



Fresno Unified School District

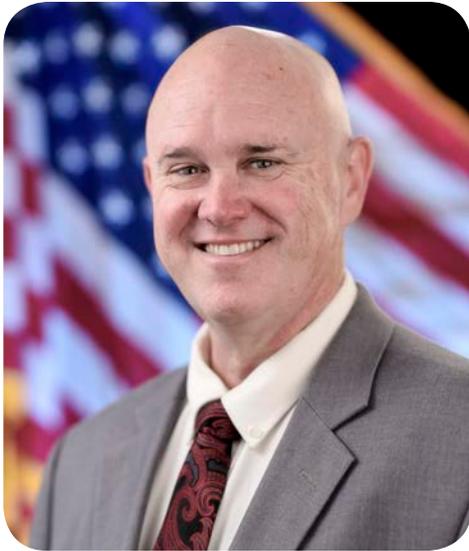
Updated:  
October 9, 2020

A young boy with short dark hair, wearing a black face mask and a black backpack, is looking off to the side in a classroom. The background is a blurred classroom with desks, chairs, and educational posters on the wall.

# A Strategic Plan for Reopening Schools **2020-2021**

*Doing our part to help students, families, staff  
and our community move forward together*

# Open Letter from Superintendent Nelson



## Bob Nelson Fresno Unified Superintendent

We are already over one quarter down in our eLearn at My School model, and I know all of us have had our fair share of challenges. As much as we all desire to be back on campuses, our district reopening plans are being led first and foremost by the tenets of safety, stability, and high-quality instruction for our Fresno Unified family.

One very important piece of information is that schools require maintaining six feet of physical distancing, mask-wearing, increased sanitization and handwashing, and all other safety practices in every color tier of the State's reopening plan. This means that even when our county moves from the Red tier to the Orange tier and later from the Orange tier to the Yellow tier, we will not be able to bring our students back wholesale as physical distancing requirements are still required.

At Fresno Unified we will take a methodical, phased-in approach of returning our students to campus. For the remainder of this first semester we will be focused on phasing in small, stable cohorts of our highest-need students including our special education students, English language learners, and our foster and homeless youth. We are currently working with our labor partners, school sites, health experts and soon with our families to implement this phased-in approach ensuring safety, stability and high-quality instruction for all.

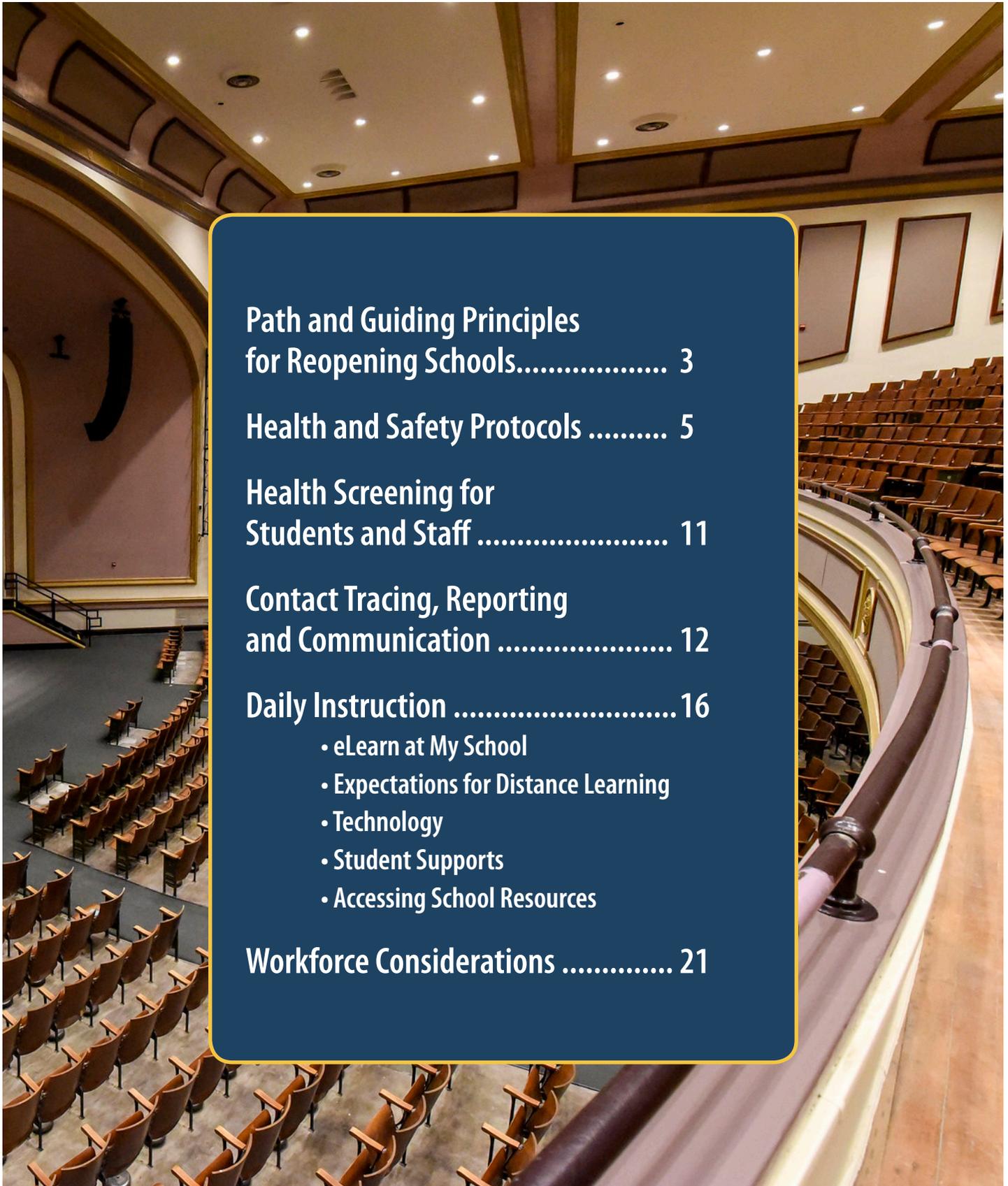
This strategic plan for reopening schools includes many more details regarding online learning as well as what campuses will look like when we are able to return to in-person learning.

**We all play a role in creating a safe environment for our students and staff to return to campuses.** When that happens, our plans include layers of safety practices, acknowledging that while each practice on its own is imperfect, together they can provide a solid foundation of protection for our students, staff, and families. For example, our recommendations include:

- Physical distancing of six feet
- Required masks
- Limiting visitors on campus
- Keeping students within smaller cohorts as feasible
- Robust contact tracing of suspected or confirmed COVID cases
- Isolation rooms for any students who may present during school with COVID symptoms
- Providing staggered lunches and schedules to allow for physical distancing
- Utilizing outdoor and alternative spaces for meals where possible
- Increasing access to handwashing and hand sanitizer for all
- Daily self-health screenings for all students, staff and essential visitors
- Staying home when you are sick
- Virtual staff meetings when physical distancing is not possible
- One-way hallway traffic flows
- Ongoing reinforcement and training of all safety practices including proper handwashing, proper mask wearing, and more.

