

## FCUSD In-Person Readiness Checklist for School Sites

### REMINDERS:

Sacramento County has moved Tiers in the California Blueprint for Safer Economy. We must remain in the new tier for fourteen (14) days before any changes to our current situation and/or restrictions can take place. **There are safety precautions that still must be implemented.**

**Until further notice, campus remains closed to non-essential presence and activity. Only students within specific cohort groups (i.e. SpEd, Specific EL, Foster, Homeless, Higher Risk of Learning loss, Athletic Conditioning, etc.) are allowed on campus for approved reasons.**

In compliance with health orders and District policy, ensure your safety and the safety of others as much as possible:

- Maintain social distance of more than six feet with less than fifteen minutes of interaction
- Wear a face covering
- Wash hands frequently
- Stay home when sick
- Check IN and OUT for each day present onsite.

**More updates will be provided as we receive new guidelines and work through this process.**

### Covid-19 Questions - Contact Information

Human Resources	Sheryl Sharp	Employee illness, contact tracing (staff)	916-294-9000 x 104414	ssharp@fcusd.org
Health Services	Kerri Kaye	Health concerns, mask exemptions, contact tracing (students), Frontline	916-294-9013	kkaye@fcusd.org
Business Services	Jennifer Serran	Procedures, policies, checklists, etc.	916-294-9000 x 104552	jserran@fcusd.org
Sup. Of Operations	Keith Elliott	Cleaning/sanitizing, Custodial products, etc.	916-294-9000 x 150160	kelliott@fcusd.org
Facilities	JoAnne McCarthy Geri Wickham	Plexiglas	916-294-9010	jmccarthy@fcusd.org gwickham@fcusd.org
Transportation	Jim Snow	Bus routes, schedules, transportation safety	916-294-9100	jsnow@fcusd.org
Special Education	Melissa Muzzi	Cohorts, Special Education	916-294-9000 x 102405	mmuzzi@fcusd.org

**Covid-19 Case Management information is confidential.** Only those needing to be involved in contact tracing and possible quarantine procedures will be communicated with.

Staff are to communicate with their Supervisors for Covid-19 supplies. Site Administrators or designee will submit orders. Requests for Covid-19 supplies submitted via other methods will not be processed.

## FCUSD In-Person Readiness Checklist for School Sites

Use this checklist when making preparations to promote healthy behaviors, environments, and operations that help reduce the spread of COVID-19.

### Policies and Procedures

Point Person(s): Mr. Sims and Mrs. Flowers

- Review District policy relevant to local/state public health guidance and orders in the WWSP and the Roadmap to Reopening.
- Designate a staff person responsible for responding to COVID-19 concerns. Make sure staff, parents, and students know how to contact this person.
- Distribute, post and remind staff, parents/caregivers, and students about the Symptom Screening Prior to Entry questions and Passive Screening process.
- Review policies that remind sick staff members and students to stay at home without fear of job loss or other consequences. Protect their privacy, particularly for those with [underlying medical conditions](#) and at [higher risk](#) for severe illness.
- Monitor absenteeism of students and staff, cross- train staff, and create a roster of trained back-up staff.
- Develop and ensure adherence to a plan for organizing students and staff into small groups (cohorts) that remain together while social distancing, with limited mixing between groups (all school day for young students, and as much as possible for older students).
- Develop appropriate COVID-19 accommodations, modifications, and assistance for students with special healthcare needs or disabilities.
  - Incorporate considerations for students in special education who have a 504 plan or individualized education plan to ensure education remains accessible.
  - Incorporate considerations for children and youth who need assistance with activities of daily living, as well as their service providers.
- Develop protocols to limit contact among small groups and with other students' guardians (e.g., staggered arrival and drop-off times or locations).
- Installation of Plexiglas will be by arrangement per Department based on social distance guidelines.
- Only staff and students are allowed on campus until further notice. Visitors are required to check in at the Office and are to interact as virtually as possible.
- Setup to serve students individually plated, boxed, or wrapped meals and/or implement staggered mealtimes to reduce the number of students or small groups within a cafeteria.
- Develop a plan and arrange an isolation area when someone gets sick or shows symptoms of COVID-19 (not the Health Office).
- Facilities use is still restricted to District use only. No outside organizations until further notice. Contact Facilities Department with questions.

