

Date: 2/2/2021

2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent:

Tulare County Office of Education

Number of schools:

8

Enrollment:

720

Superintendent (or equivalent) Name:

Tim Hire

Address:

6200 S. Mooney Blvd

Phone Number:

559 733-6301

City

Visalia

Email:

tim.hire@tcoe.org

Date of proposed reopening:

April 6, 2021

County:

Tulare

Current Tier:

Purple

(please indicate Purple, Red, Orange or Yellow)

Type of LEA:

County Office of Education

Grade Level (check all that apply)

- | | | | | |
|---|---|---|---|--|
| <input checked="" type="checkbox"/> TK | <input checked="" type="checkbox"/> 2 nd | <input checked="" type="checkbox"/> 5 th | <input checked="" type="checkbox"/> 8 th | <input checked="" type="checkbox"/> 11 th |
| <input checked="" type="checkbox"/> K | <input checked="" type="checkbox"/> 3 rd | <input checked="" type="checkbox"/> 6 th | <input checked="" type="checkbox"/> 9 th | <input checked="" type="checkbox"/> 12 th |
| <input checked="" type="checkbox"/> 1 st | <input checked="" type="checkbox"/> 4 th | <input checked="" type="checkbox"/> 7 th | <input checked="" type="checkbox"/> 10 ^t | |



This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is K12csp@cdph.ca.gov

LEAs or equivalent in Counties with a case rate $\geq 25/100,000$ individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.

For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

X I, Tim Hire, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents, which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

X **Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

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 a designated space away from other groups. Students and staff lunch time 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.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

Following local and state requirements, the number of students permitted on campus stable group includes: 16 students and 2 adults. Stable groups are assigned specific classrooms. Special Education centers will continue to maintain class enrollment of less than 13 students per room and may be less when higher staff to student ratio is needed. Following guidelines while in purple tier, secondary programs will open under cohort style model or groupings and processes.

If you have departmentalized classes, how will you organize staff and students in stable groups?

Subject matter teachers will rotate through the stable groups when feasible. When student schedule needs students to cross cohorts, students will maintain 6 ft. distance at all times and works stations are set up to reduce student close interactions. Related services will be delivered through virtual platforms or individually.

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

Subject matter teachers will rotate through the stable groups. Students will remain in stable group and work on electives through independent student programming or virtual instruction. Related services will be delivered through virtual platforms or individually.

X Entrance, Egress, and Movement Within the School: How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

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.

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.

X Face Coverings and Other Essential Protective Gear: How CDPH's face covering requirements will be satisfied and enforced for staff and students.

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, humanity 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, or humanity shield. Staff may be required to wear a mask in addition to any shields.

X Health Screenings for Students and Staff: How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

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.

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.

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 as well as a shield or humanity shield. 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.

X **Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

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 hand washing expectations and will be expected to follow the policy's requirements.

X **Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

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.

X Physical Distancing: How space and routines will be arranged to allow for physical distancing of students and staff.

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.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: feet

Minimum feet

If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

X **Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

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.

- X **Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

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.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

Testing cadence will not differ by tier.

- X **Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

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.

Planned student testing cadence. Please note if testing cadence will differ by tier:

Testing cadence will not differ by tier.

- X **Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

Human Resources Department will contact TCHSA 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.

- X **Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

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.

X **Consultation:** (For schools not previously open) Please confirm consultation with the following groups

County Health Department, Labor Unions, TCOE Opening Schools Task Force, Site Councils, TCOE SELPA

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name:

Date:

If no labor organization represents staff at the school, please describe the process for consultation with school staff:

For Local Educational Agencies (LEAs or equivalent) in PURPLE:

Local Health Officer Approval: The Local Health Officer, for (state County) Plan, cases Tulare. County has certified and approved the CRP on this date: . If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.

Additional Resources:

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.