We recognize this is not what any of us dreamed of for the 2020-2021 school year, but I challenge all of us to set the tone for our students to have a positive and engaging school year no matter the circumstances. No one believes this year will not be difficult, but Fresno Unified Family, WE CAN DO HARD THINGS.

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# Path and Guiding Principles for Reopening Schools

## Our Path to Returning to Campus Continues

Recognizing the importance of safety, stability and high-quality instruction for all of our 74,000 students during the COVID-19 pandemic, Fresno Unified began the 2020-2021 school year fully online. Students received daily live instruction with their teacher through the district's eLearn at My School model. As conditions improved, Fresno Unified began conducting appointment only, one-on-one assessments for students with disabilities and English learners.

Due to physical distancing requirements of 6 feet, currently we are not able to bring ALL students back. For the remainder of the first semester, Fresno Unified is focused on phasing in small, stable cohorts of some of our highest-need students including foster and homeless youth, students with disabilities and our English

language newcomers. A cohort is a stable group with fixed membership that stays together for all courses and activities (e.g., lunch, recess, etc.) and avoids contact with other persons or cohorts. These cohorts are designed to ensure students have a safe and reliable place to access internet and meals while participating in distance learning—this is not in-person instruction.

Fresno Unified continues to collaborate with its labor partners and health experts in developing the appropriate timeline for all students and staff to safely return to campus—likely second semester. When that time is determined, parents will have the option of keeping their student in distance learning the remainder of the school year.

For students with medical needs, it is recommended that families discuss the risk of attending cohorts with their medical provider. If accommodations, medications or procedures are needed, sites/school nurse will work with parents to ensure personal needs, supports and medical orders are in place prior to a student's return.



### Small Cohort Services with Added Safety Practices

- Student/staff self-health screening prior to arrival
- Physical distancing of six feet
- Required masks
- Frequent hand washing/sanitizing
- Increased daily cleaning/disinfecting



### Online Instruction from Home

- Available to all students
- Daily instruction with a teacher
- Designated time for individualized student support
- Online student collaboration experiences
- 24/7 access to district curriculum

# Timeline



## 2020

- August 17**  
2020-2021 school year begins fully online with live teacher instruction.
- August 24**  
One-on-one, in person assessments begin for students with disabilities.
- September 1**  
One-on-one, in person assessments begin for English language learners.
- September 29**  
Fresno County COVID data transitions to red tier—substantial health risk.
- September 30**  
High school athletic cohorts move to phase 3: Outside conditioning, limited weight room and gym activity, equipment shared within pods, sanitization of equipment before and after. No scrimmaging.
- October 2**  
District announces for the remainder of the first semester (December 18), the district will be focused on phasing in small, stable cohorts of some of its highest-need students, including homeless, foster youth, students with disabilities and English language newcomers.
- October 12**  
Small targeted cohorts begin distance learning from sites (up to 10 students at elementary and up to 20 students at secondary). Targeted students begin receiving in-person special education designated instructional service (DIS).
- November 2**  
Tentative second small targeted cohort begins distance learning from sites.



# Health and Safety Plans

Reopening schools is essential to ensure students get back on track academically, receive social emotional supports and reengage in the co-curricular activities they have missed due to school closures. During the ongoing pandemic, students, parents, staff and the community all play a key role in reopening schools while reducing the spread of COVID-19.

To welcome small targeted cohorts of students and staff back to school safely, and eventually all students, several shifts will take place to daily operations.

To ensure safety practices and reduce exposure, the number of non-essential visitors to our campuses and district offices will be reduced. Advance appointments are strongly encouraged to ensure physical distancing. All staff, students and visitors need to follow the self-health screening tool prior to arrival. If an individual answers yes to any of the screening questions, they should stay home and NOT visit a Fresno Unified campus or building.

Those questions are:

- Do I have any of the following symptoms?
  - > Fever of 100°F or higher
  - > Cough
  - > Shortness of breath or difficulty breathing
  - > New loss of taste or smell
  - > Chills, fatigue, muscle or body aches
  - > Sore throat
  - > Congestion or runny nose
  - > Nausea
  - > Vomiting or diarrhea
- Have I or anyone in my household been confirmed with COVID-19 in the last 14 days?
- Have I been notified that I am a close contact with someone who has tested positive for COVID-19 in the last 14 days?

Students/staff who have any COVID-19 like symptoms may be asked to isolate for at least 10 days. They may return sooner if: 1) symptoms resolved 2) one day without fever or use of medication. Based on FCDPH guidance, we will not be accepting medical notes to reduce the 10 days of isolation. A negative test result may be accepted as long as 1 and 2 above are true.

All household contacts should not return to school or work for 14 days from last contact with student. Household contacts may return if index case tests negative for COVID AND household contacts have been asymptomatic for at least one day without the use of medication.

If parents need to pick up a student who is sick or for an off-campus appointment, parents should physically distance and not enter past the school office.

The district anticipates a phased in approach for welcoming visitor groups back to campus, including student teachers, interns, mentoring groups, parent coffee hours, Fresno Unified student volunteers/mentors, civic groups and back to school/parent nights.

## Going to School/Work

Students, staff and essential visitors are asked to conduct a self-health screening daily before leaving home and departing for school or work. If student/employee/essential visitor answers “yes” to any of the listed health screening questions, the individual should stay home and not go to school/work.

Practice proper hand hygiene when leaving home, arriving at school/work and throughout the day.

Buses will be disinfected pre and post trip. Students are asked to honor physical distancing at bus stops, space out on buses, keep the middle seat open (one-third of bus capacity unused) and students and driver are required to wear a face mask. Proper hand hygiene is encouraged before and after riding a bus. To support contact tracing efforts, if a student is medically exempt from wearing a mask, six feet of distance will be required.

- To reduce transportation demand, we encourage parents who can to transport their student or consider walking them to school.
- Fresno Unified is working with its partners at First Student Transportation to ensure the needs of our students with disabilities are safely met.



# Entrance, Egress and Movement within the School



## Entering School/Work

Based on state guidelines, masks are required for anyone over 2 years old entering a district facility, including school campus, district office or construction area. Masks will be provided to students and employees upon their return to campus.

