

MEMORANDUM OF UNDERSTANDING ADDENDUM

BETWEEN

THE REDLANDS UNIFIED SCHOOL DISTRICT

AND

THE REDLANDS EDUCATION SUPPORT PROFESSIONALS ASSOCIATION/CTA/NEA

This Memorandum of Understanding Addendum ("MOU") is entered into by and between the Redlands Unified School District ("District") and the Redlands Education Support Professionals Association/CTA/NEA ("Association").

Whereas, the Parties agree that issues impacting schools related to the COVID-19 pandemic have persisted; therefore, all MOU's that expire on December 31, 2020, must be extended via this addendum; and

Whereas, Public health officials and the California Department of Education (CDE) continue to provide guidelines and recommendations in order to slow the spread of the Novel Coronavirus (COVID-19) and to safely reopen schools when allowable by state and county guidelines;

Now, therefore, it is agreed by and between the parties as follows:

1. The recitals found in the MOU's dated August 4, 2020; August 12, 2020; September 15, 2020; and November 13, 2020, shall remain in effect until the sunset date outlined in this addendum.
2. Any recitals related to the Families First Coronavirus Response Act (H.R. 6201) shall no longer apply as the law expires on December 31, 2020. In the event the law is extended, the District and the Association will meet and confer to discuss the impact of the law.
3. Any classified bargaining unit member who has a confirmed COVID-19 diagnosis and provides documentation from a physician placing him/her off-work shall be entitled to up to five (5) days of paid leave without utilizing any other accumulated sick leave.
4. All provisions in AB 685 shall be adopted and put into effect by the District, no later than January 1, 2021.
5. The District will provide each school site and department any updated health screening questions. Health screening questions are attached to this addendum as Exhibit "A." In the event updated versions are released, they shall be posted on the District website within two (2) business days.
6. Exhibit "B" in this addendum contains the updated "Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure," the "How to Protect Yourself and Others" and the "San Bernardino County COVID-19 Response Guidance for K-12 Schools." In the event updated versions are released by SB County and/or the California State Health Department, they shall be posted on the District website within two (2) business days.
7. All employees are required to continue adhering to all safety guidelines outlined in the MOU dated August 4, 2020, as well as adherence by the District to all COVID-19 reporting protocols established by the CDC and County Health Department. Safety protocols are attached to this addendum as Exhibit "C"

and reporting guidelines are included in Exhibit "B." In the event updated versions are released, they shall be posted on the District website within two (2) business days.


8. Applicable sites/departments/buildings/classrooms shall be sanitized and disinfected upon the District's knowledge and notification of a positive COVID-19 diagnosis. In addition to the regular cleaning/disinfecting schedule, the site/department will inform employees of additional cleaning and disinfecting protocols in the event of a positive COVID-19 case.
9. The District will provide a jacket and rain boots to CNS Workers and Campus Monitors assigned to Grab n' Go sites for the duration of the Grab n' Go meal program. The District will distribute the jackets and rain boots to the employees as soon as practicable.
10. Every effort will be made to assign classified bargaining unit members to work in one location in any five-day period, if work exists, with the exception of those positions that are assigned to more than one site or require travel around the district (Technology Services, Maintenance and Operations, Delivery Drivers, Security, CNS, Learning Hub Monitors).
11. All meetings, including trainings, accommodation meetings, discipline meetings etc., shall be held virtually, so long as San Bernardino County remains in the "purple" level. Only emergency meetings and Learning Hub Monitor training shall be held in person in accordance with proper social distancing directives.
12. In the event there are changes due to a possible new stimulus package, federal and state law changes, state budget updates, or anything else related to COVID-19 as it pertains to public education, the District and Association agree to meet to discuss the impact of the changes.

General Provisions

1. All components of the current Collective Bargaining Agreement between Redlands Education Support Professionals Association and Redlands Unified School District not addressed by the terms of this agreement shall remain in full effect. This agreement is non-precedent setting.
2. The District and/or Association will continue to negotiate any additional impacts of the opening of school throughout the 2020-2021 school year.
3. Human Resources and Association representatives shall continue to meet weekly to discuss COVID-19 related concerns and information.
4. This MOU shall expire no later than June 30, 2021, and shall only be extended upon mutual agreement if issues impacting schools related to the COVID-19 pandemic persist.


