

## **Comprehensive Plan for In-Person Instruction and Assessment**

**With Site Specific Details**

- **Farmersville Community School**
- **Juvenile Detention Facility Court School**
  - **La Sierra Military Academy**
  - **Mid-County Community School**
  - **Superior Community School**
- **University Preparatory High School**
- **Tulare County Office of Education-  
Special Education Schools**

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### **STABLE GROUPS- CLASSROOM GROUPS- COHORTS**

Following local and state requirements, the number of students permitted on campus each school day and in classrooms will be limited to the amount that can be safely accommodated while maintaining a physical distance of 6 ft. between individuals.

Students will be grouped by class and will spend the majority of each school day with the same group.

Any equipment that is used by a stable group will not be shared with other stable group until it has been cleaned. When multiple groups are outdoors at the same time, plenty of physical distancing will ensure that each group has ample room to practice distancing and at the same time hang out, play and move within their cohort.

During lunch, groups will remain together either in the home classroom or in a designated space away from other groups. Students and staff lunchtime will be scheduled to avoid multiple students or staff eating or drinking without masks.

Staff members are expected to follow the same guidelines as students and limit any interactions with other groups when possible. Staff will sign up at designated time slots to use copy machines and other shared spaces/objects. Staff will remember physical distancing when it shares areas and will always wear masks.

All meetings will be held using digital platforms unless meetings are one-to-one or small group and guidelines are followed.

Related Service Providers will see students virtually for group services or in a one-to-one setting for individual services. Individual services may be conducted virtually while students are in the classrooms or in an alternative work area.

Certain staff members will be authorized to work with multiple cohorts. These include principals, administrators, nurses, teachers, behavioral and mental health support staff, and related service providers. These staff must follow PPE and hand washing procedures and must log their movement between classrooms and instructional areas via a tracking sign-in sheet.

Juvenile Detention Facility Court School	All students will be served on their unit which is a stable cohort. Classroom spaces allow for up to twelve people at one time (10 students, one teacher, and one probation staff). Units with more than 10 students will be served in groups of 10 or fewer; all students will continue to receive the same education.
Farmersville Community School  Mid-County Community School  Superior Community School	All students for on-site instruction have been assigned to a stable cohort that does not exceed 12 students. These cohorts have a primary assigned teacher as will. These cohorts and their primary teacher will not be mixed. All student desks have been marked and identified with 6 feet of social distancing between each desk. All student desks face forward. All teachers have access to use outdoor space for instructional purposes. Students will be served lunch in their classrooms.
La Sierra Military Academy	Groups will be based on current class rosters and no class will exceed 20 students. Groups represent the students and staff who work

	<p>together throughout the day. La Sierra Military Academy will limit staff movement between classes. Related Services Providers will provide services via teleconference with teacher hosting to prevent crossover. Our classroom groups will remain small with minimal contact with visitors or other classrooms. Meetings (professional, staff meetings, IEPs, etc.) will continue to be held via teleconference or in person by request. Large gatherings are prohibited. Outdoor space will be used when weather permits for break and activities that are scheduled by classroom group. A schedule will be created and maintained for the different outdoor areas. Outdoor schedules and cleaning schedules will be created and maintained. Use of playground equipment and outdoor areas will be scheduled by classroom groups. All students will have their own frequent-use materials. Sharing of other materials reduced and cleaned in between students. During lunchtime, students will remain within classroom groups with no mixing of students and staff.</p>
University Preparatory High School	<p>Each student who chooses to attend in-person classes will follow their assigned class schedule. All student desks will be set 6 feet apart. All teachers have access to use outdoor space for instructional purposes. Students, teachers, and classroom visitors will follow all CDC guidelines regarding masks, the use of hand sanitizer, and social distancing while in the classroom. All classroom visitors will keep a log of their classroom visits.</p>
Special Education Centers (4)	<p>Groups will be based on current class rosters and no class will exceed 10 students. Students will be positioned 6 ft. apart or more. For students who are not independent, health/hygiene will require staff to do full PPE which may include mask, gloves, gown, and face shield. Sites will be limiting school staff moving between cohorts and will follow individual assessment protocols for assessments. Hallway movement will be kept to a minimum. Students will remain in class or in a dedication adjacent outdoor area assigned to the class. Where appropriate common areas will be closed to student access. No onsite assemblies or school-wide events will be planned.</p>

**ENTRANCE, EGRESS, AND MOVEMENT WITHIN SCHOOL**

**PRIOR TO COMING TO CAMPUS:**

Parents are asked to screen students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to sending their students to school. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19. Parents will notify the school of the reason for the student's absence and should consult with their physician. (See health screening section of this document.)

**ENTERING CAMPUS:**

All sites have designated campus entry locations with Health Check-In Stations where all students will enter daily. Students must enter at designated entrance to prevent crowding and allow for physical distancing during screening protocols.

When entering campus everyone will follow these protocols:

Every person on campus must wear proper masks (See Face Covering section of this document). Parents should accompany their children to the Health Check-In Stations area unless other arrangements have been made with school staff.

Each student must answer the Health Screening Questions. If students are not able to answer appropriately or accurately, a parent must answer. When students pass the screening, they must sanitize or wash their hands as directed and walk to their assigned area, maintaining a distance from others on campus of at least 6 feet. School employees may be assigned to walk or escort students from the screening to their classrooms. Parents and other people pre-authorized to enter the campus will be subject to Health Check-In Stations.

**LATE ARRIVALS:**

Late arrivals will go to the office to check in and screen at the Health Check-In Station. Students accompanied by a parent must be wearing masks.

**EGRESS/LEAVING CAMPUS:**

Dismissal times will be staggered with multiple exits in order to ensure physical distance and to avoid crowding at campus exits. Parents or caregivers should be on time and wait in the parking lot outside the assigned student exit area, standing 6 ft. apart or wait in their cars. Parents must have a plan for picking up their children from school if they are contacted and should be able to pick up their children within 30 minutes.

Students will walk (physical distanced) to the exit area and will be released by the teachers/staff.

**SIGNS:**

A variety of signs have been strategically placed at the entrance and through the campus that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19. The signs also instruct person that they are to wear face coverings, maintain 6 ft. of distance between themselves, cover their cough/sneeze, and wash their hands. Signs have been placed at all school entrances that instruct students, parents, and other visitors not to enter if they are experiencing symptoms associated with COVID-19. The signs also instruct person who are not experiencing these symptoms and who can enter the facilities that they are to wear face coverings and maintain 6 ft. of distance between themselves and others as well as directions to designated entrances and school office. All bathrooms will have appropriate Hand Washing Procedures signs. All staff rooms will have appropriate Stay Home If You Have Symptoms signs.