Focused on safety measures, schools and district offices have evaluated entry and exit pathways and made changes to arrival and departure areas based on previous site conditions and procedures. Sites will communicate changes to parents and students prior to returning to campus and reinforce daily as students and staff transition to new patterns.

Students, staff and essential visitors should expect new safety measures in the front offices, hallways, lunchrooms, restrooms and other parts of the school/district offices to minimize the number of those gathering and reinforce physical distancing.

Students, staff and essential visitors are asked to practice physical distancing of six feet. Safety practices will be reinforced in district buildings using posters, floor decals, shifts in traffic flow and daily announcements.

## Inside School/Work

Based on state guidelines, students, staff and essential visitors over 2 years old are required to wear masks throughout the day while on campus and in district facilities. Masks will be provided to students and employees upon their return to campus.

Based on student populations and layouts, sites may alter class and meal periods, including recess and passing times, to reinforce physical distancing, providing time for additional hand hygiene, cleaning and disinfecting. Sites will communicate this directly to its school community.

To accommodate meal periods, sites may use outdoor eating spaces, access alternative indoor eating spaces such as libraries, computer labs, and classrooms and/or increase the number of lunch periods so that fewer students are in the cafeteria and physical distancing guidelines are supported.

Classroom floor plans will be altered to maximize physical distancing reducing class sizes to 9-12 students. Students will face the same direction rather than students facing each other.

While water fountains will be available, students are encouraged to bring their own reusable water bottles. Filtered water bottle filling stations are available at all school sites.

Practicing proper hand hygiene throughout the day is encouraged, including when entering and exiting class, libraries and cafeterias, and after recess and physical education. Sites will identify ways to reduce sharing of toys, materials and equipment. Many classrooms have sinks that will serve as hand washing stations. Where sinks are not as accessible, hand sanitizer, bathrooms and portable hand washing stations should be used.

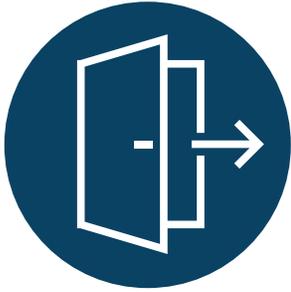
Recess and physical education are expected to continue with modifications to reinforce physical distancing. Frequent hand hygiene practices should be followed while also keeping students in like groups in the event contact tracing becomes necessary.

- PE teachers are focusing on activities that reduce high touch equipment
- Equipment that is used will be cleaned prior to and after play
- Reinforcing hand hygiene before and after activity
- Equipment can be kept with the same class for daily use

Due to health concerns, choir and music classes will look different. Fresno Unified will follow the direction of the state and county in phasing back in these activities.



# Entrance, Egress and Movement within the School



## Leaving School/Work

Much like arrival patterns, sites have evaluated their departure and dismissal practices. To reinforce physical distancing, smooth traffic flow and reduce non-essential visitors, schools may stagger dismissal times or pick up areas, based on specific needs.

Sites will communicate these changes directly to their school communities.

If a student shows symptom of COVID-19 during the school day, the student will be evaluated by the health professional, isolated if necessary and parents called to immediately pick up their student. Child will remain in a mask while in isolation. School health professional will notify parents as to the pick-up process and location. If a student/employee is suspected as having COVID-19, they should contact their health care provider for guidance before returning to school or work.



## After School Programs

Currently, all after school programs remain virtual.

When approved to return in person, after school program staff and participants will be required to wear a mask, follow physical distancing guidelines, and wash hands frequently. Students and staff will frequently sanitize high touch areas.

# Physical Distancing

## Common Shared Spaces



### LIBRARY

- Access to hand hygiene
- 6 feet distancing layout
- Open doors if possible
- Disinfect shared items between use



### BREAK ROOM

- Access to hand hygiene
- Masks may be removed while eating
- 6 feet distancing



### CONFERENCE ROOM

- Meetings should remain virtual
- 6 feet distancing
- Masks



### HEALTH OFFICE

- Access to hand hygiene
- No visitors
- No outside restroom access
- Masks
- 6 feet distancing
- Other criteria based on school nurse direction



### CAFETERIA

- Access to hand hygiene
- 6 feet distancing layout
- Open doors if possible
- Disinfect tables between use
- Added lunch periods
- Outdoor/alternative eating spaces



### RESTROOMS

- Access to hand hygiene
- Masks
- 6 feet distancing
- Minimize time

# Face Coverings and Other Essential Protective Gear

## MASKS

Masks help stop the spread of COVID-19 to others. Face coverings will be required for everyone over the age of 2. Individuals with medical conditions can work with their school nurse, supervisor or Human Resources if they are exempt. Additional information may be requested.

If individuals come onto campus without a mask, one will be provided. Face shields are available, but do not replace the use of masks. Masks include:

- Disposable masks donated by state
- Cloth masks (five) for every student and staff member purchased by the district
- Specialty masks (N95) for district health staff and credentialed school nurses who support medical procedures
- Clear masks for special education deaf and hard of hearing (DHH) staff and students

Specialized areas will be provided with personal/essential protective equipment to reduce the risk for COVID-19. Personal protective equipment (PPE) has been purchased and made available based on student and staff populations:

### Health Services Staff:

- Medical procedures: N95 Respirators – fit tested
- KN95 face masks
- HEPA filters
- No-touch thermometers
- Surgical masks
- Face shields
- Gowns
- Gloves
- Plexi shields

### Special Education, Early Learning & Athletic Trainers:

- Surgical masks
- Face shields
- Gowns
- Gloves
- Plexi shields

### Plexi Physical Barriers for Those In:

- High traffic areas (library, health office, front office, office spaces, assessment centers, etc.)
- Prolonged contact within 6 feet
- Face to face interactions with public

### Classroom & Office Kits:

- Hand sanitizer
- Student and staff masks
- Wipes
- First aid kit
- Gloves



# Our Plan for Cleaning and Disinfection

- Routine cleaning will happen daily by the site custodian using EPA approved disinfectants (chairs, tables, doorknobs, handles, uncluttered flat surfaces, keyboards, light switches/buttons, phones, sinks and anything with a classroom or designated areas that would be considered a high touch point)
- Foggers are available and will be used as needed
- Limit use of shared items, such as electronic devices, supplies, etc.
- Staff should clean and disinfect frequently touched surfaces during the day
- Buses will be cleaned pre-trip/post-trip (flat surfaces including glass, seats, panels, handles and handrails)
- On demand cleaning and disinfection will occur as needed due to COVID-19 exposure and will be coordinated by COVID-19 Action Team (CAT), Communications and Maintenance/Operations leadership. The CAT team is made up of three credentialed school nurses and eight licensed vocational nurses (LVN).