 Representative
 Redlands Unified School District

12/21/2020
 Date


 Representative
 Redlands Education Support Professionals
 Association/CTA/NEA

12/21/2020
 Date

Exhibit A

Pre-screening Questions

1. Have you had a new fever (100.4F or higher) or a sense of having a fever?
2. Have you had a cough that you cannot attribute to another health condition?
3. Have you had shortness of breath that you cannot attribute to another health condition?
4. Have you had a sore throat, diarrhea, or vomiting that you cannot attribute to another health condition?
5. Have you had muscle aches that you cannot attribute to another health condition or that may have been caused by a specific activity (such as physical exercise)?

**GUIDANCE FOR
EMPLOYERS AND THE
COMMUNITY
REGARDING COVID-19
INFECTION AND
EXPOSURE**



Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure

The purpose of the guidance is to help employers and community members determine next steps when being notified that a person has been diagnosed with COVID-19 or has been exposed to a person diagnosed with COVID-19. This guidance is not intended to replace medical evaluation or any other recommendations by the U.S. Centers for Disease Control and Prevention (CDC) or the California Department of Public Health (CDPH).

All information is subject to change.

Background

Coronavirus Disease 2019 (COVID-19) is an infection caused by a virus that can spread from person to person through respiratory droplets when a person coughs or sneezes. While it is primarily spread by coming into close contact (about 6 feet) of a person who is infected with COVID-19, it may also be spread by touching a surface with the virus on it and then touching your mouth, nose or eyes.

There is currently no vaccine to protect against COVID-19. The best way to protect yourself is to avoid being exposed to the virus that causes COVID-19. This includes staying home as much as possible, avoiding close contact with others, cleaning and disinfecting frequently touched surface and washing your hands with soap and water or using an alcohol-based hand sanitizer.

EPA-approved disinfectants can be found online at <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>. Bleach solutions (for example, 1/3 cup bleach added to 1 gallon of water) and 70% alcohol solutions are also effective alternatives if the EPA-approved disinfectants are in short supply.

Anyone who is ill should stay home. Symptoms of COVID-19 include, but are not limited to:

- Cough
- Shortness of breath or difficulty breathing
- Fever (generally defined as 100.4 °F)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Everyone is at risk of getting COVID-19, but some people are at higher risk for more severe illness, including hospitalization and death. Persons who are at higher risk include those who are over 65 years of age and people with serious underlying medical conditions, particularly if not well controlled. More details regarding people who may be at higher risk can be found online at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>.

Please contact the San Bernardino County Department of Public Health at (800) 722-4794 if you have questions regarding this guidance or other questions about COVID-19 in San Bernardino County. Visit the San Bernardino County Public Health COVID-19 website at <https://sbcovid19.com> for additional resources.

IF AN EMPLOYEE TESTS POSITIVE FOR COVID-19



See Exposed Employee Guidance for additional information regarding exposed employees.

Based on the CDC's [Return to Work Criteria for Healthcare Personnel](#) and [Discontinuation of Home Isolation](#).



RETURNING TO WORK



NOTE: Positive tests results do not necessarily mean that the Infected Employee is still infectious to others. There are reports of patients having positive tests for week and months after no longer being infectious.

Based on the CDC's [Return to Work Criteria for Healthcare Personnel](#) and [Discontinuation of Home Isolation](#).