**PHYSICAL DISTANCING MARKERS:**

Physical distancing markers 6 ft. apart have been placed on floors, seating areas, walkways and in common areas to ensure people will remain at least 6 ft. apart.

Juvenile Detention Facility Court School	Non-essential visitors will not be allowed entry into school. This is a probation protocol. However, all visitors determined to be essential are designated one entry point in probation front office and are required to take a thermal scan and complete a series of health
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	questions. They are then granted a visitors' badge and allowed entry into the building. All staff will login daily and conduct a site health and safety check.
Farmersville Community School Mid-County Community School Superior Community School	At all community sites: Arrivals will be staggered. There will be daily Health Check-In Stations honored. Student Breaks will be staggered. Non-essential visitors, including parent volunteers, will be limited and essential workers will be require to adhere to all health and safety guidelines.
La Sierra Military Academy	Students will be screened upon entry to school site. (Six Screening Stations) Non-essential visitors, including parent volunteers, will be limited and essential workers will be required to adhere to all health and safety guidelines. All visitors determined to be essential are designated one entry point in the front office and are required to take a thermal scan and complete a series of health questions. They are then granted a visitors' badge and allowed entry into the building. All staff will login daily and conduct a site health and safety check.
University Preparatory High School	There will be daily Health Check-In Stations at each classroom. During passing time between classes, students will maintain social distancing, avoid physical contact with each other, and will not share food and drinks. Non-essential visitors, including parent volunteers, will be limited and essential workers will be required to adhere to all health and safety guidelines.
Special Education Centers (4)	Upon exit the students will follow the same pattern. Anyone who arrives after drop-off or needs to pick up early will be required to check-in at the front office. Movement outside of the classroom will be kept to a minimum. Students will remain in their classroom except as required. Open spaces will be closed or used sparingly during this time to limit student access No assemblies or school-wide events will be planned. Students will use outdoor space as appropriate. Communication will go out to parents requesting that they limit school visits to only those essential for their child.

**FACE COVERINGS AND OTHER PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Pursuant to requirements from California Department of Public Health (CDPH) and guidance from public health officials, all people on campus must wear a proper mask or face covering while at school, except during designated mealtimes or at scheduled and supervised mask breaks.

Students will not be allowed at school without appropriate face coverings and must bring their own face coverings from home. The school will provide a clean cloth or disposable face masks in case of an emergency. Students should have several masks available to them while at school and should be kept in the student's bag.

Face coverings must be made of breathable cloth materials, cover the person's entire nose and mouth area, and be secured to the person's head. Face coverings that do not cover the nose and mouth, do not stay on the face, are soiled, or have holes or tears are not acceptable and must be discarded.

Staff who work with students who are not able to wear a face covering due to medical needs or as a result of a disability will wear added covering such as a mask and shield, or a neck guard, gloves, clothing, etc. Staff who work with students who are in need of medical procedures will be required to wear an N95 mask and appropriate goggles or face shields. Staff who work with students who may not be able to maintain physical distancing guidelines at all times may choose to wear either an N95 mask and shield, or a surgical mask and shield. Staff may be required to wear a mask in addition to any shields.

Juvenile Detention Facility Court School	All staff and students will wear required face coverings daily while in classrooms. Staff and students are trained on the proper use of masks. All students will be required to wear face masks expectations or can be in violation of the probation Behavior Management System.
Farmersville Community School Mid-County Community School Superior Community School	All staff and students will wear required face coverings daily while on campus. All students and parents will sign a mask compliance contract. Staff has been trained on the most effective types of face coverings. Students will be trained when we begin on site instruction.
La Sierra Military Academy	All staff and students will wear required face coverings daily while on campus. All students and parents will sign a mask compliance contract. Staff has been trained on the most effective types of face coverings. Students will be trained when we begin on site instruction.
University Preparatory High School	All staff and students will wear required face coverings daily while on campus. All students and parents will sign a mask compliance contract. Staff has been trained on the most effective types of face coverings. Students will be trained when we begin on site instruction. Students who fail to wear their mask properly, unless they have accommodations, may be transferred to distance learning for the remainder of the semester.
SP ED	Staff who work with students who are not able to wear face covering due to medical needs or as a result of a disability will wear added covering such as a mask and shield, or a neck guard, gloves, clothing, etc. Staff who work with students who are in need of medical procedures will be required to wear an N95 mask and appropriate goggles or face shields. Staff who work with students who may not be able to maintain physical distancing guidelines at all times may choose to wear either an N95 mask and shield, or a surgical mask and shield. Staff may be required to wear a mask in addition to any shields. All staff will engage in following all required PPE guidelines as required. Students will be encouraged to wear masks and staff are building in structures and routines to help students build capacity and endurance to this capacity. Additional PPE and supports will be provided to staff to support students who cannot wear masks.

## **HEALTH SCREENING FOR STUDENTS AND STAFF**

In order to protect the safety of our students and employees, thermal detectors will be available at each site to screen staff and students.

### **Overview of Symptoms Associated with COVID-19:**

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

Diarrhea

### **PARENT HEALTH SCREENING AND REPORTING:**

Parents must screen their students daily by checking their temperature and observing for other symptoms associated with COVID-19 prior to sending their student to school. Parents must keep their student at home if the student exhibits one or more symptoms associated with COVID-19. Parents must notify the school of the reason for the student's absence.

Staff, parents, and students are obligated to report the following information to the school and **must remain at home when:**

- They have had close contact with someone who was ill with confirmed COVID-19. Exposed person may not return to school until 10 days after the date of last known exposure. According to the CDC "close contact" means being within 6 ft. of an individual for more than 15 minutes. Student will stay home with distance learning available until ready and cleared to return.
- A member of their household is ill with confirmed or suspected COVID-19. Individual may not return to school until 10 days after the date of last known exposure. Students will stay home with distance learning until ready and cleared to return.
- Testing is recommended of all contacts on quarantine after day 5.

The school will track a student's potential exposure to COVID-19 and document his or her temperature, symptoms, and incidents of exposure. All documentation regarding a student's COVID-19 symptoms will be considered confidential medical records pursuant to the School's Policy for Use and Disclosure of Student Information Related to COVID-19.

Students who report symptoms associated with COVID-19 may return to school after they meet the requirement described above.

### **SYMPTOM SCREENING:**

All staff and students who enter campus will be screened for symptoms. As students enter through the designated Health Check-In Station, monitoring staff will check their temperature and visually screen staff and students. Staff may ask questions or clarify screening questions responses.

Students or staff who are sick, have a fever, or report symptoms associated with COVID-19 will be sent home. In determining whether to exclude a student based on symptoms of COVID-19, the school may consider the student's medical history in coordination with the School Nurse.