## Indoor Air Quality

Fresno Unified is ensuring that proper preventive maintenance is being performed on all heating and air conditioning units and is changing filters on a regular basis. Systems maximize the influence of filtered outside air into the HVAC system to cycle air out of enclosed space and replace it with fresh air.

## Hand Hygiene



Practicing hand hygiene is a simple yet effective way to prevent COVID-19.

All students, staff, families and essential visitors will have access to soap and water.

If soap and water are not readily available, access to hand sanitizer (with more than 60% alcohol content) will be made available.

### When to wash your hands

- Before, during and after preparing food
- Before eating food
- Before and after caring for someone
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After you have been in a public place and touched an item or surface that may be frequently touched by other people
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies



# Health Screening for Student and Staff

## Daily Self Screening

Prior to coming onto campus, everyone will do their part and use our daily self-health screening tool. Individuals who do not clear will remain home.

Students/staff who have any COVID-19 like symptoms may be asked to isolate for at least 10 days. They may return sooner if: 1) symptoms resolved 2) one day without fever or use of medication. Based on FCDPH guidance, we will not be accepting medical notes to reduce the 10 days of isolation. A negative test result may be accepted as long as 1 and 2 above are true.

All household contacts should not return to school or work for 14 days from last contact with student. Household contacts may return if index case tests negative for COVID AND household contacts have been asymptomatic for at least one day without the use of medication.

Please note, symptoms DO NOT always mean COVID-19, so to reduce rumors and unnecessary concern with classmates/ coworkers, we encourage parents, students and employees to keep their personal health conditions confidential until symptoms have been confirmed by medical testing and/or medical professionals.

The graphic is a vertical poster for Fresno Unified School District. At the top, it says 'COVID-19 Daily Self-Health Screening Tool'. Below that, it asks to 'Ask the following 3 questions every day before school/work:'. The main section is titled '3 Questions' and 'Action'. Question 1 asks if the person has any of the following symptoms that are new or worsening: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. Question 2 asks if anyone in their household has been confirmed with COVID-19 in the last 14 days. Question 3 asks if they have been notified that they are a close contact with someone who has tested positive for COVID-19 in the last 14 days. For each question, the action is 'If YES STAY HOME'. At the bottom, it states: 'If a student, employee or essential visitor answers "YES" to any of the above questions, they should: • Remain home - DO NOT go to school/work • DO notify your child's school/employee's department supervisor'.

## Close Contact

Close contact is defined as a person without a mask, within 6 feet for 15 minutes or longer.

## Signs

Signs will be posted at points of entry.

## Verification

Teachers will verify that self-screen was completed by student/family. If not, student will be guided. Supervisors will verify that self-screen was completed by employees.

## Monitoring

Staff who feel ill during the workday will be sent home. Students will be sent to the health office, sick isolation room or directly sent home.

## Isolation Room

- Families will pick up students 30-60 minutes upon receiving a call
- Students who are ill and waiting to be picked up will be sent to a sick room and monitored by health staff
- Health staff will be wearing full PPE (N95, eye shield, gloves, gown)
- Student may be asked to wash hands and wear mask
- 6 feet distancing will be maintained
- A back up room will be identified for multiple students
- Room and supplies will be disinfected between students using EPA approved disinfectants

# Identification and Tracing of Contacts

## Contact Tracing

Health Services COVID-19 Action Team (CAT) works with Human Resources, school administrators, Health Department, Health Services staff, Communications, students, staff and families to ensure that we are doing our part to reduce the spread of COVID-19.

## Notification

School administrators, administrative support and Health Services staff will report any suspected or confirmed cases to Health Services using the confidential district form. The form can be found on the Fresno Unified staff portal and goes directly to Health Services for contact tracing to begin.

## Investigation

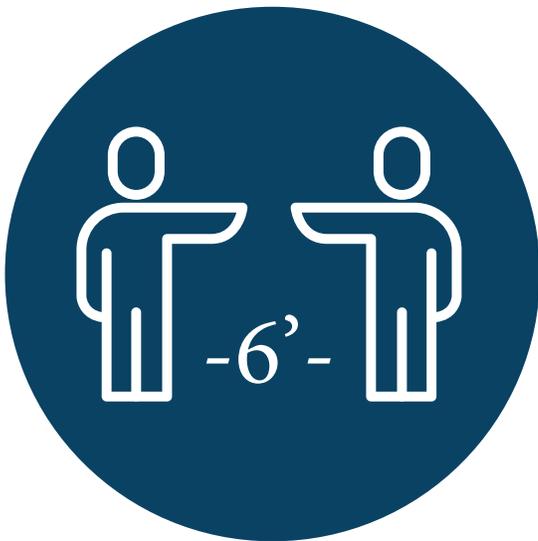
CAT will make contact with suspected individual and will provide resources and communicate next steps to school site and individual.

## Clearance

Following Fresno County Department of Public Health guidance and in alignment with FCDPH scenario guidance, CAT will collaborate with school site and individual to ensure that there is appropriate clearance for returning to school/work.

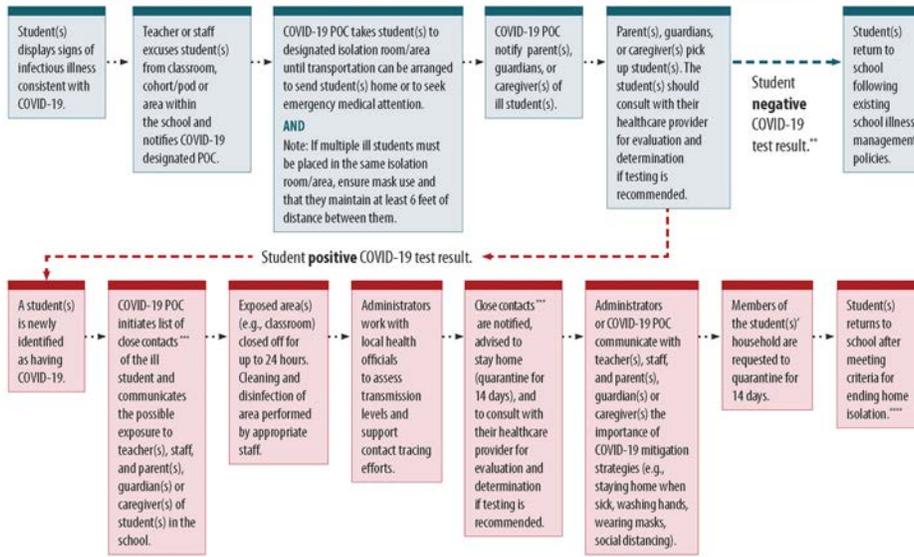
## Close Contact Notification

CAT will ensure that close contacts are notified, disinfection is coordinated for any recent positive cases.



