

# COVID-19 Prevention Program (CPP) for Tustin Unified School District 30-73643

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: January 21, 2021**

## Authority and Responsibility

Anthony Soria has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies, and procedures, and assisting in maintaining a safe work environment.

## Identification and Evaluation of COVID-19 Hazards

TUSD will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form. Appendix A will be utilized in locations where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Evaluate employees' potential workplace exposures due to activities such as speech and language services or Special Education testing and evaluation, transfer office in-person support and device distribution and collection.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by: contacting Sal Sanchez, Senior Director of Maintenance and Operations, [ssanchez@tustin.k12.ca.us](mailto:ssanchez@tustin.k12.ca.us) for a review of the space in question using Appendix B.

## Employee screening

Employees must complete a health screening and be symptom-free prior to work. Employees who are symptomatic for COVID-19 must stay at home and contact Personnel Services. Symptoms include:

- 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

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form and corrected in a timely manner based on the severity of the hazard. Maintenance and Operations staff conduct quarterly evaluations of classrooms, office spaces and other defined work areas. Identified hazards or deficiencies documented on Appendix B will be submitted by the evaluator into the TUSD work order system.

Work orders regarding COVID-19 safety will be given priority. Follow-up measures will be taken to ensure timely correction including periodic reviews of work order completion.

## Control of COVID-19 Hazards

### Physical Distancing

Where possible, TUSD will always ensure at least six feet of physical distancing in our workplace by:

- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.
- Limit group activities wherever practicable (i.e., assemblies, award ceremonies, athletic competitions).
- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Student desks at the secondary level will be arranged to face the same direction (rather than facing each other) and spaced six feet from one another and teachers to the greatest extent possible.
- Routes will be designated for entry and exit to lunch, recess, and other transition times, as feasible.
- Staff will be asked to practice social distancing including, but not limited to, the following:
  - When working indoors or in outdoor areas
  - Before and after the work shift
  - Coming and going from vehicles
  - Entering, working, and exiting physical building or other structures
  - During breaks and lunch periods

Individuals will be kept as far apart as possible when there are situations where six feet of physical distancing cannot be achieved.

### Face Coverings

TUSD provides clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

Staff members are required to wear face coverings including:

- Interacting in person with any member of the public.
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through shared areas, such as hallways, courtyards, and stairways.

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

Cloth face mask for students and staff and well as disposable facemasks will be available for at all schools and District departments.

In the event an employee encounters non-employees that are not wearing face coverings they will be advised of district protocol and offered a face covering. In the event the non-employee refuses, the administrator will be notified to address the situation with the non-employee.

### **Engineering controls**

TUSD makes every effort to reduce scenarios where employees cannot maintain at least six feet between individuals. In the rare circumstance that an activity requires engagement within 6 feet additional PPE (Personal Protection Equipment) is required and will be provided to impacted individuals. This may include disposable gowns, face shields, gloves, specialized masks, goggles and/or customized barriers/partitions.

We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

- Opening available economizers to allow increased outside air flow into enclosed spaces.
- Providing supplemental air purifiers
- Frequently change air filters to maximize efficiency of existing ventilation systems.
- Evaluating circumstances where the amount of outside air needs to be minimized due to other hazards, such as heat and wildfire smoke and responding accordingly by closing economizers as required.
- TUSD Maintenance and Operations staff will regularly inspect, maintain and adjust ventilation and filtration systems of all occupied spaces. Identified issues will be submitted through the TUSD work order system and prioritized for prompt completion.
- TUSD Maintenance and Operations staff will evaluate and adjust wherever possible to increase filtration efficiency to the highest level compatible with the existing ventilation system.

### **Additional Engineering controls were taken into consideration by:**

- TUSD Maintenance and Operations staff conducting a thorough evaluation of all school sites to determine the number of bottle filling stations present at each. Where possible, existing drinking fountains were converted to touchless bottle filling stations or new bottle filling stations were added in an equitable fashion across the district according to plumbing code. (Appendix F)
- TUSD Maintenance and Operations staff conducting a thorough evaluation of all school sites and offices to determine the number of touchless thermometers to order and install in each classroom, office, and shared area. Where necessary, handheld touchless thermometers were distributed.
- Site administration and custodial staff collaborating to install directional markings that, where possible, guides students and staff in a single direction to help maintain social distancing. PPE signage indicating that PPE is required have been posted in all ingress locations for school campuses and office locations.

### **Cleaning and disinfecting**

The safety of employees and students is TUSD's first priority. Upon reopening, schools have been

completely cleaned and disinfected, and TUSD will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below will be implemented on a routine basis to disinfect:

- High traffic areas on all campuses will be thoroughly cleaned daily.
- Clean and disinfect frequently touched surfaces on campuses such as doorknobs throughout the school and workday.
- Playground equipment and shared objects will be limited.
- Shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.
- Schools will post signs in workplaces and shared areas emphasizing basic infection-prevention measures including hand-washing signs in restrooms.
- Schools and workplaces will maintain adequate supplies to support healthy hygiene behaviors.
- Cleaning and disinfectant products align with the Environmental Protection Agency-approved list.
- Custodians will follow product instructions and Cal/OSHA requirements including proper
- In addition to the listed custodial cleaning duties, classrooms, offices, and restroom will be sprayed with the Electrostatic Handheld Sprayer and cleaning solution at the minimum of once daily. (Appendix G)
- Adequate volume of cleaning supplies are provided to each site and cleaning routines of all custodians have been adjusted to accommodate additional cleaning procedures related to COVID-19 disinfection. The warehouse is stocked with adequate supplies.
- Additional disinfecting supplies are available through the warehouse requisition process.
- Employees and authorized employee representatives are made aware of the frequency and scope of cleaning and disinfection via the School Opening and Safety Plan along with training provided prior to the reopening of school.