## FCUSD In-Person Readiness Checklist for School Sites

### Facilities and Supplies

Point Person(s): Mr. Sims, Dennis Johnson and Melissa Robledo

- Obtain supplies including:  
Soap

Paper / microfiber towels

Hand sanitizer

Tissues

Signs and postings

Directional markings / tape

Cleaning and disinfecting supplies

Face coverings / shields

Other:

**Site Administrators are to keep the supplies locked in a secure location and distribute to staff for timely use.** Track supply distribution (template to follow). Site Administrators or designee are to distribute the supplies to each staff member working with students. To keep accurate track of inventory and for future ordering/reporting, people are not to stockpile supplies. We have plenty of needed supplies.

- Develop a schedule for increased routine cleaning and disinfection in collaboration with staff (e.g. Maintenance and Transportation) including areas such as the following:

buses or other transport vehicles

shared objects (e.g., gym equipment, art supplies, games)

communal spaces (e.g., restrooms)

frequently touched surfaces (e.g., desks, door handles, railings, etc.)

Other:

- Maintain supply of extra face coverings for staff, students, and families to obtain in case someone loses or forgets one.
- Clearly mark entrances and exits to avoid high-traffic situations.
- Setup hand sanitizing stations (table with hand sanitizer)
- Close communal spaces or develop a plans for staggered use and [cleaning and disinfecting](#).
- Ensure [safe and correct use](#) and storage of [cleaners and disinfectants](#), including storing products securely away from students.
- Ensure ventilation systems operate properly. Changes made to the HVAC system to provide constant outside air exchange of fresh air into the classroom require keeping the doors and windows closed as much as possible to ensure proper function. Some systems automatically shut off the HVAC system when the door is open. If using fans, make sure they do not blow from one person onto another.
- Ensure all water systems and features are safe to use after a prolonged facility shutdown.
- Drinking fountains can only be used to fill water bottles and must not be used directly for drinking due to Covid-19. If water pressure needs to be adjusted, submit a work order.
- Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult for individuals to remain at least six feet apart (e.g. reception desks).
- Use directional/spacing indicators (e.g. decals and tape on floors and signs) to guide traffic flow and promote social distancing.
- Space seating at least six feet apart and turn desks to face in the same direction.

## FCUSD In-Person Readiness Checklist for School Sites

### Facilities and Supplies (continued)

- Setup tables for used items to be disinfected and/or fogged at end of the day.
- Monitor and ensure adequate supplies to minimize sharing of objects, or limit use to one group of students at a time, and clean and disinfect between use.
- Arrange a few tables in the Multipurpose Room for cohort students to eat lunch, as needed (e.g. a six-foot table with a student at each end)
- Revise WWSP site cleaning schedule to include expanded areas of campus access.
- Follow public health guidance regarding pools (where applicable).
- Arrange library book check-out system.
- Playgrounds are closed during school hours except for pre-arranged use for specified groups (e.g. cohorts, Special Ed, etc.).

## FCUSD In-Person Readiness Checklist for School Sites

### Education and Training

Point Person(s): Mr. Sims, Dianne Aquino

- Educate staff, students, and families about [staying home](#) if they have COVID-19 [symptoms](#), have been diagnosed with COVID-19, are waiting for test results, or have been [exposed](#) to someone with symptoms or a confirmed or suspected case, and when they can [return](#) to school.
- Teach the importance of [handwashing](#) with soap and water for at least 20 seconds.
- Teach the importance of [social distancing](#) and staying with small groups, as practicable.
- Reinforce the use of [face coverings](#). Identify who should **not** wear a face covering:
  - Children younger than 2 years old
  - Anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the cover without help
  - If a child has a medical condition that prevents them from successfully wearing a face covering, a note from their pediatrician regarding that health concern must be submitted prior return to campus.
  - If a child refuses to keep mask or face coverings on when in class, an administrator or administrative designee will remove the student and call the family. If parents provide a medical recommendation for a student not wearing a mask, the in-person instruction shall be provided using staff PPE.
- Provide information on [proper use, removal, and washing of face coverings](#).
- Train staff on all safety protocols.
- Conduct training virtually or maintain [social distancing](#) while training.
- Other: \_\_\_\_\_

## FCUSD In-Person Readiness Checklist for School Sites

### Communication and Messaging

Point Person(s): Front office and Admin

- Post [signs](#) in highly visible locations to [promote everyday protective measures](#) and describe how to [stop the spread](#) of germs. Signage locations include:
  - entrances
  - dining areas
  - restrooms
  - classrooms
  - administrative offices
  - cafeteria
  - auditorium
  - janitorial staff areas
  - other \_\_\_\_\_
- Provide or update messages (e.g., [videos](#)) about behaviors that prevent spread of COVID-19 when communicating with staff and families on:
  - email
  - website
  - [social media accounts](#)
  - other newsletter

- Broadcast regular [announcements](#) on reducing the spread of COVID-19 on PA systems or during morning announcements.
- Ensure all staff and families know which staff person is responsible for responding to COVID-19 concerns and how to contact this person.