# What to do if a Student Becomes Sick or Symptomatic

## WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS\*



- Students with temperature of 100 ° Fahrenheit or higher or any COVID-19 like symptoms will be sent home. Household members may be asked to isolate also.
- We recommend that families work closely with their medical providers.
- Health Services will work with student/family for appropriate next steps and clearance.
- Students temperature may be taken upon return.
- No-touch thermometers will be utilized at school as needed.



**Note:** COVID-19 POC – the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as a nurse)  
 \* Scenario based on geographic area with community transmission of SARS-CoV-2 the virus that causes COVID-19.  
 \*\* With no known close contact  
 \*\*\* Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.  
 \*\*\*\* Student can end home isolation after meeting all of the following three criteria: at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved.

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

## COVID-19 Illness and Quarantine Guidelines

In cases A, B or C, please inform your school site/department or supervisor.

PERSON A	PERSON B	PERSON C	PERSON D
 <p>Any person who has tested positive for COVID-19. Confirmed with lab result. <i>(notify close contacts)</i></p> <p>With symptoms: Isolation until the following requirements have been met:</p> <ul style="list-style-type: none"> <li>✓ 10 days since symptoms first appeared and</li> <li>✓ 24 hours* (1 day) with no fever (without the use of fever-reducing medicine) and</li> <li>✓ Symptoms have improved</li> </ul> <p>*The 24 hours without fever may possibly occur within the 10 days of isolation, or after the 10 days</p> <p>Without symptoms (asymptomatic): Isolate for 10 days from test date:</p> <ul style="list-style-type: none"> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ Released from isolation after 10 days have passed as long as no symptoms have been present</li> </ul>	 <p>Any person who lives in the same household with Person A</p> <p>NO symptoms:</p> <ul style="list-style-type: none"> <li>✓ Quarantine for 14 days following date of last exposure including complete separation from the person in your house with COVID-19. This means no contact, no time together in the same room, and no sharing of any spaces, such as same bathroom or bedroom.</li> <li>✓ Quarantine to continue for 14 days after Person A completes isolation if unable to avoid exposure to Person A</li> </ul>	 <p>Any person with close contact to Person A (&gt;15 min, &lt; 6 feet, index unmasked)</p> <p>Quarantine immediately and for 14 days following date of last exposure</p> <ul style="list-style-type: none"> <li>✓ Contact Health Department with any questions 559-600-3332</li> <li>✓ Monitor self for symptoms, take temperature twice a day</li> <li>✓ Notify primary care provider if symptoms develop</li> </ul>	 <p>Any person who has had exposure to Person B or C</p> <p>NO QUARANTINE OR ACTION REQUIRED unless:          Person B or C develops symptoms OR tests positive and Person D had contact with Person B or C within 14 days then:</p> <ul style="list-style-type: none"> <li>✓ contact primary care provider to see about testing</li> <li>✓ Contact Health Services with questions regarding timing and exposure</li> <li>✓ Clear on daily self-health screening tool</li> </ul>
 <h3>Recovered and Released</h3>			
<p><b>Definitions:</b></p> <ul style="list-style-type: none"> <li>• <b>Index case</b> person with a positive COVID test</li> <li>• <b>Isolation</b> separation of sick people with a contagious disease from people who are not sick</li> <li>• <b>Quarantine</b> separation and restricts the movement of people who were exposed to a contagious disease to see if they become sick</li> <li>• <b>Close Contact</b> someone who has spent 15 minutes or more time within 6 feet or less of the index person unmasked, starting from 48 hours before the person began feeling sick</li> </ul> <p><small>Developed with guidance from Fresno County Department of Public Health (8/14/20 – JB)</small></p>			

# Staff Training and Family Education

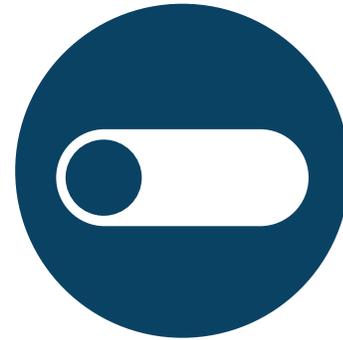
As has been our practice during this pandemic, professional learning will be provided to staff. Information will be provided to parents through district communication channels, including phone messages, Peachjar flyers, website, television public service announcements and school site engagement. Additional outreach tools are noted on page 1.

Please note, symptoms DO NOT always mean COVID-19, so to reduce rumors and unnecessary concern with classmates/coworkers, we encourage parents, students and employees to keep their personal health conditions confidential until symptoms have been confirmed by medical testing and/or medical professionals.



## Testing

School staff are essential workers, and staff includes teachers, para-professionals, food service, custodians, bus drivers, or any other school employee who may have contact with students or other staff. School staff will be tested periodically for COVID-19, as testing capacity permits and as practicable. Based on FCDPH guidelines, 10% of district staff who have contact with students may be periodically tested.



## Triggers for Switching back to Online Learning

We will review all situations when there are two or more positive cases in a classroom or three or more positive cases on a school campus with FCDPH, consistent with CDPH guidance.

Consider classroom or school shutdown on case by case basis in coordination with FCDPH consistent with CDPH guidance, including switching back to online learning if they deem necessary.



# Communication Plan after COVID Case Occurs

Close contacts will be notified directly by Health Services while classrooms and school communities will be notified by letter and/or phone message home to as appropriate.

**When are cases reported?**

- Positive within 14 days
- DO NOT clear on daily self-health screening tool (stay/send home)
  - Reports COVID-19 like symptoms above their baseline
- Confirmed Close Contact (within 6 ft., >15 min., positive person unmasked) with someone who tested positive for COVID-19 within 14 days.
- Develops COVID-19 symptoms during the day