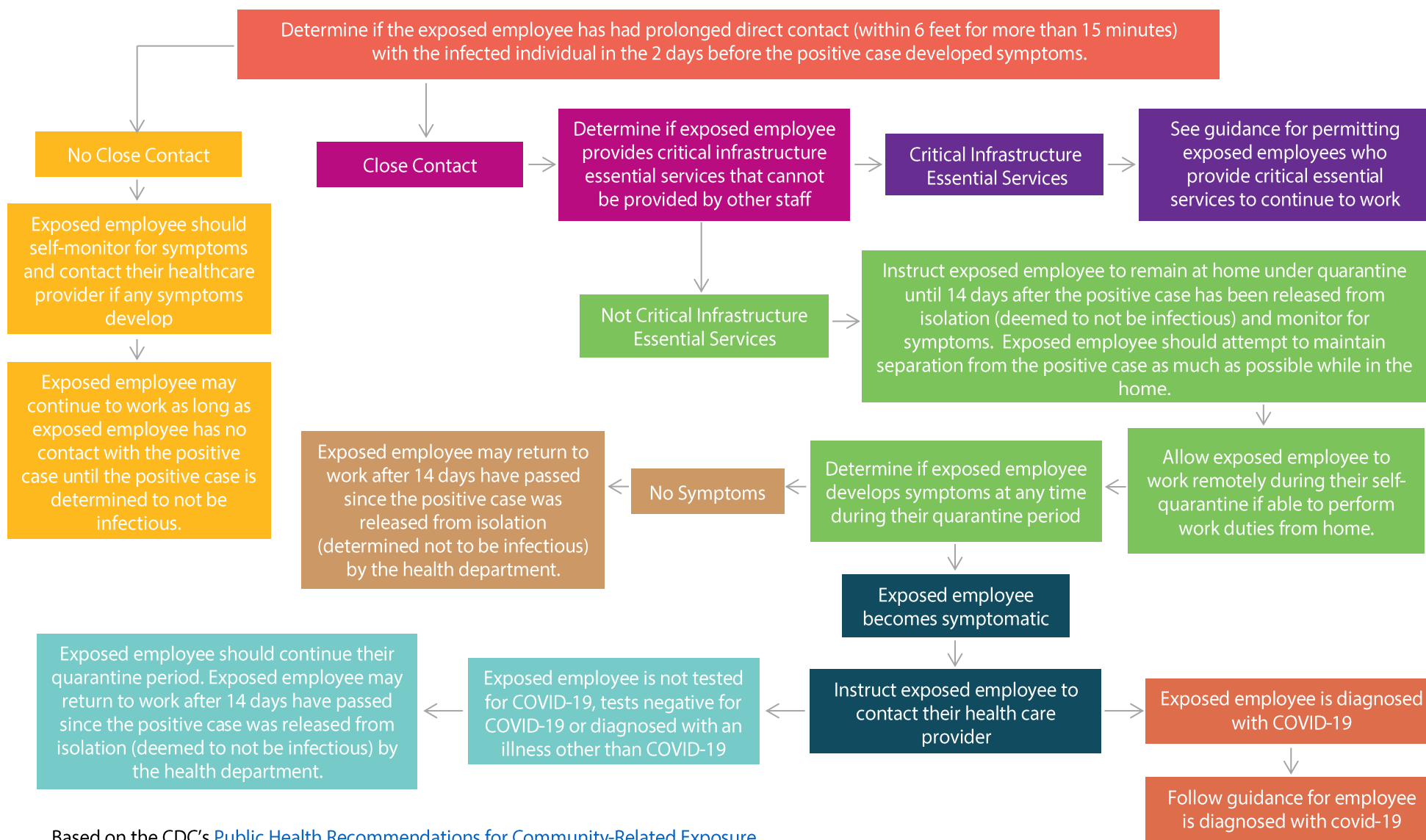
IF AN EMPLOYEE'S CLOSE CONTACT TESTS POSITIVE FOR COVID-19, BUT EMPLOYEE DOES NOT HAVE ONGOING EXPOSURE



Based on the CDC's [Public Health Recommendations for Community-Related Exposure](#).



IF AN EMPLOYEE'S FAMILY MEMBER OR HOUSEHOLD MEMBER TESTS POSITIVE FOR COVID-19, BUT EMPLOYEE HAS ONGOING EXPOSURE



Based on the CDC's [Public Health Recommendations for Community-Related Exposure](#).



IF AN EXPOSED EMPLOYEE PROVIDES CRITICAL INFRASTRUCTURE AND/OR ESSENTIAL SERVICES



Based on the CDC's [Safety Practices for Critical Infrastructure Workers Exposed to COVID-19](#).
Industry-specific guidance may be available at CDC's [COVID-19 Website](#).

IF AN EXPOSED EMPLOYEE TESTS NEGATIVE AND DISPLAYS NO SYMPTOMS OF COVID-19

A negative result does **not** eliminate the possibility of the exposed employee from developing symptoms at a later date.

Exposed employee should continue to follow their quarantine instructions, even if the test result is negative.

Follow "If an Employee's Family Member, Household Member or Close Contact Tests Positive for COVID-19" flow chart guidance, including guidance for critical infrastructure essential services and self-monitor for symptoms.

Be aware that in some instances, a positive case will be released from isolation faster than an exposed employee will complete their quarantine. The 14-day quarantine is the period in which the patient should continue to watch for symptoms in case they have been infected.

If exposed employee develops symptoms at any time, exposed employee should be instructed to contact their healthcare provider. If the exposed employee provides critical infrastructure essential services and is at work at the time symptoms start, the exposed employee should be sent home immediately.

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The mask is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

San Bernardino County COVID-19

Response Guidance for K-12 Schools



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Purpose

It takes everyone to fight COVID-19. A strong partnership is necessary between schools, government, businesses, and support from the general public to fight the COVID-19 pandemic.

As school boards and administrators in San Bernardino County plan for the return of students utilizing various instructional models (distance learning, in-person classes and hybrid), a number of revised processes and preventive measures will need to be considered in order to prevent and reduce the spread of COVID-19. Thorough and strict policies are necessary for adhering to federal, state and local guidance regarding physical distancing, wearing face coverings, personal hygiene, and routine temperature and health screenings. These practices are the best defense against the spread of the virus.



