your employment. Likewise, Dailey does not retaliate against employees for using protected leave rights, filing worker's compensation claims, or for pursuing internal or external complaints. If you believe you have suffered an adverse employment action for any protected activities, please contact your immediate supervisor or Human Resources.*

## COVID-19 TRAINING & INSTRUCTION

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

### COVID-19 TRAINING VIDEOS

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

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

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

### COVID-19 ADDITIONAL RESOURCES

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[Centers for Disease Control and Prevention \(CDC\)](#)

[Fresno County Department of Public Health](#)

[California Department of Education](#)

[California Department of Public Health](#)

### COVID-19 VACCINATION RESOURCES

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[Different COVID-19 Vaccines](#)

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

## STAY INFORMED: MONITORING COVID-19 IN FRESNO

[Tracking COVID-19 in California](#)