**Should we have a COVID-19 case in our workplace, we will implement the following procedures:**

- Contact tracing team will notify Maintenance and Operations and appropriate schools site staff of locations to be deep cleaned.
- Prior to re-occupancy, staff will again wipe down all surfaces including desktops, door handles and casework.
- The Electrostatic Handheld Sprayer and cleaning solution will be utilized an additional time.
- Maintenance and Operations staff where provided specialized training on the effective use of the Electrostatic Handheld Sprayer and proper cleaning techniques to mitigate COVID-19 infection prior to reopening.

### **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles, and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible.

TUSD has issued 1:1 devices to all students and appropriate staff and eliminated the use of computer labs. In the event an item is shared, the item is cleaned with sanitizing wipes and alcohol spray and all users are required to wear gloves.

Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example, steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

### **Hand sanitizing**

In order to implement effective hand sanitizing procedures, TUSD:

- Maintenance and Operations staff utilizes Appendix B to conduct evaluations of all TUSD facilities to determine the number of existing sinks and hand washing stations. (Appendix H)
- Provide supplemental hand washing stations in areas where existing sinks are not easily assessable



at all sites TK-12.

- Analyzed the availability of hand sanitizer dispensers within all classrooms, office spaces and shared areas.
- Provided a portable hand sanitizer station prior to reopening in the areas where hand sanitizers were not assessable. (Appendix H)
- Allowed additional time between classes for employee handwashing and classroom disinfecting
- Stocked each site with effective methyl alcohol free hand sanitizer with replacement supplies available from the warehouse using the warehouse requisition process.
- Installed signage above each hand washing station Encouraging employees to follow appropriate hand washing procedures.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

TUSD regularly evaluates the need for PPE (such as gloves, goggles, masks, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

When it comes to respiratory protection, we evaluate the need in accordance with CCR Title 8 section 5144 when the physical distancing requirements are not feasible or maintained.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids.

## **Investigating and Responding to COVID-19 Cases**

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in our workplace will be:

- Offered no cost COVID-19 testing during working hours provided by Live Fit Nation. Beginning in November employees, extended family of employees and students were offered opportunities to test on school campuses. Testing frequency will increase to weekly as of February 10, 2021. Additional on demand testing is available by local providers including but not limited to the two Orange County Health Care Agency Super Test Sites. This implementation level surpasses the testing cadence required.
- Provided information on benefits described in COVID-19 related Training and Instruction. Employees will also be provided information on the investigative process of contact tracing and Exclusion of those testing positive for COVID-19.
- Information will be disseminated in a variety of ways including but not limited to the District Opening Plan, Site Attestations, Principal staff meetings, Superintendent Communique, Chief Personnel Officer Communique, and MOU's with bargaining units.
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## **System for Communication**

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- That employees will self-report to the COVID tracing team within the Personnel Office. The Personnel COVID tracing team will follow the OCHCA guidelines for tracing.
- That employees can report symptoms and hazards without fear of reprisal.
- Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness.
- That employees can select to test at any time under an abundance of caution. They may use their own medical provider or access any of the two Super Testing Sites that are offered through the OCHCA. The Super Testing Sites accept all insurances and will test individuals with no insurance as well. Additionally, all employees can access the weekly testing provided through Live Fit Nation beginning

the week of February 10, 2021.

- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test
- Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.
- Information on benefits described in COVID-19 related Training and Instruction. Employees will also be provided information on the investigative process of contact tracing and Exclusion of those testing positive for COVID-19.
- Information will be disseminated in a variety of ways including but not limited to the District Opening Plan, Site Attestations, Management meetings, Principal staff meetings, Superintendent Communique, Chief Personnel Officer Communique, and MOU's with bargaining units.

## Training and Instruction

We will provide effective training and instruction that includes:

- Mandatory online COVID-19 procedures training executed by Keenan and Associates.
- Our COVID-19 policies and procedures (including the TUSD Opening and Safety Plan) to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.
- Provide trainings as often as necessary when new procedures, guidelines, or direction from OCHCA (Orange County Health Care Agency) changes as determined by the COVID-19 Response Team daily meeting.

**Appendix D: COVID-19 Training Roster** can be used to document training or another form that allows TUSD to track training completion.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the workplace for 10 days after the last known COVID-19 exposure to a COVID-19 case.

- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we have demonstrated that the COVID-19 exposure is work related. This will be accomplished using 10 COVID Related Sick Days. These 10 days are in a response to the expiration of FFCRA (Families First Coronavirus Response Act). The intent is to afford all employees with an initial 10 days of leave for COVID –19 related matters that do not come out of their personal sick time. The maximum of 10 COVID Related Sick Days may be a combination of FFCRA days (prior to December 31, 2020) and COVID-19 leave. Once 10 COVID related sick days are exhausted employees will have the ability to access their personal sick time. If an employee is traced as a Close Contact in the workplace, they will be afforded an additional 10 days of administrative leave that will not be deducted from their personal sick time.
- Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- Increase transparency for all stakeholders. TUSD regularly updates our electronic dashboard that can be found on the District website at [www.tustin.k12.ca.us](http://www.tustin.k12.ca.us). The dashboard illustrates the active cases at each location or school site and the percentage of infection according to the population attending in person at each site.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 10 days from the time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Department/School Site:

Date:

Person(s) conducting the evaluation:

Name(s) of employee and authorized employee representative that participated:

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

## Appendix A - Sample

### Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Department/School Site:** Special Education - Summer Assessment

**Date:** 6-29-2020

**Person(s) conducting the evaluation:** Gloria Olamendi, Sal Sanchez

**Name(s) of employee and authorized employee representative that participated:** See attached list

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation
Education Support Center for assessment of students	July 7-31 8-1pm	Potential of exposure to assessor and student due to the need for 1:1 interaction	No touch thermometer utilized prior to testing; 1 student and assessor per room; plexiglass partition, shields and rubber gloves required; disinfecting before and after session
Parking area	July 7-31 8-1pm	Potential of exposure for staff, parents and students arriving and gathering prior to test.	Distanced parking and assigned spots, seen by appointment only. Masks required

**Names of the Individuals that Participated:**

**Administrators:**

Amy Lambert  
Gloria Olamendi  
Jennifer Solano  
Bianca Guillen

**Support Staff:**

Maria S  
Adriana M  
Juana D  
Gabriela N  
Diana M

**Assessors:**

Allison D  
Allison K  
Ashley S  
Candace C  
Christina W  
Celeste K  
Dalila O  
Darya O  
Dina C  
Dominique G  
Eric Calvario  
Erin Keith  
Francesca Mattaden  
Gabriela Q  
Ginger S  
Jenna M  
Jessica A  
Julie B  
Katharine M  
Kristin M  
Lori R  
Marcela C  
Renee M  
Ryan M

## Appendix B: COVID-19 Inspections

Exposure Controls	Status X = sufficient W = work order needed	Work order submitted	Person Assigned to Correct	Date Corrected
<b>Engineering</b>				
Barriers/partitions (including desk shields)				
Ventilation (opened economizer)				
Additional room air filtration (air purifiers)				
Portable Handwashing Stations				
Adapt water fountains to Hands Free Bottle Filler (adequate number and functioning)				
Electrostatic Handheld Sprayer and cleaning solution				
Touchless Digital Thermometer (installed and functioning)				
Supplemental Hand Sanitizer Dispenser (adequate number)				
<b>Administrative</b>				
Physical distancing				
Surface cleaning and disinfection (frequency and adequate supplies present)				
Hand washing facilities (adequate number of stations and supplies)				
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions				
Foot traffic directional markings are in place				
<b>PPE</b>				
Mask, handwashing and PPE protocols signage (prevalent)				
Face coverings/masks (adequate number of disposable and cloth available)				
Gloves (adequate number available)				
Face shields/goggles (available)				
Disinfecting supplies (alcohol wipes and sprays and hand sanitizer)				

## **Appendix C: Investigating COVID-19 Cases**

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, except for unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH (California Department of Public Health), Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.



# Appendix C: Investigating COVID-19 Cases



## Tustin Unified School District

(Rev. 11/29/20)

### SECTION 1 – REPORTING PARTY

Name of Reporting Party:	Phone #:	Email Address:	School/College/University Name:	School District:
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### SECTION 2 – CASE DEMOGRAPHICS (please complete one page per case)

Last Name:	First Name:	Date of Birth:	Age:	Grade:	Gender:
Address (Number/Street/Apt #):		City:	State:	Zip:	
Home Phone #:	Cell Phone #:	Email Address:			
If case is under 18 years of age, Parent/Guardian Last Name:		Parent/Guardian First Name:			
Case Role:	<input type="checkbox"/> Student	<input type="checkbox"/> Staff Teacher/Faculty	<input type="checkbox"/> Staff Other: _____	<input type="checkbox"/> Other: _____	

### SECTION 3 – CASE INFORMATION

Date school notified of positive test or symptomatic individual: _____		
Does the individual have	<input type="checkbox"/> Yes <input type="checkbox"/> No	Onset Date: _____
Was the individual tested for COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Test Date: _____ Test Location: _____ Test Result: <input type="checkbox"/> Positive <input type="checkbox"/> Negative
Was case infectious while in School-Associated Setting? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk	Does case have close contact with a known or suspected COVID-19 case? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk	Is that close contact symptomatic? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk
Dates in School-Associated Setting while Infectious:		Last Date at School-Associated Setting:

### SECTION 4 – CONTACT INVESTIGATION INFORMATION

Locations in School-Associated Setting while Infectious (e.g., Building/Wing/Floor/Room):	Cohort Exposed (e.g., Academic class, workplace, campus residential, social organization, sport/recreation, other [specify])	# Close Contacts (0 if None, i.e., if low exposure)	Date of Last Exposure (MM/DD/YYYY)
Ex.: Room 202	Ms. Lucas' 3 <sup>rd</sup> grade classroom, cohort A	14	11/25/2020

Attach COVID-19 Close Contact List

## **INSTRUCTIONS**

### **Form to be Completed by Reporting School/Campus**

This form is for schools/campuses reporting a COVID-19 positive case(s) to Orange County Health Care Agency HCA COVID Safe Schools OC Program.