The purpose of this document is to provide guidance to K–12 school districts, and private and charter schools, on conducting basic contact tracing and how to coordinate with the San Bernardino County Department of Public Health (SBCDPH) when responding to COVID-19 exposures and outbreaks.

This document is intended to serve as a companion guide to the California Department of Public Health (CDPH) [COVID-19 Industry Guidance](#) for schools. On July 17, 2020, CDPH released a [framework for reopening in-person learning](#). School districts and school officials should closely review and follow state guidance. SBCDPH is available to provide additional support and guidance. As information changes frequently, school districts and school officials are encouraged to remain up-to-date on guidance from the Centers for Disease Control and Prevention (CDC), CDPH, California Department of Education (CDE), California Division of Occupational Safety and Health Administration (Cal-OSHA), and SBCDPH.



Prevention Best Practices

The best strategies against the spread of COVID-19 include:



FACE COVERINGS

- Teaching and reinforcing the proper use of face coverings and face shields for students and staff. Visit CDPH's [guidance on the proper use, removal and washing of face coverings](#).



PHYSICAL DISTANCING

- Maintaining physical distancing of at least six feet between individuals.



HEALTHY HYGIENE PRACTICES

- Frequent hand washing for at least 20 seconds with soap and warm water.
- Using hand-sanitizer with at least 60% ethanol or 70% isopropanol alcohol when washing hands isn't feasible. Ethyl alcohol-based hand sanitizers are preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic when ingested or absorbed in skin. Do not use hand sanitizers that may contain methanol which can be hazardous when ingested or absorbed. If you suspect poisoning, contact Poison Control right away at 1-800-222-1222.
- Teaching students and reminding staff to use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- Reminding families and staff to stay home when experiencing symptoms of COVID-19 or when a member of the household or close contact is experiencing symptoms.



ENHANCED SAFETY & SANITATION

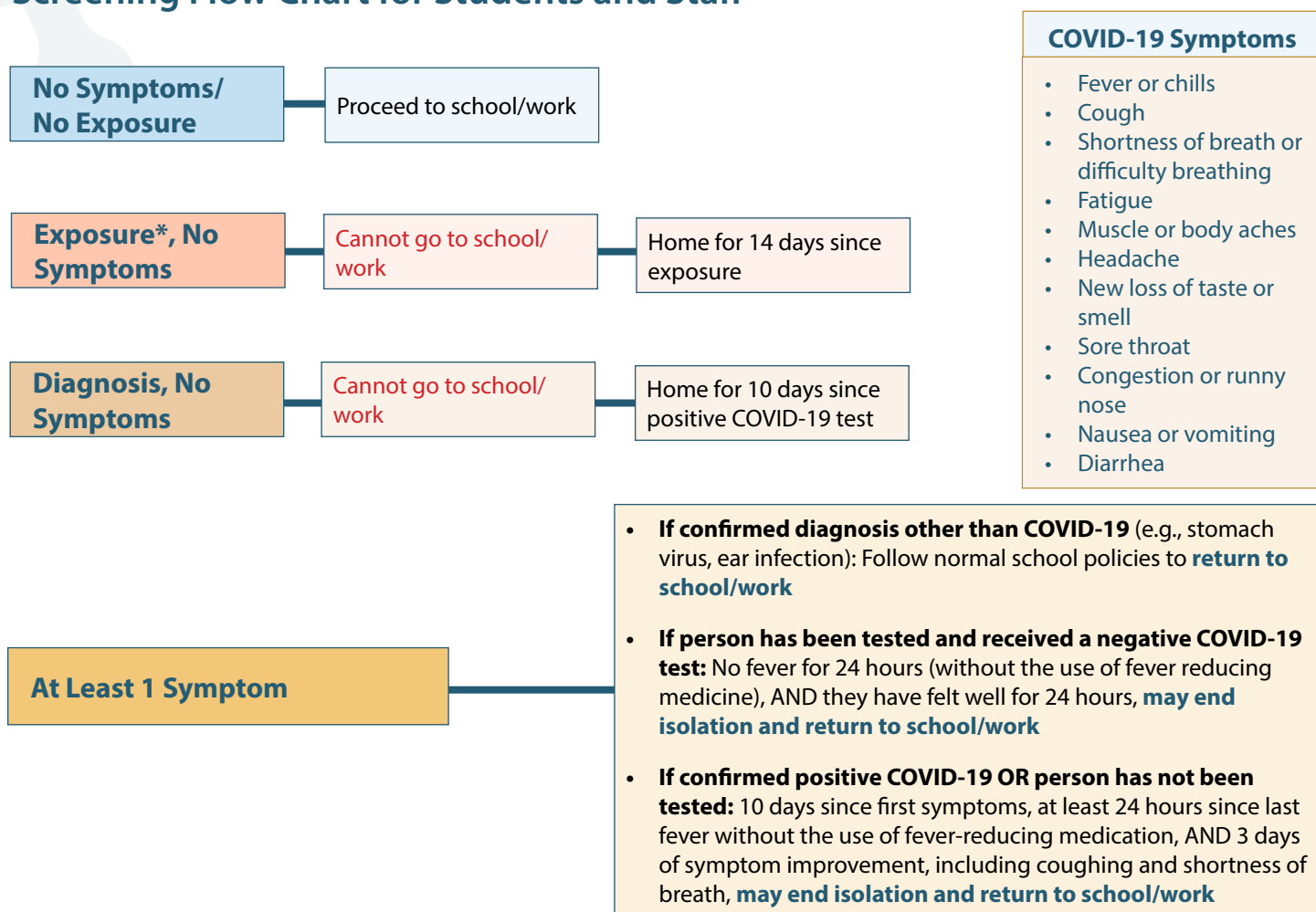
- Proper sanitation of facilities using [EPA approved products](#).
- Signage should be displayed throughout the school on prevention measures such as: hand washing in all restrooms; social distancing and germ prevention in halls and cafeterias; etc. The CDC provides a number of [printable resources](#).