Juvenile Detention Facility Court School	<u>Staff-</u> All probation and school staff are screened before entry into building. Probation screening includes Thermal Head Scan, questionnaire regarding past 24 hours and current physical conditions. Physical signature entry into probation contact tracing log. <u>Students-</u> All students are screened following State and Local Health Guidelines and Protocols upon intake. Students are placed into 10 days isolation to ensure they are symptoms free before being transferred in permanent unit, Pod 5. Student isolation area is Pod 1 and is monitored by Probation and County Health. School staff is restricted from entrance into the isolation area, Pod 1.
Farmersville Community School Mid-County Community School Superior Community School	<u>Staff and Students</u> will answer health screening questions upon entry to campus at Health Check-In Station and have their temperature evaluated. A weekly spreadsheet will document staff and student health screen protocols.
La Sierra Military Academy	A weekly class roster with Health Screening questions will be used and completed by each Homeroom teacher.
University Preparatory High School	<u>Everyone</u> (adult and youth) will answer health screening questions upon entry to campus at Health Check-In Station and have their temperature evaluated.
Special Education Centers (4)	<u>Staff-</u> Health screenings are in place for all staff member prior to reporting to work. <u>Students-</u> Students will be dropped off at designated area. Students will remain socially distant, have their temperature checked, and asked the screening assessment questions daily. Staff have developed a system to confirm the screening assessment questions are completed daily by parents.

**DEVELOPING ILLNESS AT SCHOOL / ISOLATION ROOMS:**

All schools have designated and prepared isolation areas for the purposes of isolating sick or symptomatic individuals until arrangements can be made for them to go home. Students who develop a fever or cough during the school day or other symptoms will be moved to an isolation room (an adult will either be with them or nearby). Isolation rooms will be monitored by staff who will be required to wear PPE including a surgical or N95 mask. Gloves are required when any physical contact is provided in the isolation area. Each area is set to allow for students to be supervised by staff from the doorway.

Staff or faculty who develop symptoms while at school will be sent home immediately unless transportation needs to be arranged, in which case they will remain in one of the isolation rooms.

Cares team will provide step by step directions for reporting and communicating with appropriate parties. Supervising staff should follow recommend PPE and distancing protocols. Rooms should be thoroughly cleaned and sanitized after student usage.

Juvenile Detention Facility Court School	Students who develop symptoms while in class will be evaluated by site medical team at the facility's health center. Student isolation area is Pod 1 and is monitored by Probation and County Health. School staff is restricted from isolation area, Pod 1.
Farmersville Community School Mid-County Community School Superior Community School	All community schools sites have an identified isolation room for students who exhibit symptoms during the school day. Farmersville: Classroom #2 Mid-County: Round room Superior: Classroom #2
La Sierra Military Academy	Student Isolation room will be the spare office located adjacent to the LSMA Infirmary. Isolation room has a window to insure monitoring of student without extended direct contact with student.
University Preparatory High School	UPHS will have one room identified in the main office as the isolation room. This room is at the back door to avoid any ill student from walking "through" the office.
Special Education Centers (4)	All centers have an isolation area identified on campus and vetted by nursing staff. All spacing and material are in place.

#### Overview of Symptom and Screening Actions (per CA Department of Education)

	<b>Student/Staff with...</b>	<b>School's Action</b>	<b>Communication</b>
<b>1</b>	COVID-19 Symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing)	<ul style="list-style-type: none"> <li>Isolate and send home</li> <li>Recommend testing (If positive, see #3, if negative see #4)</li> <li>School/classroom remain open</li> </ul>	Contact Parent/Guardian
<b>2</b>	Close contact (*) with a confirmed COVID-19 case	<ul style="list-style-type: none"> <li>Isolate and send home</li> <li>Quarantine for 10 days from last exposure</li> <li>Recommend testing (but will not shorten 10-day quarantine)</li> <li>School/classroom remain open</li> </ul>	Community Notification of a known contact
<b>3</b>	Confirmed COVID-19 case infection	<ul style="list-style-type: none"> <li>Notify the local health department</li> <li>Isolate case and exclude from school for 10 days from symptom onset or test date</li> <li>Identify contact (*), quarantine &amp; exclude exposed contacts (likely entire cohort (**)) for 10</li> </ul>	School wide Communication

		<p>days after the last date the case was present at school while infectious</p> <ul style="list-style-type: none"> <li>• Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 10-day quarantine)</li> <li>• Disinfection and cleaning of classroom and primary spaces where case spent significant time</li> <li>• School remains open</li> </ul>	
4	Test negative after symptoms	<ul style="list-style-type: none"> <li>• May return to school 24 hours after symptoms resolve</li> <li>• School/classroom remain open</li> </ul>	May need to notify the community depending on individual situation

(\*) A contact is defined as a person who is less than 6 ft. from a case for more than 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.

**HEALTHY HYGIENE PRACTICES**

Hand sanitizer is available prior to entrance into classrooms and in the classrooms. Staff and students will be required to sanitize their hands when arriving to and leaving school, before and after meals, after outside play, before and after using the restroom, after having close contact with others, after using shared surfaces and tools, and after blowing the nose, coughing, and sneezing.

Hand sanitizer will be provided in all classrooms that do not have sinks with soap and water. Students using hand sanitizer should rub it into their hands until it is completely dry. Hand sanitizer will be a minimum of 60% alcohol and fragrance-free.

Students will also be reminded not to touch their faces, and to use a tissue to wipe their nose and to cough and sneeze inside the tissue. TCOE has encouraged parents to remind students to follow these practices.

TCOE staff and any on-campus visitors will also be instructed about handwashing expectations and will be expected to follow the policy's requirements.

Juvenile Detention Facility Court School	All students are orientated to State and Local Public Health Safety Protocols upon intake to facility. Including PPE usage and overview
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	of hygiene in relation to handwashing and preventing the spread of germs. Training was provided to staff on topics such as Probation and COVID-19 Health and Safety Protocols, appropriate hand washing and PPE guidance. Each instructional space will be provided with supplemental air filters. Students and staff will be presented with multiple opportunities throughout the school day to regularly wash their hands at staggered intervals. Each student has been provided their own Chromebook and textbook. Instructional materials and supplies will not be shared, and instructional materials and supplies will be dedicated to each student.
Farmersville Community School Mid-County Community School Superior Community School	Students and staff will be presented with multiple opportunities throughout the school day to regularly wash their hands at staggered intervals. Materials will not be shared. Students will be provided with their own materials.
La Sierra Military Academy	Students and staff will be required to use hand sanitizer when they enter and leave their classroom. Students will not share any electronic devices, books, writing implements, or other devices.
University Preparatory High School	Students and staff will be presented with multiple opportunities throughout the school day to regularly wash their hands at staggered intervals. Materials will not be shared. Students will be provided with their own materials.
Special Education Centers (4)	All staff are aware to engage in following appropriate safety practices. Each teacher will develop specific classroom structures around hand washing in addition to washing hands after restroom use, before eating and after outside time. These will be developed by individual teachers within the structure of their daily routines. Class materials that are shared have been reduced and individualized containers have been purchased so sharing is reduced. The school is also purchasing containers identified as clean and dirty, so that once used the material can be set aside to be cleaned as appropriate. Each student has been provided their own Chromebook, as needed.