Please note that all dates collected should be formatted MM/DD/YYYY.

#### **SECTION 1 – REPORTING PARTY**

COVID School Lead/COVID School Liaison (e.g., School Nurse, Principal) completing form and reporting a confirmed positive case on school/campus to provide their:

- Name: Enter the first and last name of administrator contact at school/campus
- Phone Number: Enter administrator contact phone number
- Email Address: Enter administrator email address
- School/College/University Name: Enter name of reporting school/campus
- School District (if applicable): Enter school district if applicable

#### **SECTION 2 – CASE DEMOGRAPHICS** (please complete one page per case)

Provide/complete **case** demographics information:

- Last Name: Enter the last name of case
- First Name: Enter the first name of case
- Date of birth: Enter the case's date of birth in MM/DD/YYYY format
- Age: Enter the case's age. Age to be entered in unit of years.
- Grade: Enter the case's grade in school (if applicable).
- Gender: Enter appropriate response – Male/Female/Non-binary/Prefer not to answer/Unknown.
- Address/City/State Zip: Enter case's address of residence including city/state/zip code. Residence is the place of 'usual residence' at the time the infection was acquired.
- Home Phone #: Enter case's home phone #. If case under 18 years, provide parent/guardian home phone #.
- Cell Phone #: Enter case's cell phone #. If case under 18 years, provide parent/guardian cell phone #.
- Email Address: Enter case's email address. If case under 18 years, provide parent/guardian email.
- Parent/Guardian Last Name and First Name if case is under 18 years of age
- Case Role: Select appropriate response for case role (Student, Staff Teacher/Faculty/ Staff Other/Other)

#### **SECTION 3 – CASE INFORMATION** Provide/complete **case** information details:

- Date school notified of positive test or symptomatic individual in MM/DD/YYYY format.
- Does the individual have symptoms: Select "Yes/No" if individual has symptoms. If "Yes", provide "Onset Date".
- Was the individual tested for COVID-19: Select "Yes/No" if individual was tested. If "Yes", provide test date, test location, and test result.
- Was the case infectious while on campus? Select "Yes/No/Unk".
- Does case have close contact with a known or suspected COVID-19 case?: Select "Yes/No/Unknown". If "Yes", then select "Yes/No/Unknown" to Is that close contact symptomatic?
- Dates in School-Associated Setting while Infectious: Enter dates in school (associated setting) while infectious
- Last Date on Campus/Setting: Enter date MM/DD/YYYY of last day on campus/setting

#### **SECTION 4 – CONTACT INVESTIGATION INFORMATION**

Provide contact investigation details/information for each location in school-associated setting that case was while infectious, to include: (See Example):

- Locations in School-Associated Setting While Infectious (e.g. Building/Wing/Floor/Room)
- Cohort Exposed (e.g., Academic class, workplace, campus residential, social organization, sport/recreation, other [specify])
- # of Close Contacts (0 if None, i.e., if low exposure)
- Date of Last Exposure at that specific identified location

For any questions on how to complete the *COVID-19 Exposure Investigation Worksheet for the Education Sector Form*, please contact HCA COVID Safe Schools OC at [CCICOVIDSchools@ochca.com](mailto:CCICOVIDSchools@ochca.com) or call the [Orange County Health Referral Line:\(800\) 564-8448 – option 2, Monday-Friday 8:00 a.m. to 5:00 p.m.](#)

## COVID-19 Close Contact List for Education Sector

(Early Care and Education Provider, TK-12 Schools and Institutes of Higher Education)

***Use This List to Document All Persons with Close Contact***

A Close Contact is an individual with the following exposures:

- (1) A household member, intimate contact, or caregiver of a confirmed or suspected COVID-19 case
- (2) Being less than 6 feet of a person with confirmed or suspected COVID-19 for a prolonged period of time (greater than or equal to 15 minutes), cumulative over 24 hrs—regardless of the use of face coverings
- (3) Having unprotected direct contact with infectious secretions or excretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment)

No.	Last Name	First Name	Date of Birth (MM/DD/YYYY)	Case Gender	Phone Number (10 digits)	Street Address	City	Zip Code
1.				(choose one)	( )			
2.				(choose one)	( )			
3.				(choose one)	( )			
4.				(choose one)	( )			
5.				(choose one)	( )			
6.				(choose one)	( )			
7.				(choose one)	( )			
8.				(choose one)	( )			
9.				(choose one)	( )			
10.				(choose one)	( )			
11.				(choose one)	( )			
12.				(choose one)	( )			

## Appendix D: COVID-19 Training Roster

Date:

**Person that conducted the training:**

[illegible]



TUSTIN UNIFIED SCHOOL DISTRICT

# 2020-21 SCHOOL OPENING & SAFETY PLAN



**Updated: January 20, 2021**

**This document is subject to change in accordance with state guidelines.**

# Tustin Unified School District 2020-21

## 100% ONLINE LEARNING TO START THE SCHOOL YEAR

Due to new state guidelines, all schools in Orange County must open with 100% online learning to start the school year. All schools in TUSD will begin on August 13th. Students will receive instruction from their teacher(s) while remaining at home. The majority of the instruction will take place live with the teacher(s) providing a synchronous learning experience.