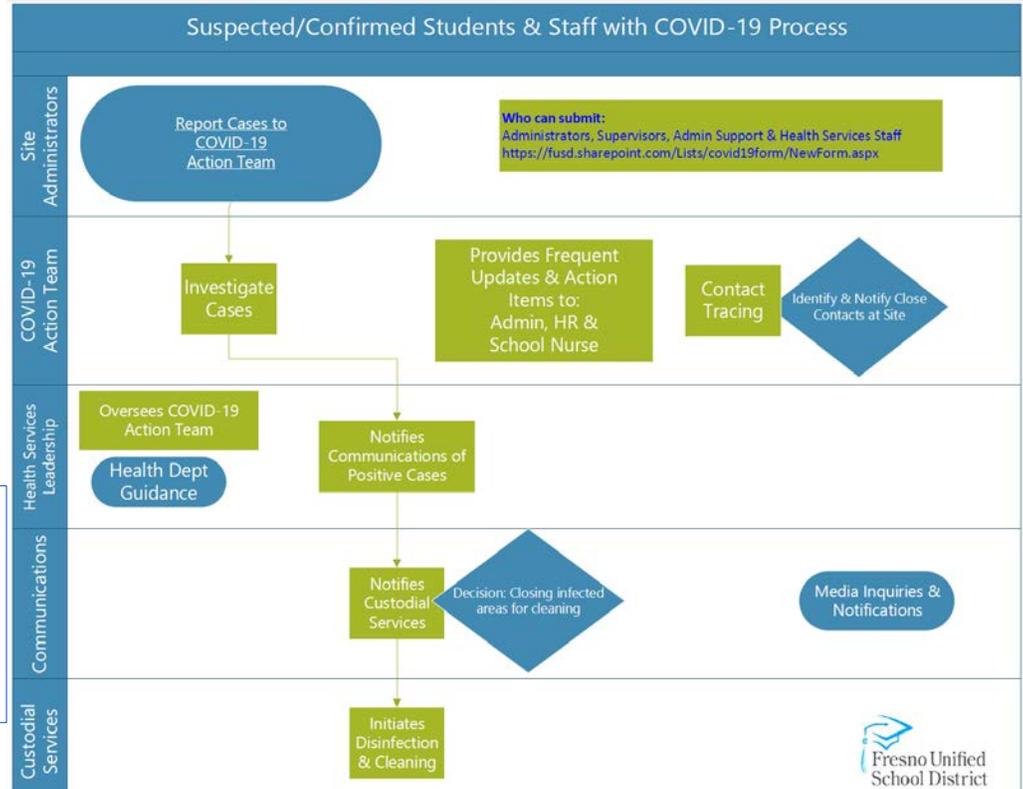
**Who can submit form?**

Administrators, Supervisors, Admin Support & Health Services Staff

**Who do students and employees notify?**  
Site/supervisor

**NOTIFICATIONS:**

- ALL Close Contacts will be notified for CONFIRMED positive COVID-19 known exposures on campus.
- Classroom notified for two or more confirmed COVID positive cases in a classroom within 14 days.
- School Community notified for three or more confirmed COVID positive cases on the school campus within 14 days.



# Daily Instruction



## Online Instructional Model – eLearn at My School

Fresno Unified began the year by providing high quality instruction online to every student everyday through eLearn at My School. While learning online, students maintain enrollment at their school site with instruction provided by their site teachers. Students are engaged daily five days a week and all courses are designed to fulfill standards and graduation requirements.

Online instruction will be created to:

- Deliver high-quality instruction
- Ensure the safety and wellness of students and staff
- Ensure equity regardless of the model of instruction
- Establish strong relationships and positive experiences with our students and families
- Provide the structure and support educators, students and families need for learning
- Optimize use of resources

## Tutor.com

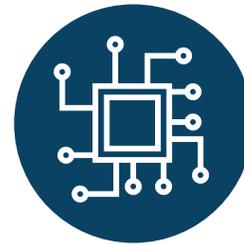
Fresno Unified has partnered with Tutor.com to provide students free online tutoring support. Through Tutor.com, students can access homework and tutoring support in over 120 subjects at the very moment a student needs it, even if that is late at night or on the weekend. Students can access Tutor.com through their student Clever account.



## Curriculum

Fresno Unified utilizes will utilize the district-adopted core curriculum from pre-K through grade 12. Remote learning also includes physical education, career technical education and elective courses. The majority of our district-adopted curricula have digital platforms that support engaging students in interactive lessons and digital assignments/assessments/projects. While the district-adopted curricula is the primary source, teachers have the flexibility to use additional sources to enhance student learning.

Fresno Adult School has several programs. Adult Education administration will decide the best online learning tools for their individual students, based on student needs and specialized programs.



## Technology

To date, Fresno Unified has successfully deployed more than 70,000 devices to support students in their distance learning. Staff is continuing to reach out to the remaining students who have not picked up a device. Students in preschool through third grade are using a mix of tablets, tablets with keyboards and laptops. Students in grades 3-12 use laptops.

Fresno Unified students and parents needing technology support can contact the district's Family Learning and Technology Support Center during regular business hours at 457-3939.



# Daily Instruction



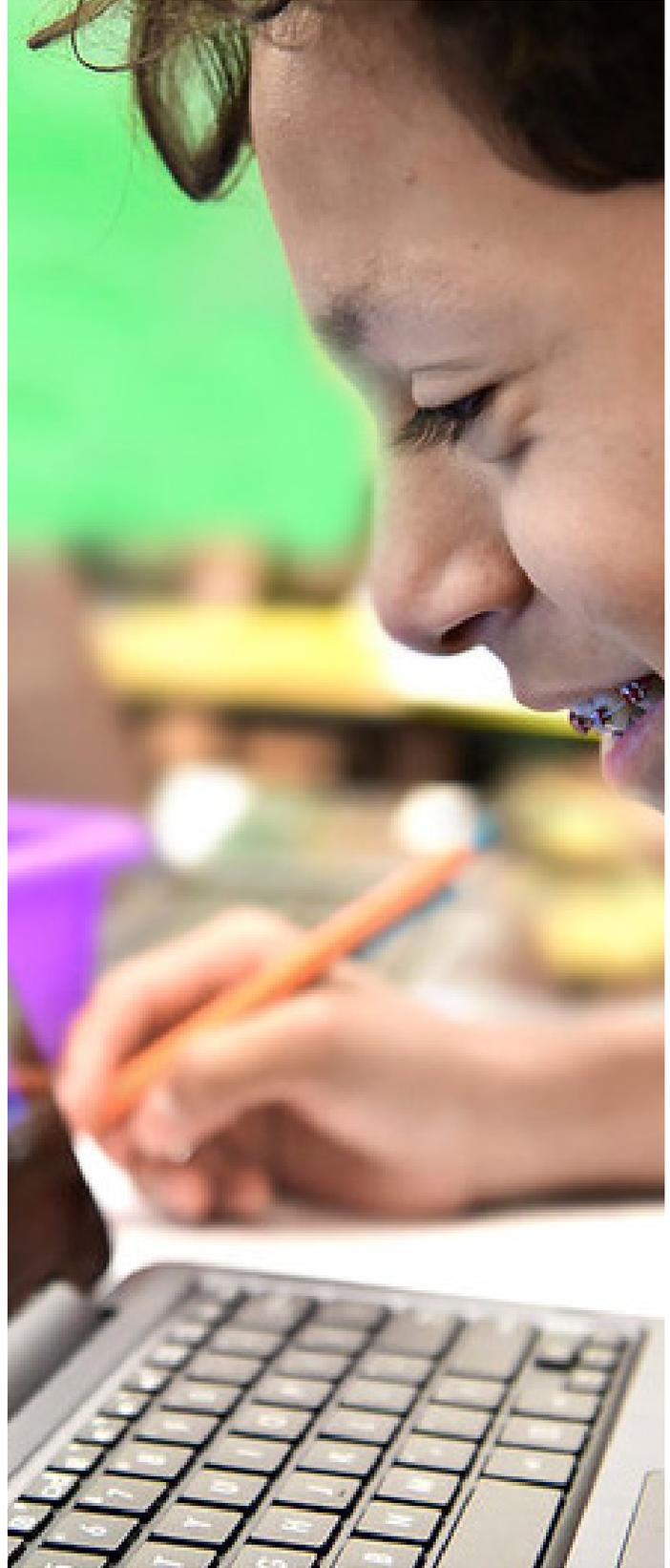
## Microsoft Teams

The district's communications platform for teacher instruction is Microsoft Teams, a digital hub bringing teachers, content and students together in one space. Students and teachers will engage daily on grade level content utilizing Microsoft Teams. Teams has strong safeguards for protecting students' safety and privacy.