**IDENTIFICATION and TRACING of CONTACTS**

In addition to managing on-campus movements and processes to ensure classroom groups follow health and safety protocols. The following systems will allow for effective contact tracing should the need arise:

**COVID-19 RESPONSE TEAM FOR STAFF:**

Staff are instructed to contact their supervisor and the Human Resources (HR) Department for incidents of COVID-19 so that contact tracing protocols can be followed. HR staff are thoroughly trained and have been following all recommended Tulare County Health and Human Services Agencies (TCHHSA) protocols.

Any positive COVID-19 tests by staff and staff families must be reported to the administrator and HR and contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

HR will then contact the Tulare County Health and Human Services Agencies (TCHHSA) in the case of any known COVID-19 case in the community. HR will work closely with TCHHSA to determine, through contact tracing, if additional individuals will need to be quarantined.

Students' presence on campus is tracked via attendance. Attendance will be recorded to capture students who are on distance learning and those who are physically on campus.

Any positive COVID-19 tests by students or student families must be reported to the administrator or nurse immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test and be notified.

Through contact tracing, the affected child's classroom or school and/or additional individuals will need to be quarantined. For students who need to quarantine, administration will provide appropriate notification and will ensure distance learning opportunities for the duration of the quarantine.

Juvenile Detention Facility Court School	<u>Staff-</u> There are Health Check-In Stations where all who enter conduct an initial health screening. Staff will contact HR with questions and health issues. <u>Students-</u> Teachers log their students' attendance daily. Principal will notify HR who will serve as the primary contact to Public Health.
Farmersville Community School Mid-County Community School Superior Community School	<u>Staff-</u> There are Health Check-In Stations upon all entrances to the building, they will conduct an initial health screening. Staff will contact HR with questions and health issues. <u>Students-</u> Teachers log their students' attendance daily. Designated administrator will notify HR who will serve as the primary contact to Public Health. We will follow the guidance provided on the response grid from County Public Health.
La Sierra Military Academy	<u>Staff-</u> There are Health Check-In Stations upon all entrances to the building, they will conduct an initial health screening. Staff will contact HR with questions and health issues. <u>Students-</u> Teachers log their students' attendance daily. Designated administrator will notify HR who will serve as the primary contact to Public Health. We will follow the guidance provided on the response grid from County Public Health.
University Preparatory High School	<u>Staff-</u> There are Health Check-In Stations upon entrance to the school office. They will conduct an initial health screening. Staff will contact HR with questions and health issues.

	<p><u>Students</u>- Teachers log their students' attendance daily using our Student Information System, PowerSchool. The principal, office secretary, and the school nurse will serve as the primary and secondary points of contact as a liaison their designated administrator. Designated administrator will contact HR. We will follow the guidance provided on the response grid from TCHSA.</p>
Special Education Centers (4)	<p>Nursing team will contact staff directly in case of any known positive contact. Administration will contact each students' parent/guardian.</p>

**PHYSICAL DISTANCING**

According to the CDC, the virus that causes COVID-19 spreads primarily when people come into close contact (within about 6 feet) with another person for a prolonged period (defined as 15 minutes or more over a 24 hour period). The State and the California Department of Education (CDE) have issued guidance recommending students and employees maintain at least 6 ft. of distance from one another in schools to the greatest extent possible.

**Use of Markers and Signs:**

Markers that designate intervals of 6 ft. have been placed throughout campus, and at entrances, to designate spaces where students should be when in line to maintain physical distancing. Signs have been strategically placed around campus.

**Physical Distances in Classrooms:**

TCOE classrooms will not exceed the maximum capacity limits that adequately provide for physical distancing of students and teachers. Students will be instructed and required to follow physical distancing protocols in the classroom.

In all classrooms, desks, activity station tables, and chairs have been spaced so that students will be spaced 6 ft. apart when feasible, and 4ft at a minimum. Student chairs at large table will be spaced 6 ft. apart when feasible, and 4ft at a minimum.

**Recess, Break, and Lunch Periods:**

Physical distancing requirements will be in place for recess, break and lunch periods. Lunches will take place in individual classrooms, or at designated indoor and outdoor spaces, and students will be required to maintain safe physical distance.

**Playgrounds/Outdoor Play Activities/Athletics:**

Outdoor physical education and/or play activities will be arranged by student groups to promote physical distancing. Physical education and athletics will be limited to activities that do not involve physical contact with other students. Students must maintain a distance of at least 6 ft. from other students during physical education and athletic activities.

Student groups will be assigned to a designated area of the campus during outdoor physical education or play activities to promote physical distancing and will not be permitted to leave their designated area. All high touch outdoor play equipment will be cleaned between uses by different groups of children.

Juvenile Detention Facility Court School	All shared office spaces allow for at least 6 feet or more of social distancing between adults. All classrooms have been marked and identified with 6 ft. of social distancing between each desk. Teacher’s work area is included. Student’s desks have been marked and identified with 6 ft. of social distancing between each desk. All student desks face forward. Students will be served meals in their unit, social distancing maintained.
Farmersville Community School Mid-County Community School Superior Community School	All shared office spaces allow for at least 6 ft. or more of social distancing between adults. All classrooms have been marked and identified with 6 ft. of social distancing between each desk. Teacher and instructional assistant’s work areas are included. Students will eat lunch in their classroom or outdoors while maintaining physical distance.
La Sierra Military Academy	All shared office spaces allow for at least 6 ft. or more of social distancing between adults. All classrooms have been marked and identified with a minimum of 4 ft. of social distancing between each desk. Teacher and instructional assistant’s work areas are included. Students will eat outdoors while maintaining physical distance.
University Preparatory High School	All shared office spaces allow for at least 6 ft. or more of social distancing between adults. All classrooms have been marked and identified with a minimum of 4 ft. of social distancing between each desk. Teacher and instructional assistant’s work areas are included. When students are outdoors they will be maintaining physical distance. Staff and administration will assist in monitoring students between classes on a rotating basis.
Special Education Centers (4)	All special education centers are set with physical distance signage and markers throughout the center and within classrooms. Desks and furniture have been set up to support social distancing including the removal of unnecessary items. Restrooms will be used by only one student and one adult at a time, and high touch point items cleaned after use. Most students require special accommodations for eating so this will be addressed on an individual basis and schedule. Students will maintain physical distance during any recess and lunch.