At the elementary level the daily schedule will include approximately 2 1/2 hours of live teaching daily with additional independent work assigned. The secondary schedule will follow their traditional bell schedule with teachers instructing period by period live online. Instruction on Wednesdays will be modified to include advisory periods, small group work, and teacher collaboration.

## Online Instructional Program



In order to provide increased equity and access as well as accountability, TUSD will be utilizing a new Learning Management System called Schoology. This will enable all students and families to log into the same landing page to access all curriculum and coursework. The Schoology platform will also enable daily attendance and traditional grading practices to be monitored daily through Aeries.

Additionally, most curriculum will be provided via Florida Virtual online curriculum will provide a consistent district-wide curriculum that can be used both during online instruction and in-person as well. Teachers will be able to extend and enhance the curriculum as needed to meet their students unique needs. All course are NCAA and a-g approved.



# Tustin Unified School District 2020-21

## ONLINE ELEMENTARY SCHEDULE

### TUSD Elementary Virtual School Schedule

AM/PM KINDERGARTEN	GRADES 1-5
<b>7:30-8:30 Teacher Preparation</b>	<b>7:30-8:30 Teacher Preparation</b>
<b>AM GROUP</b>	<b>AM GROUP</b>
8:30-8:45 (15 min) *Morning Meeting	8:30-8:45 (15 min) *Morning Meeting
8:45-9:45 (60 min) *Instructional Block	8:45-9:45 (60 min) *Instructional Block
<b>9:45-9:55 Break</b>	<b>9:45-9:55 Break</b>
9:55-10:55 (60 min) *Instruction/Small groups	9:55-10:55 (60 min) *Instruction/Small groups
50 mins of student work time: Florida Virtual Science/Social Studies activities, sight word practice, choice boards, storytime, Lexia, PE, etc.	100/150 mins of student work time: Florida Virtual Science/Social Studies activities, reading & writing assignments, independent reading, choice boards, Lexia, ST Math, PE, etc.
<b>10:55-11:50 LUNCH/Transition time</b>	<b>10:55-11:50 LUNCH/Transition time</b>
<b>PM GROUP</b>	<b>PM GROUP</b>
11:50-12:00 (10 min) *Afternoon Meeting	11:50-12:00 (10 min) *Afternoon Meeting
12:00-1:00 (60 min) *Instructional Block	12:00-1:00 (60 min) *Instructional Block
<b>1:00-1:15 Break</b>	<b>1:00-1:15 Break</b>
1:15-2:15 (60 min) *Instruction/Small groups	1:15-2:15 (60 min) *Instruction/Small groups
50 mins of student work time: Florida Virtual Science/Social Studies activities, sight word practice, choice boards, storytime, Lexia, PE, etc.	100/150 mins of student work time: Florida Virtual Science/Social Studies activities, reading & writing assignments, independent reading, choice boards, Lexia, ST Math, PE, etc.
<b>WEDNESDAYS</b>	<b>WEDNESDAYS</b>
<b>7:30-8:00 Banking Minutes Meeting Schedule</b>	<b>7:30-8:00 Banking Minutes Meeting Schedule</b>
8:00-8:45 ALL students in whole class Google Meet/Morning Meeting/SEL	8:00-8:45 ALL students in whole class Google Meet/Morning Meeting/SEL
9:45-12:00 Student Work Time. Teacher will determine scheduled individual /small groups, assessments, monitor progress in Schoology. Intervention supports provided as needed.	9:45-12:00 Student Work Time. Teacher will determine scheduled individual /small groups, assessments, monitor progress in Schoology. Intervention supports provided as needed.
<b>12:00-12:45 Lunch</b>	<b>12:00-12:45 Lunch</b>
<b>12:45-3:00 PLC Grade Level Time/Planning Time</b>	<b>12:45-3:00 PLC Grade Level Time/Planning Time</b>