COVID-19 Exposure Protocols

School districts and school sites should encourage staff and parents of students to report exposures or confirmed positive COVID-19 test results to SBCDPH by [completing this survey](#). Alternatively, designated school or district staff can complete the survey when contacting staff or parents of students that have been exposed to COVID-19. SBCDPH will follow-up with contacts that are identified in the survey. See the Outbreaks section if three or more individuals in a school or district facility have tested positive for COVID-19.

Advise sick staff members, and students and families to follow [CDC guidance to help prevent the spread of COVID-19](#). Refer to San Bernardino County's [Guidance for Employers and the Community Regarding COVID-19 Infection and Exposure](#), which helps determine the steps to take when an employee (or a student) has been diagnosed with COVID-19 or has been exposed to a person diagnosed with COVID-19.

Screening Flow Chart for Students and Staff



*Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.



Contact Tracing

Organizations that conduct early contact tracing have a better chance at successfully containing the spread of COVID-19. When students and staff become infected, communication and participation from school administration helps decrease feelings of anxiety about the unknown. Schools should initiate contact tracing to help contain the disease and prevent additional infections. Districts and school sites are encouraged to designate and train staff in basic contact tracing procedures.

The following training is free and provides a basic introduction to contact tracing: [Making Contact: A Training for COVID-19 Contact Tracers](#) (course registration and content may work best using the Google Chrome browser). Learners will encounter the basic definitions of contact tracing, gain an understanding of the steps involved, and become aware of the importance of confidentiality. SBCDPH is available for additional guidance, education, and training at the request of the district.

Schools can conduct basic contact tracing by following these four steps:

The 4 Steps of Contact Tracing For Coronavirus Disease 2019 (COVID-19)

1

Initial notification of the person with potential exposure/positive case

Contact tracing should be initiated as soon as possible after a person with potential exposure/positive case is identified.

2

Interview with person with potential exposure/positive case

Interviews should include a discussion about confidentiality and verification of demographics (e.g., age, sex, race). Walk through the entire infectious period hour-by-hour and ask the person to share who they were in contact with during that time. Provide the person with guidelines on isolation to prevent spreading COVID-19 to others. All information collected is confidential and protected by privacy laws. The name of the person with potential exposure/positive case will not be revealed to those the person may have exposed, even if they ask.

3

Locate and notify contacts who may have been exposed to COVID-19

Inform them of their contact status and what that means. Assess for the presence of symptoms and provide contacts with guidelines on quarantine to prevent potential spread of infection.

4

Monitor contacts

Follow up with contacts to make sure they are following the quarantine instructions, and to track the development of any potential COVID-19 symptoms. Please refer to the Screening Flow Chart on Page 3 for the criteria that must be met before discontinuing isolation and returning to school/work.

Outbreaks

A COVID-19 outbreak is determined by three or more confirmed positive cases at the same facility. School districts are encouraged to designate a **COVID-19 Response Coordinator** for the district and at each school site. This person will be responsible for COVID-19 communicating and coordinating with SBCDPH. This individual should have decision-making authority to implement actions quickly (e.g. closing a classroom or parts of a school campus, isolating individuals, communicating with appropriate school officials and parents).