### Wellness Resources

- Refer people to [fcusd.org/wellness](https://fcusd.org/wellness) for resources.
- Encourage staff and students to take breaks from watching, reading, or listening to news stories about COVID-19, including social media if they are feeling overwhelmed or distressed.
- Promote healthy eating, exercising, getting sleep, and finding time to unwind.
- Encourage staff members and students to talk with people they trust about their concerns and how they are feeling.
- Ensure communication is developmentally appropriate and accessible for all students, including those with disabilities.

### Gatherings, Visitors and Events

Point Person(s): Admin

- Follow District and local/state public health policies related to group gatherings to determine if events (e.g., sport games, extracurricular activities) can be held.
- Host meetings virtually, when possible, and identify opportunities to pursue virtual group events. Limit those where social distancing cannot be maintained.
- Follow District policies regarding nonessential visitors, volunteers, and activities involving external groups or organizations.
- Identify opportunities to pursue virtual activities and events, such as field trips, student assemblies, special performances, school-wide parent meetings, and spirit nights, if possible.
- If offering sporting activities, refer to District plans to minimize transmission of COVID-19 to players, families, coaches, and communities.
- Identify and prioritize outdoor activities where social distancing can be maintained as much as possible.
- Other: \_\_\_\_\_

## FCUSD In-Person Readiness Checklist for School Sites

Use this checklist when making initial preparations for if a student or staff member becomes ill or is experiencing symptoms of COVID-19.

### Before someone gets symptoms

Point Person(s): Mr. Sims  
(information about this item coming soon)

- Make sure staff and families know they are to stay home from school and notify school officials if they have COVID-19 [symptoms](#), are diagnosed with COVID-19, are waiting for test results, or have been [exposed](#) to someone with symptoms or a confirmed or suspected case.
- Follow District procedures:
  - Have individuals self-report to administrators if they have [symptoms](#) of COVID-19, have been diagnosed with COVID-19, are waiting for test results, or were exposed to someone with COVID-19 within the last 14 days.
  - Notify individuals of closures and restrictions put in place to slow the spread of COVID-19.
  - Share District policies and public health guidance for returning to school after COVID-19 illness. CDC's [criteria to discontinue home isolation and quarantine](#) can inform these policies.
- Identify an isolation room or area to separate anyone who has COVID-19 [symptoms](#) or who has tested positive but does not have symptoms (not the Health Office).

- Establish procedures for safely transporting anyone who is sick to their home or to a healthcare facility, if necessary.

### When someone has symptoms

Point Person(s): Mr. Sims

#### Immediately

- Separate individuals with COVID-19 [symptoms or who test positive for COVID-19](#).
- Contact parent/family members to transport sick individual(s) home or to a healthcare facility.
- contact Health Services (and Human Resources if it's an employee) for additional instructions.
- Close off areas used by a sick person and do not use these areas until after [cleaning and disinfecting](#) (for outdoor areas, this includes surfaces or shared objects in the area, if applicable). Wait at least 24 hours before cleaning and disinfecting, if feasible.
- An appointed staff member (Human Resources or Health Services) will advise sick individuals that they are not return to school until they have met [criteria to discontinue home isolation](#).

### After a confirmed case

Point Person(s): Mr. Sims

- Maintain confidentiality in accordance with the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act [FERPA], and in accordance with state and local laws and regulations.
- Notify individuals of closures and restrictions put in place due to COVID-19 exposure.
- An appointed staff member (Human Resources or Health Services) will advise those who have had [close contact](#) with a person diagnosed with COVID-19 to stay home, [self-monitor for symptoms](#), and follow guidance if symptoms develop.
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible. Ensure [safe and correct](#) use and storage of cleaning and disinfection products, including storing them securely away from children.

Other: \_\_\_\_\_