\*Live Teaching

Updated 8/3/2020



## ONLINE SECONDARY SCHEDULE



M,T,Th, F	Middle School		High School	
	Start	End	Start	End
	7:30 AM		7:30 AM	
	1 8:30 AM	9:05 AM	0 7:40 AM	8:20 AM
	2 9:15 AM	9:50 AM	1 8:30 AM	9:10 AM
	3 10:00 AM	10:35 AM	2 9:20 AM	10:00 AM
Brunch	10:35 AM	11:05 AM	3 10:10 AM	10:55 AM
	4 11:15 AM	11:50 AM	Brunch 10:55 AM	11:35 AM
	5 12:00 PM	12:35 PM	4 11:45 AM	12:25 PM
	6 12:45 PM	1:20 PM	5 12:35 PM	1:15 PM
	7 1:30 PM	2:05 PM	6 1:25 PM	2:05 PM
		3:00 PM		3:00 PM
Wednesday	Start	End		
	7:30 AM	9:00 AM	Staff Dev, PD, Dept, etc	
	9:00 AM	10:00 AM	Tutorial CCR/Check-In	
	10:00 AM	12:00 PM	Individual Teacher Appointments	
	12:00 PM	1:00 PM	Lunch	
	1:00 PM	3:00 PM	Planning Time	

# Tustin Unified School District 2020-21

## WHAT FAMILIES CAN EXPECT AS SCHOOLS REOPEN

The health and safety of the Tustin Unified School District is of the utmost importance. When the 2020-21 school year begins, on-campus school will look much different than previous years due to new health and safety measures. This plan to reopen schools is based on current guidance from public health officials and state agencies and will likely be updated as the situation evolves.

It is important to note District plans must focus sharply on academic instruction to enhance student performance and address learning loss. At the same time, Tustin Unified is also committed to maintaining the extracurricular programs, clubs, and athletics which are paramount to the physical, mental, and social well-being of TUSD students.

## As students return, it will look different.

### Screening at Home:

- Families are recommended to take temperatures daily before going to school. Anyone with a fever of 100.4 F or higher should not go to a school site. Personal illness, quarantine, and COVID-19 illness or symptom-related absence will be excused.
- Students and adults are recommended to self-screen for respiratory symptoms such as cough and shortness of breath prior to coming to school each day. Students and adults experiencing those symptoms should not attend school.
- Staff members are required to self-screen and complete a daily temperature check prior to coming to work. If staff members are experiencing symptoms, they should stay home and contact Personnel Services.

### Arriving at School:

- Students and staff members will be required to wear masks/shields.
- Parents and visitors will have limited access to the school campus.
- School sites will designate routes for entry and exit in order to limit direct contact with others.
- School sites will have signage throughout campus to remind students and staff about social distancing, hand washing, and spreading germs.
- The District is committed to securing additional safety equipment including but not limited to: hand-washing stations, touch-free thermometers, student partitions, and more.



# FACE COVERINGS & PPE

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings updated on July 17, 2020

- Students **Grade Kindergarten and above** are required to wear face coverings.
- Students **Age 2 to TK** are required to wear face coverings anytime they can not maintain six feet social distancing, including:
  - While in the classroom
  - While waiting to enter campus
  - While on school grounds (except when eating or drinking)
  - While leaving school
  - While on the bus

\*Staff shall determine when face coverings can be removed.

***Students who are required to wear face coverings, and who refuse to do so, shall be excluded from campus and will be offered distance education (see p.13 for exemptions).***

- Personal Protective Equipment (PPE) will be provided to staff and students.
  - Students and staff will be provided with reusable cloth face masks.
  - Teachers and identified staff members each will receive a reusable face shield.
  - Workers or other persons handling or serving food must use gloves in addition to face coverings.
- Gloves are not recommended for use by students or staff, with the exception of those conducting cleaning, first aid, or food service.

\*For additional face covering information & exemptions, please see Appendix.

## OTHER SAFETY CONSIDERATIONS



- Staff members will complete mandated COVID-19 online trainings (Hand Washing, Coronavirus Awareness, Use of Face Coverings, Center for Disease Control: Managing Stress and Anxiety).
- Campuses will follow guidelines developed by CDPH for cleaning, disinfection, and ventilation of school campuses.
- Common touch surfaces will be cleaned regularly (counter tops, door handles, restrooms, student desks, student chairs, etc.)
- Physical barriers will be installed in front office areas where face-to-face interaction with the public occurs.
- Staff and students will be expected to wash/sanitize their hands regularly.
- Every classroom and employee work area will be provided hand sanitizer to use.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for cleaning daily.
- Signage will promote healthy hygiene practices and reminders to stay home when ill.
- Students will be encouraged to bring refillable water bottles to the water filling stations.
- Playground equipment will be regularly inspected and cleaned for limited student use.

# HEALTH & SAFETY

The safety of employees and students is TUSD's first priority. Upon reopening, schools have been completely cleaned and disinfected, and TUSD will continue to adhere to all necessary safety precautions. In addition to the deep clean of the office and school before employees and students return, the cleaning steps outlined below will be implemented on a routine basis to disinfect:

- High traffic areas on all campuses will be thoroughly cleaned daily.
- Clean and disinfect frequently touched surfaces on campuses such as doorknobs throughout the school and workday.
- Playground equipment and shared objects will be limited.
- Shared equipment transferred between students and/or staff will be regularly cleaned and sanitized.
- Schools will post signs in workplaces and common areas emphasizing basic infection-prevention measures including hand-washing signs in restrooms.
- Schools and workplaces will maintain adequate supplies to support healthy hygiene behaviors.
- Cleaning and disinfectant products align with the Environmental Protection Agency-approved list.
- Custodians will follow product instructions and Cal/OSHA requirements including proper ventilation during cleaning and disinfecting.