If an outbreak is suspected or confirmed, contact the Public Health School Liaison at (909) 387-4578. A Public Health School Response Team will be assigned to the site that consists of:

- Communicable Disease Investigator
- Health Educator
- Medical Emergency Planner
- Environmental Health Specialist
- Program Coordinator for oversight

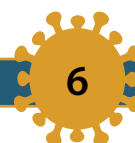
The response team will work with the COVID-19 Response Coordinator to support the site's outbreak response, including: providing guidance on identifying potential exposures and notifying those who may have been exposed; educating on prevention, transmission and disinfection; assisting with outbreak mitigation strategies; and assist with coordinating COVID-19 testing, if appropriate. The team can also facilitate additional contact tracing and provide guidance on next steps.

The primary contact at SBCDPH for assistance and to answer questions related to the Reopening of Schools is Heather Cockerill, Public Health Liaison at (909) 387-4578, hcockerill@dph.sbcounty.gov. If the Liaison is unavailable and urgent assistance is needed, contact (800) 722-4794 or (909) 677-7168 after hours. These numbers do not provide medical advice or assistance. Call 911 for emergency medical services.

School Closures

District superintendents and school administration should follow CDPH guidance and work with SBCDPH when determining if and when a partial or full school closure may be necessary. Recommendations for the scope (e.g., a classroom or building, a single school, multiple schools, full district) and duration of closures will be made on a case-by-case basis using the most up-to-date information about COVID-19, any relevant state or local health officer orders, and the specific cases in the community.

Individual school closure may be appropriate when there are multiple cases in multiple cohorts at a school or when at least 5% of the total number of teachers/student/staff are cases within a 14-day period, depending on the size and physical layout of the school. A superintendent should **close a school district** if 25% or more of schools in a district have closed due to COVID-19 within 14 days, and in consultation with the local public health department.



Communication Plan

School districts, private and charter schools should develop a communication plan that contains instructions and templates for communicating essential COVID-19 information and response activities to key stakeholders, including students and parents. It should also include instructions for communicating with the SBCDPH in the event of a COVID-19 outbreak.

The following should be considered when developing a plan:

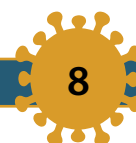
- **Define the roles of the COVID-19 Response Coordinator and any other school officials/staff as they pertain to COVID-19.**
- **Identify the audience. Who will receive the communication and in what order?**
 - District leadership
 - School board members
 - School administration and staff at impacted site
 - Students and parents
 - SBCDPH
 - City or county administrators and law enforcement (especially regarding school closures)
 - Other key stakeholders
- **Timing and frequency**
- **Format and methodology**
 - Direct phone calls
 - Automated phone calls
 - Email
 - Letters and memos
 - Websites and social media
 - Public address system announcements on campus
- **Maintain confidentiality. How will privacy be maintained for exposed and infected?**

What measures should be taken when a student, teacher or staff member has symptoms, is a contact of someone infected, or is diagnosed with COVID-19?

	Student or Staff with:	Action	Communication
1	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing) Symptom Screening: Per CA School Sector Specific Guidelines	<ul style="list-style-type: none"> • Send home • Recommend testing (If positive, see #3, if negative, see #4) • School/classroom remain open 	No action needed
2	Close contact (†) with a confirmed COVID-19 case	<ul style="list-style-type: none"> • Send home • Quarantine for 14 days from last exposure • Recommend testing (but will not shorten 14-day quarantine) • School/classroom remain open 	Consider school community notification of a known contact
3	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> • Notify the local public health department • Isolate case and exclude from school for 10 days from symptom onset or test date • Identify contacts (†), quarantine & exclude exposed contacts (likely entire cohort (††)) for 14 days after the last date the case was present at school while infectious • Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine) • Disinfection and cleaning of classroom and primary spaces where case spent significant time • School remains open 	School community notification of a known case
4	Tests negative after symptoms	<ul style="list-style-type: none"> • May return to school 3 days after symptoms resolve • School/classroom remain open 	Consider school community notification if prior awareness of testing

(†) A contact is defined as a person who is <6 feet from a case for >15 minutes. In some school situations, it may be difficult to determine whether individuals have met this criterion and an entire cohort, classroom, or other group may need to be considered exposed, particularly if people have spent time together indoors.

(††) 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.