**STAFF TRAINING AND FAMILY EDUCATION**

All staff have been trained in all COVID-19 cleaning and safety procedures and policies.

Custodians have been thoroughly trained on Cleaning and Sanitizing Procedure/COVID-19 Response Procedures and Practices.

Substitutes and Administrators have been trained to provide substitute teaching instruction through Distance Learning as well as In-Person Instruction.

Staff at the Special Education Program sites have been provided Crisis Prevention Intervention training which highlighted de-escalation strategies geared toward supporting students safely during the pandemic.

Mental Health First Aid Training has been provided to support staff and mental health clinicians to support students and identify students with mental health needs when they return to school in person.

**FAMILY EDUCATION:**

At the beginning of school Parent Information was and will be provided via handout or virtually to give families an update on COVID-19 information about campus safety, cleaning protocols, expectations of students, and to answer any questions. Our Reopening School plan will be published in both English and Spanish and posted on the TCOE website, and shared at upcoming School Site Council Meetings, Community Advisory Committee meetings and School Site Advisory Board.

**TESTING OF STAFF:**

If a staff exhibits symptoms or is suspected of having symptoms based on symptom screening, they will be isolated and sent home. School staff will contact HR and they will advise the next steps.

**TESTING OF STUDENTS:**

If a student exhibits symptoms or is suspected of having symptoms based on symptom screening, they will be isolated and sent home. School staff will recommend to the family that the student get tested with their health care provider or at a community testing site as soon as possible.

Students and families are encouraged to get a COVID-19 test from one of the local health centers when they have been in close contact with someone for more than 15 minutes who has tested positive for COVID-19.

**IDENTIFICATION and REPORTING of CASES:**

Human Resources Department will contact TCHHSA in the case of any known COVID case in the community. HR will work closely with Public Health to determine, through contact tracing, if additional individuals need to be quarantined.

**COMMUNICATION PLANS:**

Since the start of the pandemic in March 2020, our Superintendent has issued regular and timely agency-wide emails to all employees providing detailed information about such topics as Health Orders, School Closures, COVID-19 Testing, links to County Health and CDC websites, Emergency Childcare Centers, Face Coverings and Physical Distancing, and several virtual meetings for all employees to ensure a shared understanding of safe practices and protocols.

Protocols have been established to ensure that clear, consistent communication systems are in place for all COVID-19 related issues.

School Administrators and teachers will communicate with students and families regarding changes to any practices or guidance. Parent messages via email and Remind App, along with other means of communication, have been used to provide information to families. Staff will work closely with site administrators to ensure ongoing communication. All staff are responsible for reporting any safety concerns to the site administrator immediately.

Designated TCOE staff member will report to the CDE the status of In-Person Instruction for all TCOE Programs as required.

**EXPOSURE & COMMUNICATION FOR STAFF:**

Staff are instructed to contact their supervisor and the HR Department for incidents of COVID-19 so that contact tracing protocols can be followed. HR staff are thoroughly trained and have been following all recommended TCHHSA protocols.

Any positive COVID-19 tests by staff and staff families must be reported to the administrator and HR immediately so thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

HR will immediately contact TCHHSA in case of any known COVID-19 case in the community. HR will work closely with TCHHSA to determine, through contact tracing, if additional individuals will need to be quarantined.

**EXPOSURE & COMMUNICATION FOR STUDENTS:**

TCOE has created a COVID-19 Response Teams to be the designated contacts with TCHHSA and the contact for any exposure situations involving students and staff. These teams are made up of school nurses, administrators and site staff, and will serve as the leads during potential exposure situations.

Any positive COVID-19 tests by students or student families must be reported to the administrator or nurse immediately so that thorough contact tracing can be conducted, and individuals who were in close contact with the person who has received a positive test can be notified.

Our COVID-19 Response Team will continue to report to TCHHSA any positive case or any known COVID-19 case in the community. Our Response Team will work closely with TCHHSA to determine, through contact tracing, if the affected child's classroom or school and/or additional individuals will be quarantined. For students who need to quarantine, TCOE will provide appropriate notification to families and will ensure distance learning opportunities for the duration of the quarantine.

When a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school site, the Response Team will refer to the California Department of Public Health Framework for K-12 Schools and provide all staff members with appropriate guidance of potential exposure.

In consultation with the local public health department, TCOE Administration and Response Team members will determine whether school closure is warranted, including the length of time necessary, based on the risk level citing the specific community as determined by the local public health officer.

Recommendation will be made to the Superintendent for final decision.

**VACCINATION FOR STAFF AND STUDENTS**

All TCOE School and Program Staff will receive vaccinations from their local health official in conjunction with state and county distribution guidelines. Staff are not required to receive the vaccination but are highly encouraged to be vaccinated when working in person with students.

**TRANSPORTATION**

Students arrive to campus via personal vehicle, parent transportation or school bus (provided by TCOE or the student’s district of residence). Bus drivers have received training regarding the protocols that have been implemented to assure that students do not board the bus with COVID-19 symptoms.

Farmersville Community School Mid-County Community School Superior Community School	Students who require transportation arrive by private car or by public transportation. Students who use the private cars will be required to wear masks while all drivers are required to wear face masks and follow CDC health guidelines.
La Sierra Military Academy	Students who require transportation arrive by private car or by public transportation. Students are required to have their mask prior to stepping onto campus and cannot remove the mask until after leaving campus.
University Preparatory High School	Students who require transportation arrive by private car or by public transportation. All staff and students will wear their face mask when they come on campus, as per COS mandate. All students and staff will enter and exit the campus from parking lot 6 and the Porter Field House along Woodland Drive. Students will not enter campus from Mooney Blvd or from parking lot 4. Students who arrive via Visalia Transit will walk through the north parking lot, along the roadway between the softball and football fields and enter campus at the Porter Field House.
Special Education Centers (4)	Students are spaced in every other seat and students are not required to share a bench seat with staff or other students. Students are not allowed to eat on the bus, and are not allowed to share toys, clothing, or materials.