## Food Delivery

**Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination.**

**We ask that there be no food delivered and that food be kept at assigned spaces or work locations.**

**Personal deliveries such as packages should not be delivered to TUSD.**

## Student Arrival & Dismissal

**Each school will establish student arrival and dismissal protocols to minimize contact between students, staff, families, and the community as much as practical.**

**Signage will clearly designate entrances and separate exits, if possible.**

# SCHOOL FACILITIES

Social distancing will limit the spread of the virus. Schools will adhere to the following strategies to maintain social distancing as much as possible:

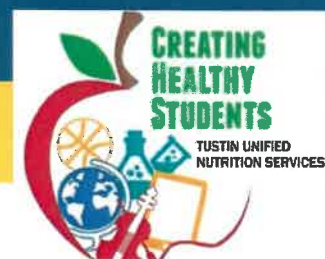


- During regular school hours, school sites will restrict non-essential visitors, volunteers, and activities involving other groups.
- Limit group activities wherever practicable (i.e., assemblies, award ceremonies, athletic competitions).
- Classroom space will be arranged to remove non-essential furniture, allowing maximum space for students and staff.
- Student desks at the secondary level will be arranged to face the same direction (rather than facing each other) and spaced six feet from one another and teachers to the greatest extent possible.
- Routes will be designated for entry and exit to lunch, recess, and other transition times, as feasible.
- Staff will be asked to practice social distancing, including but not limited to, the following:
  - When working indoors or in outdoor areas
  - Before and after the work shift
  - Coming and going from vehicles
  - Entering, working, and exiting physical buildings or other structures
  - During breaks and lunch periods.

## FOOD SERVICES

Nutrition Services will continue to provide meals for students during the distance learning and hybrid learning schedules. While students are on the distance learning schedule, grab-and-go meals will be available for pick-up at several TUSD campuses and will consist of pre-packed meals provided to students to take home. Parents/guardians will be provided with a schedule and list school sites serving meals.

Once students transition into the hybrid learning schedule, in-person meal service will comprise of individually wrapped food items chosen by the students during scheduled lunch breaks. Students will be instructed to maintain social distancing while eating lunch in designated areas. In addition, students will have the option of taking home grab-and-go meals after school to accommodate meals during scheduled distance learning days.





# EDUCATIONAL OPTIONS

Quality instruction and a commitment to equity for all students continues to be a focus for the TUSD educational programs. Knowing the needs of students and families vary, the District has provided two instructional options for the 2020-21 school year. TUSD hopes the following information will help parents make the best choice for their children.

## 2020-21 INSTRUCTIONAL PROGRAMS

For the 2020-21 academic year, TUSD will provide families a choice of instructional options including:

- Hybrid Model - blend of in-person and remote learning. Students will have the option of receiving daily instruction via livestream from their classroom teacher.
- Tustin Connect - 100% online virtual school

### **HYBRID MODEL** **IN-PERSON COUPLED WITH REMOTE LEARNING**

- On-campus, in-person instruction two days a week for middle and high schools
- Independent remote learning two days a week for middle and high schools
- Live remote learning one day a week for middle and high schools
- On-campus, in person instruction three hours a day in AM or PM, four days a week for elementary schools
- Live remote small group instruction one day a week for elementary schools
- Utilizes Florida Virtual curriculum enhanced with TUSD developed lessons
- Learning schedule is teacher paced
- Coordinated at the site with District support
- Attendance is taken either by classroom teacher or through software
- NCAA, A-G approved
- Traditional grading policies will be in place

### **TUSTIN CONNECT (K-12)** **REMOTE LEARNING WITH OPTIONAL IN-PERSON INSTRUCTION**

- Independent learning five days a week (with the option to attend in-person sessions one day a week)
- Utilizes a variety of online curriculums
- Delivered by TUSD teachers
- Learning schedule is flexible
- Coordinated at the site with District support
- Attendance based on work completed
- NCAA, A-G approved
- WASC Accredited
- K-12 (no TK)
- Traditional grading policies will be in place



TUSD schools will work with students and families to ensure equity and access to quality instruction. Accommodations for students with disabilities, students with diverse learning needs, students who are medically vulnerable, and English Learners will be made as needed.

# LEARNING ENVIRONMENT CONSIDERATIONS

## HYBRID LEARNING ENVIRONMENT - ELEMENTARY SCHOOLS

(Blend of in-person and remote learning)

### PROS

- In-person interaction with teachers and peers four days a week for youngest students who have more difficulty online
- Continuity of daily literacy instruction needed for early literacy and students needing additional learning support
- Smaller class sizes can accommodate social distancing guidelines
- Access to food services 4 days a week

### CONS

- Schedule is not the same as secondary schools

## HYBRID LEARNING ENVIRONMENT - MIDDLE & HIGH SCHOOLS

(Blend of in-person and remote learning)

### PROS

- Offers structured learning environment in a familiar face-to-face setting
- Allows for student collaboration and social interaction
- Students & staff will be familiar with remote learning platforms if an outbreak requires school or classroom closure

### CONS

- Requires social distancing and PPE

## TUSTIN CONNECT (K-12)

(Remote Learning with optional in-person instruction)