Appendices

Appendix A: Resources

San Bernardino County Department of Public Health on Social Media

- [Facebook](#)
- [Instagram](#)
- [Twitter](#)

San Bernardino County Updates

- sbccovid19.com (information on COVID-19 and testing opportunities)
- [San Bernardino County Incidence Rates by School Districts and Cities](#)

Mental Health Resources

- SBCDBH: [24 Hour & Emergency Services Division](#)
- CDC: [Coping with Stress](#)
- CDC: [Helping Children Cope During COVID-19 Outbreak](#)
- CDC: [Helping Children Cope with Emergencies](#)
- CDC: [Coping After a Disaster \(Ages 3-10\)](#)
- CDE: [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools Mental Health and Well-Being of All \(Pages 34-36\)](#)
- NIH: [Teen Depression](#)

Parent/Guardian Resources

- CDC: [Checklist for Parents](#)

School Resources

- CDC: [Checklist for Teachers](#)
- CDC: [Reopening Guidance](#)
- CDPH: [Guidance for Schools](#)
- CDPH: [Schools and School Based Programs Guidance](#)
- CDE: [Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools](#)
- DHS: [Guidance on the Essential Critical Infrastructure Workforce](#)
- FDA: [Food Safety and the Coronavirus Disease](#)
- OSHA: [Guidance on Preparing Workplaces for COVID-19](#)

Centers for Disease Control and Prevention

- CDC: [Considerations for Schools](#)

Cleaning and Disinfecting Resources

- CDC: [Cleaning and Disinfecting Your Facility](#)
- EPA: [Disinfectant for Use Against SARS-CoV-2](#)

U.S. Department of Health & Human Services

- HSS: [HIPAA and COVID-19](#)

Health Promotion Materials

- CDC: [Keeping Hands Clean](#)
- CDC: [Handwashing: A Family Activity](#)



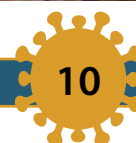
Appendix B: Contact Information

San Bernardino County Contacts

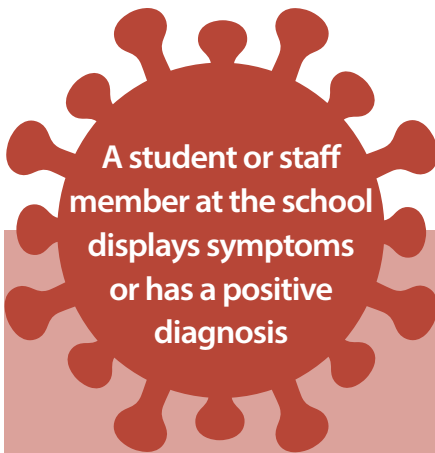
San Bernardino County Response Contacts	Phone Number
Public Health School Liaison (primary contact)	(909) 387-4578
Communicable Disease Section (CDS)	(800) 722-4794
Communicable Disease Section (CDS) After Hours	(909) 677-7168
General COVID-19 Hotline (Monday-Friday 9 a.m. – 5 p.m.)	(909) 387-3911

Appendix C: Acronym List

Acronym	Organization Name
CDC	Centers for Disease Control and Prevention
CDE	California Department of Education
CDPH	California Department of Public Health
DHS	Department of Homeland Security
EPA	Environmental Protection Agency
FDA	U.S. Food & Drug Administration
HSS	U.S. Department of Health & Human Services
NIH	National Institutes of Health
OSHA	Occupational Safety and Health Administration
SBCDBH	San Bernardino County Department of Behavioral Health
SBCDPH	San Bernardino County Department of Public Health
SBCSS	San Bernardino County Superintendent of Schools



COVID-19 Contact Tracing Process Map for Schools



Relocate potentially exposed students and staff to a predetermined isolated area on campus

Contact the parents of those potentially exposed

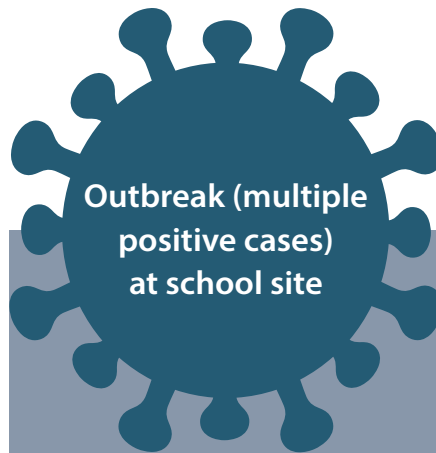
Send potentially exposed students/staff home. Conduct contract tracing to identify and inform potential exposures

Communicate the potential exposure and precautions being taken to stakeholders, while preserving confidentiality

Inform those with a confirmed exposure to isolate at home for 14 days and advise to be tested. Distance learning may be arranged for students