**CLEANING AND DISINFECTING**

TCOE has established regular and frequent cleaning and disinfection protocols to mitigate the spread of COVID-19. The following items detail these activities:

**CLEANING DURING THE SCHOOL DAY:**

Each classroom and staff work area is stocked with enough approved cleaning and disinfecting supplies to clean and sanitize surfaces and high touch areas throughout the day. High touch areas include door handles, light switches, bathroom surfaces, student desks and chairs. Whenever possible, windows and interior doors to classrooms and offices will be open for air circulation as well as to reduce the need for touching doorknobs and other high touch areas.

Teachers, aides, and all staff will clean and disinfect the common surfaces and objects used throughout the day such as office workspaces, break rooms, eating areas, copiers, restrooms, and items in other shared spaces. Teachers will include cleaning staff daily schedules to ensure regular cleaning throughout the day.

**NIGHT CLEANING:**

After 4:00pm all classrooms and common areas that have been used during the school day will be cleaned thoroughly. All products, practices and procedures follow current guidelines for school buildings

during the Covid-19 pandemic. Fogging will take place daily in all classrooms that are used during the school day.

**EDUCATIONAL MATERIALS:**

To the extent possible, students will have individual and personalized kits with learning materials, books, art supplies, and other learning materials, and will not share any materials or supplies. Any equipment or supplies that are to be used by multiple students will be cleaned and/or sanitized properly between uses.

**PLAYGROUND AND OUTDOOR STRUCTURES:**

Frequently touched areas of playground equipment will be disinfected daily, with cohorts using separate equipment or staggered schedules to eliminate sharing of play equipment. TCOE staff will use safe and effective disinfecting solutions between uses.

**WATER FOUNTAINS:**

All water fountains that are not touchless have been removed or disconnected. Students will be required to use personal water bottles and those who do not have water bottles will be provided a disposable water bottle for the day.

**RESTROOMS:**

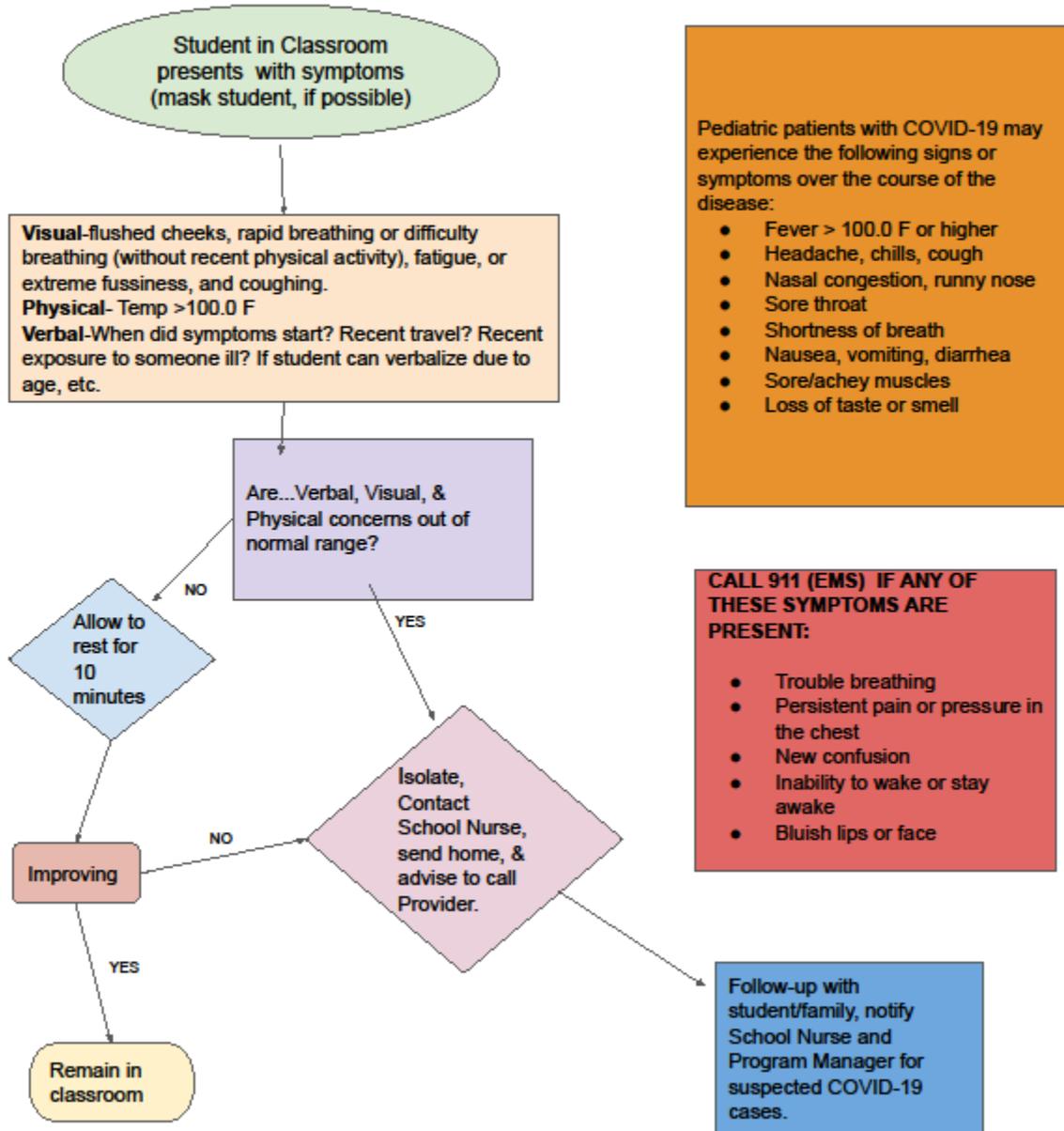
Each classroom or cohort of students will use one dedicated set of student restrooms. Students who need to be escorted will be escorted by staff, and students needing personal hygiene support will follow recommended protocol as guided by school nurse or health/IEP plan. Student will be asked to lower the toilet seat when flushing. All staff will use dedicated staff restrooms.

**AIR PURIFIERS AND HVAC SYSTEMS:**

All buildings and classrooms within our TCOE Schools have working air purifiers or HVAC systems.

## COVID-19 Screening Flowchart

This flowchart will be used by classroom staff to provide guidance for students who may present with COVID-19 like symptoms.



Reference:  
 TCSD, Health Services, 6/2020; CSNO 2020.  
 TCOE ACCEL Health Services 10/2020.



Dear Parents/Care Providers,

As you may know, the California Department of Education and the California Department of Public Health is allowing small groups of students to return to classrooms under certain conditions. This plan addresses the safety measures we have in place to provide a safe environment for our students and staff. We understand that we may need to continue to modify our plan during the course of the school year and will share changes with our families as they arise. We ask for your support and understanding as we implement our revised procedures; we know that the increased safety protocols may be particularly challenging for the students we serve. We miss our students greatly and look forward to welcoming them back to our classrooms.