## Student Safety During Online Learning

Students' health and well-being remain a top priority, especially when students are not physically present on campus. Much like the supports and safety practices provided when they are on campus, it's imperative those same resources are available to students in this new world of distance learning. As an added safety feature, Fresno Unified has partnered with Gaggle to add additional safeguards while students are online using Microsoft Teams, Microsoft Office 365 email and OneDrive. Gaggle uses key phrases and technology to identify inappropriate language, bullying and harassment, inappropriate sexual content and even situations that might lead to self-harm. Gaggle service follows all state and federal laws protecting student privacy. Gaggle's staff review and, where appropriate, notify a school administrator to provide necessary supports. If a school administrator is unavailable, Gaggle will contact local public safety in life threatening situations. School administrators provide responsive supports for students' well-being and their continued growth.



# Daily Instruction

## Expectations and Roles for Supporting Distance Learning

Successful distance learning experiences for students will require all of us to work together. Here is a quick guide for the roles we each play:



### Students:

- Participate actively in daily live interactive instruction via distance learning
- Contribute to building strong and supportive relationships with school staff and classmates
- Seek assistance from teacher(s) during office hours
- Know your usernames and passwords to access all digital resources
- Submit all assignments on time
- Keep district-issued technology secure, charged, and in working order



### Teachers/Staff:

- Ensure learning is ready to go by the first day of school via distance learning
- Create and maintain a positive classroom culture
- Observe regular office hours to provide support and feedback to parents and students
- Engage in professional learning opportunities provided by the district and school
- Actively engage in the Professional Learning Community (PLC) process to plan instruction, assess student learning and monitor student achievement



### Leaders:

- Provide customer care with all stakeholders (the school is the hub for information and resources)
- Facilitate community building activities, parent outreach and professional learning for staff
- Monitor the quality of instruction, social emotional learning and social emotional supports
- Ensure all staff are prepared for high quality distance learning
- Family hotline established at every school



### Families:

- Log on and update contact information in the ATLAS Parent Portal
- Ensure that there is internet access and a mobile device at home for your student(s)
- Ensure that your student(s) know their usernames and passwords to access their instructional resources
- Engage your student(s) daily regarding their assignments
- Maintain regular communication with your student(s) teachers and counselor
- Request support and resources in home language from school site hotline
- Stay informed and updated on all school business by actively reading and listening to all school communications throughout the year via School Messenger, Peachjar, school social media, signage, and school website



# Daily Instruction



## Support call line, web link and schools

All Fresno Unified schools will have a “hot line” for parents to call for all school-based questions. In the event a message is left after hours, the call will be returned within the next business day. For a complete list of school site phone numbers, email addresses and websites, please visit [fresnounified.org](http://fresnounified.org).



## Training for Students and Families

Professional learning will be provided to our students and families in the use of technology and software needed for distance learning. Students will receive baseline technology, Wi-Fi access if needed, and training on Microsoft Teams. Parents will be offered specific learning sessions on the basic uses of Microsoft Teams, common student learning apps, and other basic components of distance learning. Sessions will be held in multiple languages. School leaders will hold weekly school site engagement sessions that provide updates on distance learning and will have a forum to ask school site leaders questions.



## Meals

As we have since March, Fresno Unified will continue to provide student meals. Breakfast and lunch will be provided in the morning prior to daily online instruction.



## Special Support

### Supports for Special Populations

Students with exceptional needs, English learners and students in foster or homeless living situations will continue to be given special consideration to ensure appropriate instruction while complying with federal and state requirements.



# Daily Instruction

## Special Support

### Students with Exceptional Needs



Students with exceptional needs will continue to receive services and supports to ensure they can make progress in the general education curriculum.

Students with exceptional needs will participate in daily, live instruction with teachers and peers and independent assignments and instruction. Teachers will maintain a record of

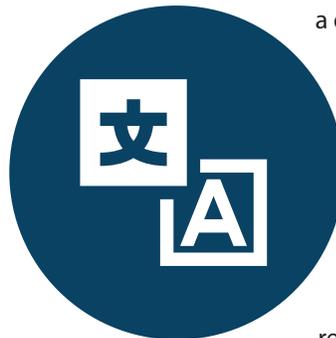
instruction, participation, and assignments. Students will be expected to be available for instruction and special education services during regular school hours. A device and all materials required to meet a student's needs outlined in the IEP in the distance learning model will be provided.

Special education services, accommodations, modifications, and supports outlined in a student's IEP will be provided virtually during distance learning. Annual IEP goals and short-term objectives will continue to be implemented and monitored, and progress reports will be provided to families quarterly. If there is any aspect of a student's IEP that is not applicable to the distance learning model or will look different, notice will be provided to the family with more information.

IEP team meetings and assessments will continue to be held and completed within applicable timelines. Any IEPs or assessments that were due in spring 2020, but not completed during the school closure period, will also be completed. 504 plans will be in effect and students will continue to be allowed accommodations under those plans.

The Special Education Department will continue to be updated in order to provide the most current and pertinent information for families and staff. To learn more, visit the Special Education Department at [Fresnounified.org](http://Fresnounified.org).

### English Learners (ELs)



Services for English learners will include a defined minimum time allocation for designated English language development (ELD) instruction, which will be included in the student's schedule, in addition to ongoing integrated ELD during the full instructional day. There will also be opportunities for extended instructional time provided to recently arrived ELs. Formative ELD assessments will be used to assist

monitoring of student progress in development of reading, writing, listening, and speaking skills. Family outreach and education will be provided to support families' understanding of distance learning models and how to support their children's learning.