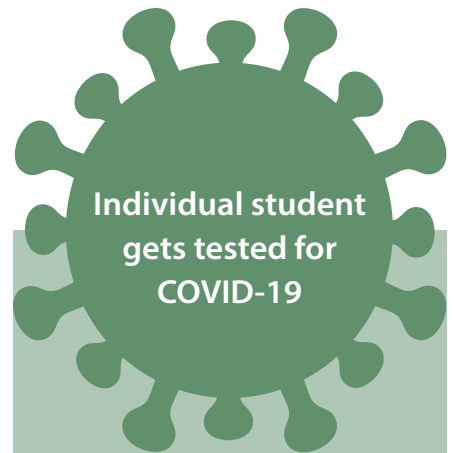
An HR representative should reach out to any impacted employees regarding leave considerations

Disinfect areas of confirmed exposure



School site notifies SBCDPH

SBCDPH works with school's COVID-19 Response Coordinator to facilitate an outbreak response



Medical provider or Lab forwards positive test results to CDS

CDS conducts contact tracing

If potential exposure at school sites is identified through contact tracing, CDS will contact the school's COVID-19 Response Coordinator to provide guidance and support



Redlands Unified School District

Human Resources

P.O. Box 3008 • Redlands, California 92373-1508 • (909) 307-5300

COVID-19

Safety Protocols

Pre-Screening Process

All employees must be pre-screened before entering their worksites, consistent with public health guidance. All pre-screening will include visual wellness checks and temperature checks with **no-touch thermometers**. All employees will be questioned about COVID-19 symptoms within the last 24 hours. **This screening will be conducted by trained designated staff at school sites and departments.**

The employee name, temperature and answers to the questions must be logged. This process will be completed **every day for every employee.**

Employees who are exhibiting symptoms of COVID-19 or have a temperature of 100.4 degrees Fahrenheit or above, or answer any of the questions “yes” from above and cannot attribute their symptoms to any other health condition, must be directed to return home. Staff members who develop symptoms of illness should seek medical care. ***HR will be contacted immediately if any employee is sent home based on the pre-screening process.***

Sick Employees

Please be aware, if an employee has a temperature of 100.4F or higher, or answers “yes” to any of the pre-screening questions, they will be sent home immediately, and the supervisor or administrator will inform HR. The employee will be contacted by HR to discuss how to proceed. If any employee develops symptoms of serious illness, they should seek medical care.

Face Coverings

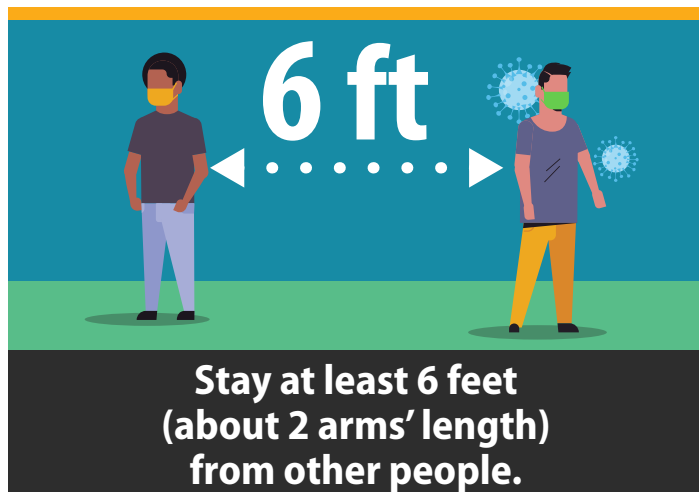
All employees are required to report to work with a face mask on their face that covers their nose and mouth. They will be required to wear face masks, at all times, during their work shift when they are interacting with other employees, students or the public, walking in joint spaces, and in restrooms. A face mask will not be required if the employee is alone and is more than 6-feet from any other person; however, a face mask will be required if any other person enters the immediate workspace. The District is requesting that employees provide their own face masks but will make face masks available for employees who are unable to secure their own. The District has also made face shields available to all employees, upon request, to wear along with the face mask.

Hand Washing and Other Safety Protocols

The District shall require employees to adhere to Centers for Disease Control and Prevention (CDC) recommendations for health protocols related to social distancing (at least 6-feet apart, as feasible), washing hands, and use of hand sanitizer. Employees are discouraged from using other workers' phones, desks, offices, workspaces, tools, and other equipment, when possible. If shared equipment is used by multiple staff members, disinfectant will be made available for staff to use before and after such use. Also, protective barriers have been installed at designated desks and entrance locations throughout the District.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.



cdc.gov/coronavirus