### **Basic Health and Safety Measures**

*Following these basic safety measures can help slow the spread of the disease:*

Students should not attend school if they have any of these COVID-19 symptoms:

- Fever (100.0 or higher) or chills, must be fever free for 24 hours without using fever reducing medication
- Headache, cough, congestion or runny nose
- Sore throat
- Shortness of breath or trouble breathing
- Loss of taste or smell
- Nausea, vomiting or Diarrhea

Symptoms may be transient, but if it is COVID-19, persons can still be contagious after they resolve. Testing is recommended whenever symptoms are present.



Parents must inform the AcCEL Program Manager if someone in their home has traveled abroad in the last 10 days, had close contact with a confirmed case, or been diagnosed with COVID-19. Students must be kept at home in all these situations.



### Safety Measures for Staff

- Staff will be required to wear a face mask at all times
- Staff will practice frequent hand washing or use of hand sanitizer throughout the school day
- Staff will practice social distancing as possible, while still providing students with continuous monitoring and supervision
- Staff will engage in frequent disinfecting of classroom surfaces including desks, tables, door handles, and other frequently touched areas or surfaces
- Nursing staff will have access to additional personal protective equipment such as gloves, eye protection and disposable medical gowns when providing certain medical procedures



### Safety Measures for Students

- Before boarding the bus or upon arrival to school student temperatures will be taken via a no-touch forehead thermometer. Should a student have a fever of 100.0 or higher, parents will be contacted and the student will be required to return home.
- Students will be encouraged to wear masks or clear face shields during school. Disposable and washable masks will be available to students while at school, but we encourage you to send your student with their own mask whenever possible. *We understand that many students in our program will be reluctant or refuse to wear masks; we will do our best to encourage mask use without causing undue stress to students.*
- Students will be encouraged to wash hands or use hand sanitizer frequently throughout the school day.



### Classroom Environment and Arrangement

- Staff will engage in frequent disinfecting of classroom surfaces including desks, tables, door handles, and other frequently touched areas or surfaces
- Furniture will be arranged to encourage social distancing
- Limited sharing of classroom supplies between students or increased disinfecting if unable to avoid sharing of materials



### Transportation

- Limited number of students per route and one student per seat
- At least 2 bus windows will be open when possible
- Seats and safety equipment disinfected between routes
- Buses will return to bus yards after the routes for more thorough disinfecting
- Bus drivers and monitors will wear masks at all times and gloves when loading and unloading students
- Students are encouraged to wear masks while on the bus



## Classroom Schedules

- Classes will operate in-person instruction for 2-3 hours, 2 days each week.
- Schedules may vary by site.
- Meals will not be provided.
- Parents are encouraged to send a water bottle and individually wrapped snacks for their child to have while at school.
- Should a staff or student in a classroom test positive for COVID19, the entire class will need to quarantine at home for a period of 2 weeks before returning to in-person instruction at school.

We look forward to working with you and your child and encourage you to contact us with any questions or concerns.

Visalia Area:                Brian Cordero   733-1992

Tulare Area:                Rebecca Hendrickson   688-2868

Porterville Area:           Katrina Smith   781-0843

North County Area:        Jill Santivanez   528-6925

Sarah Hamilton  
Administrator, AcCEL Program  
Tulare County Office of Education  
730-2910



Dear Parents/Care Providers,

As you may know, the California Department of Education and the California Department of Public Health is allowing small groups of students to return to classrooms under certain conditions. This plan addresses the safety measures we have in place to provide a safe environment for our students and staff. We understand that we may need to continue to modify our plan during the course of the school year and will share changes with our families as they arise. We ask for your support and understanding as we implement our revised procedures; we know that the increased safety protocols may be particularly challenging for the students we serve. We miss our students greatly and look forward to welcoming them back to our classrooms.

### **Basic Health and Safety Measures**

*Following these basic safety measures can help slow the spread of the disease:*

Students should not attend school if they have any of these COVID-19 symptoms:

- Fever (100.0 or higher) or chills, must be fever free for 24 hours without using fever reducing medication
- Headache, cough, congestion or runny nose
- Sore throat
- Shortness of breath or trouble breathing
- Loss of taste or smell
- Nausea, vomiting or Diarrhea

Symptoms may be transient, but if it is COVID-19, persons can still be contagious after they resolve. Testing is recommended whenever symptoms are present.



Parents must inform the La Sierra Military Academy Administration if someone in their home has traveled abroad in the last 10 days, had close contact with a confirmed case, or been diagnosed with COVID-19. Students must be kept at home in all these situations.



### Safety Measures for Staff

- Staff will be required to wear a face mask at all times
- Staff will practice frequent hand washing or use of hand sanitizer throughout the school day
- Staff will practice social distancing as possible, while still providing students with continuous monitoring and supervision
- Staff will engage in frequent disinfecting of classroom surfaces including desks, tables, door handles, and other frequently touched areas or surfaces
- Designated staff will have access to additional personal protective equipment such as gloves, eye protection and disposable medical gowns when providing certain medical procedures



### Safety Measures for Students

- Upon arrival to school, student temperatures will be taken via a no-touch forehead thermometer. Should a student have a fever of 100.0 or higher, parents will be contacted and the student will be required to return home.
- Students will be required to wear masks during school. Disposable and washable masks will be available to students while at school, but we encourage you to send your student with their own mask whenever possible.
- Students will be encouraged to wash hands or use hand sanitizer frequently throughout the school day.



### Classroom Environment and Arrangement

- Staff will engage in frequent disinfecting of classroom surfaces including desks, tables, door handles, and other frequently touched areas or surfaces
- Furniture will be arranged to encourage social distancing
- Limited sharing of classroom supplies between students or increased disinfecting if unable to avoid sharing of materials



### Classroom Schedules

- Students will attend in-person instruction for 240 instructional minutes 4 days each week.
- Meals will be provided.
- Each student will receive two refillable canteens upon arrival with access to no-touch refilling stations.
- Restrooms will be sanitized and maintained throughout the instructional day and monitored for social distancing guidelines (Monitor stationed outside of Restroom.)
- Should a staff or student in a classroom test positive for COVID19, the entire class will need to quarantine at home for a period of 2 weeks before returning to in-person instruction at school.

We look forward to working with you and your child and encourage you to contact us with any questions or concerns.