### Foster and Homeless Students (Project ACCESS)



Services for students in foster care and homeless situations, including shelters and motels, will include social emotional and academic support as well as case management. The Project ACCESS office will work closely with Fresno County CPS and other community partners to support the unique needs of this special population. A team of Project ACCESS social workers will provide virtual emotional wellness checks and intake assessments on all foster and homeless students via telephone or a HIPPA compliant video platform. In addition to virtual individual and group counseling, social workers will also connect families with resources to address issues ranging from housing and food insecurity to domestic violence. Project ACCESS counselors will meet virtually with students in grades 8-12 and work closely with school site counselors to reduce academic barriers and promote student success. For more information, visit the Department of Prevention and Intervention at [Fresnounified.org](http://Fresnounified.org)



# Workforce Considerations

Fresno Unified is committed to ensuring our employees are informed and supported during these challenging times. We recognize local health and safety concerns may fluctuate, and we will respond and communicate accordingly. As we look to reopen schools, Fresno Unified is developing plans in conjunction with local, state and federal guidelines, including the following policies and procedures.

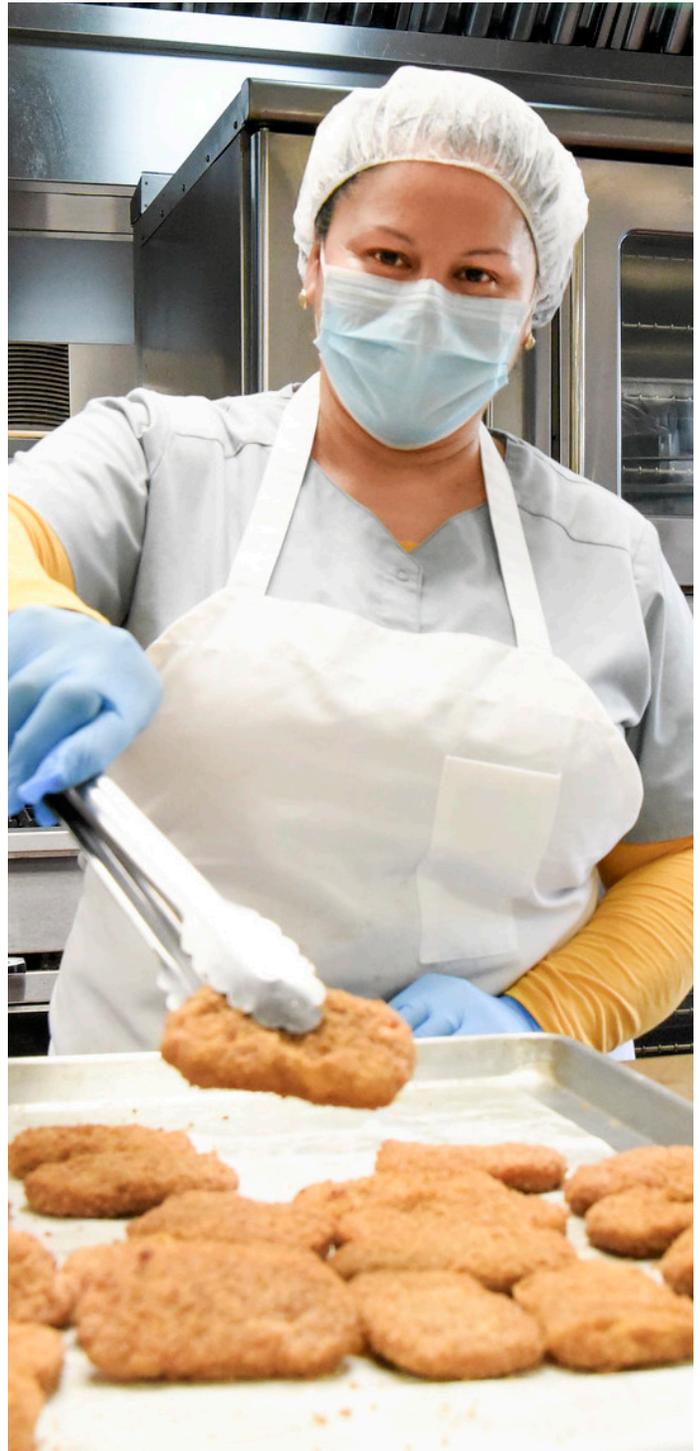
Unprecedented times call for new ways of working and responsibilities, and require reviewing, revising and adding new procedures.

## Health and Safety Guidelines:

The district has enhanced safety and cleaning protocols to reduce the spread of COVID-19. Those protocols include but are not limited to:

- Physical distancing of six feet or as much as possible
- Limit the number of people at one time in breakrooms, restrooms and elevators
  - > Take the stairs when possible
  - > Reduce common area seating in lobbies/ waiting areas
  - > Hold virtual staff meetings and professional learning
  - > Don't linger or gather in hallways
- Frequent hand hygiene and reduce items shared amongst staff members
- Requiring all staff, students and visitors wear masks based on CDC and CDPH guidelines
- Increased cleaning/disinfecting protocols
- Student, staff and essential visitors conduct the daily self-health screening prior to arrival. If you are sick, stay home, do not report to work
- Signs posted at main entrance doors and in hallways to serve as health and safety reminders

According to the CDC, everyone is at risk for getting COVID-19 if they are exposed to the virus, but some people are more likely to become severely ill, which means they may require hospitalization, intensive care, a ventilator, or they may even die. Among adults, the risk for severe illness from COVID-19 increases with age, with older adults at highest risk. People of any age with certain underlying medical conditions are also at increased risk for severe illness from COVID-19.



# Workforce Considerations



## Attendance, Leave and Accommodating Policies:

As outlined in the Families First Coronavirus Response Act Leaves: Emergency Paid Sick Leave – Self Care, there are options available for an employee who becomes sick, must self-isolate for 14 days or care for a family member who becomes sick. This emergency paid sick leave is available through December 31, 2020. Each case is unique so should employees have questions regarding their specific options, please contact the HR Leaves Desk: [hrleavesdesk@fresnounified.org](mailto:hrleavesdesk@fresnounified.org)



## Role of School Nurse and/or Health Staff/Contact Tracer

- Once alerted to a fever or respiratory illness in a student or staff, a member of the health staff or contact tracer should communicate with the individual to obtain information about onset of symptoms, specific symptoms and any other pertinent information regarding the illness
- Health staff should call student or staff to check on symptoms and to offer support to the ill individual
- Once ill individual meets criteria listed above, health services will clear the student or staff member to return to work/school



## Employee Wellness

Fresno Unified recognizes we all play a role in supporting students, fellow staff members, parents and our community as we reopen schools. This is challenging work so it's important to find ways to provide self-care. In partnership with our Joint Health Management Board (JHMB), the district offers a robust array of wellness supports and supports through our Claremont Employee Assistance Program, including mental health resources. For more information regarding EAP resources, please visit the JHMB website.