Scott Pierce, EdD

Tulare County Office of Education: Equity Design Team

Principal, La Sierra Military Academy

[scott.pierce@tcoe.org](mailto:scott.pierce@tcoe.org)

559-733-6963. ext 4208





Dear Parents/Care Providers,

As you may know, the California Department of Education and the California Department of Public Health is allowing small groups of students to return to classrooms under certain conditions. This plan addresses the safety measures we have in place to provide a safe environment for our students and staff. We understand that we may need to continue to modify our plan during the course of the school year and will share changes with our families as they arise. We ask for your support and understanding as we implement our revised procedures; we know that the increased safety protocols may be particularly challenging for the students we serve. We miss our students greatly and look forward to welcoming them back to our classrooms.

### **Basic Health and Safety Measures**

*Following these basic safety measures can help slow the spread of the disease:*

Students should not attend school if they have any of these COVID-19 symptoms:

- Fever (100.0 or higher) or chills, must be fever free for 24 hours without using fever reducing medication
- Headache, cough, congestion or runny nose
- Sore throat
- Shortness of breath or trouble breathing
- Loss of taste or smell
- Nausea, vomiting or Diarrhea

Symptoms may be transient, but if it is COVID-19, persons can still be contagious after they resolve. Testing is recommended whenever symptoms are present.



Parents must inform the Community School staff if someone in their home has traveled abroad in the last 10 days, had close contact with a confirmed case, or been diagnosed with COVID-19. Students must be kept at home in all these situations.



### Safety Measures for Staff

- Staff will be required to wear a face mask at all times
- Staff will practice frequent hand washing or use of hand sanitizer throughout the school day
- Staff will practice social distancing as possible, while still providing students with continuous monitoring and supervision
- Staff will engage in frequent disinfecting of classroom surfaces including desks, tables, door handles, and other frequently touched areas or surfaces
- Designated staff will have access to additional personal protective equipment such as gloves, eye protection and disposable medical gowns when providing certain medical procedures



### Safety Measures for Students

- Upon arrival to school, student temperatures will be taken via a no-touch forehead thermometer. Should a student have a fever of 100.0 or higher, parents will be contacted and the student will be required to return home.
- Students will be required to wear masks during school. Disposable and washable masks will be available to students while at school, but we encourage you to send your student with their own mask whenever possible.
- Students will be encouraged to wash hands or use hand sanitizer frequently throughout the school day.



### Classroom Environment and Arrangement

- Staff will engage in frequent disinfecting of classroom surfaces including desks, tables, door handles, and other frequently touched areas or surfaces
- Furniture will be arranged to encourage social distancing
- Limited sharing of classroom supplies between students or increased disinfecting if unable to avoid sharing of materials



### Classroom Schedules

- Students will attend in-person instruction for 240 instructional minutes 5 days each week.
- Meals will be provided.
- Restrooms will be sanitized and maintained throughout the instructional day and monitored for social distancing guidelines (Monitor stationed outside of Restroom.)
- Should a staff or student in a classroom test positive for COVID19, the entire class will need to quarantine at home for a period of 2 weeks before returning to in-person instruction at school.

We look forward to working with you and your child and encourage you to contact us with any questions or concerns.

*Nicole Rocha*

Administrator, Educational Options

651-2904



Dear UPHS Families,

As you may know, the California Department of Education and the California Department of Public Health is allowing small groups of students to return to classrooms under certain conditions. This plan addresses the safety measures we have in place to provide a safe environment for our students and staff. We understand that we may need to continue to modify our plan during the course of the school year and will share changes with our families as they arise. We ask for your support and understanding as we implement our revised procedures; we know that the increased safety protocols may be particularly challenging for the students we serve. We miss our students greatly and look forward to welcoming them back to our classrooms.

### **Basic Health and Safety Measures**

*Following these basic safety measures can help slow the spread of the disease:*

Students should not attend school if they have any of these COVID-19 symptoms:

- Fever (100.0 or higher) or chills, must be fever free for 24 hours without using fever reducing medication
- Headache, cough, congestion or runny nose
- Sore throat
- Shortness of breath or trouble breathing
- Loss of taste or smell
- Nausea, vomiting or Diarrhea

Symptoms may be transient, but if it is COVID-19, persons can still be contagious after they resolve. Testing is recommended whenever symptoms are present.



Parents must inform the UPHS office if someone in their home has traveled abroad in the last **10 days**, had close contact with a confirmed case, or been diagnosed with COVID-19. Students must be kept at home in all these situations.



### Safety Measures for Staff

- Staff will be required to wear a face mask at all times
- Staff will practice frequent hand washing or use of hand sanitizer throughout the school day
- Staff will practice social distancing as possible, while still providing students with continuous monitoring and supervision
- Staff will engage in frequent disinfecting of classroom surfaces including desks, tables, door handles, and other frequently touched areas or surfaces
- Nursing staff will have access to additional personal protective equipment such as gloves, eye protection and disposable medical gowns when providing certain medical procedures



### Safety Measures for Students

- Upon arrival to school, student temperatures will be taken via a no-touch forehead thermometer. Should a student have a fever of 100.0 or higher, parents will be contacted and the student will be required to return home.
- Students will be required to wear masks or clear face shields during school, unless an accommodation is in place for the student. Disposable and washable masks will be available to students while at school, but we encourage you to send your student with their own mask whenever possible. *We understand that many students in our program will be reluctant or refuse to wear masks; we will do our best to encourage mask use without causing undue stress to students.*
- Students, who fail to wear their mask regularly and properly, may be sent home and not allowed to be on campus, placing them back into the distance learning model.
- Students will be encouraged to wash hands and/or use hand sanitizer frequently throughout the school day.



### Classroom Environment and Arrangement

- Staff will engage in frequent disinfecting of classroom surfaces including desks, tables, door handles, and other frequently touched areas or surfaces
- Furniture will be arranged to encourage social distancing
- Individual clear shields will be placed on desks when practical.
- Limited sharing of classroom supplies between students or increased disinfecting if unable to avoid sharing of materials



### Transportation

- Parents must arrange to drop off their students no sooner than 15 minutes prior to the start of the students first class of the day.
- Parents must pick up their student within 15 minutes after the student's last class of the day.
- Students who travel to and from school on their own must arrive on campus no sooner than 8:15 am and must leave campus immediately after their last class.



## Classroom Schedules

- Classes will operate in-person instruction following the existing bell schedule, Monday - Thursday.
- Friday will remain an asynchronous learning day with students attending class online.
- All COS meal facilities, if open, will be off limits to all UPHS students.
- Parents are encouraged to send a water bottle and individually wrapped snacks for their child to have while at school.
- Should a staff or student in a classroom test positive for COVID19, the entire class will need to quarantine at home for a period of 2 weeks before returning to in-person instruction at school.

We look forward to working with you and your child and encourage you to contact us with any questions or concerns.

Eric Thiessen  
Principal  
(559) 730-2529