### PROS

- Students can work at their own pace
- Students can work at any time of day
- Individualized learning plan developed for all high school students
- Each high school student is assigned a credentialed teacher for weekly one-on-one check-ins and academic counseling
- Low safety risk
- All K-8 students are assigned one teacher to organize and manage their learning experience
- Five years of successful experience as an online school

### CONS

- Limited face-to-face interaction with other students
- Parent support needed
- Requires self-discipline and self-motivation on the part of the student
- Special programs such as dual language, magnet programs, middle school electives, etc., are not available



# TECHNOLOGY INFORMATION

## 1:1 Learning Devices Available For All K-12 Students In TUSD

TUSD has acquired additional iPads for grades K-4 and will provide a device for all K-12 students.



- K-8 students currently without an iPad (including incoming 6th graders and kindergarteners) will be contacted by their school with directions on how to pick up a device.
- Incoming 9th Grade students will also be contacted by their school site with directions on how to pick up a Surface Pro device.
- All students will be expected to bring their device fully charged to and from school each day. This will allow for greater continuity between in-school and distance learning experiences.
- Insurance for issued devices is available for all students. Purchasing insurance is encouraged to protect families against damage, loss or theft. Insurance information will be available at device pick-up and distributed via email prior to the start of the school year.
- While not encouraged (especially in grades K-8), students may use their own device for instruction. All "Bring Your Own Devices" (BYOD) must meet the minimum technology requirements for TUSD. It is important to note that Chromebooks will not function on the TUSD network and are therefore not allowed. iPads should be Generation 6 or newer, and laptop computers should have i5 processors with a minimum of 8GB of RAM and on-board cameras. It is important to note that BYOD devices may also have software limitations due to District licensing requirements.

## At-Home Internet

- At home internet will be needed for all students to utilize the online platform and curriculum.
- Local Telecoms (Charter, Cox, Spectrum, etc.) have offered discounted internet for students during the COVID-19 pandemic. Families should exhaust these resources before calling IT for assistance. The following website will help identify a local Telecom offering discounts in your area: [www.everyoneon.org](http://www.everyoneon.org).
- In the event a family is unable to secure at home internet through a local Telecom and/or does not qualify for discounted internet, IT and your school Library Media Technician will assist families in securing a Wi-Fi hot spot for instructional use only.

**Families needing assistance in securing at-home internet are encouraged to call the IT Help Desk at (714) 430-2251.**



# ATTENDING TO THE SOCIAL EMOTIONAL WELL-BEING OF OUR STUDENTS WILL BE TOP PRIORITY AS THEY RETURN TO SCHOOL.



District and school staff are committed to supporting students' social emotional wellness and offering resources to ensure students transition back to school smoothly. Support may include social-emotional learning, building relationships, virtual community-building activities, and increased access to mental health/wellness services. Families and schools will need to work together to evaluate how students are feeling and assess their individual needs to provide the support students need during these challenging times.

Families and staff can access the free tele-health and virtual therapy resources made available through our partner, Care Solace. Those in need of support may contact Care Solace 24/7 at 888-515-0595 or email [weserve@caresolace.org](mailto:weserve@caresolace.org).

## SAFETY CONSIDERATIONS FOR STUDENTS WITH DISABILITIES

- **IEP teams will consider safety requirements for students with disabilities on an individual basis.**
- **The District will accommodate students with hearing impairments through an IEP or 504 Plan meeting to address the impact of student and/or teacher(s) masks.**
- **IEP or 504 Plan teams will address individual challenges related to compliance with face coverings for students with disabilities.**
- **IEP or 504 Plan teams will address the individual needs of students who have intensive medical needs or are part of a high-risk group. Teams will determine the appropriate alternative instructional program which may include virtual learning.**
- **See Appendix for more information.**

## TRANSPORTATION

- Face masks/PPE will be worn by all drivers and District employees.
- All buses will be disinfected after each route.
- Unless a student has an IEP or health plan directing otherwise, students will be required to use their face shield or mask while traveling on the bus.
- Bus routes will allow for social distancing on the bus.
- Seating configurations on the bus will be staggered.
- Parents should take temperatures prior to student entering the bus.



# ATHLETICS AND EXTRACURRICULAR ACTIVITIES

The California Interscholastic Federation (CIF) Sports Medicine Advisory Committee has developed a comprehensive document to help school districts prepare for their student athletes to return to athletic activities. TUSD resumed athletics in June adhering to the CIF guidelines. With guidance from the California Department of Health (CDHP), California Department of Education (CDE), and CIF, TUSD determines the level and duration of each phase for a gradual full physical return to athletics. As of August 10th youth sports athletics may resume according to CDPH guidelines.

## LOW-RISK ACTIVITIES

- Cross Country
- Golf
- Color Guard
- Swimming & Diving
- Sideline Cheer/Dance
- Tennis
- Track-Specific Events

## MODERATE-RISK ACTIVITIES

- Baseball
- Basketball
- Lacrosse (girls)
- Soccer
- Softball
- Track - Specific Events
- Volleyball
- Water Polo

## HIGH-RISK ACTIVITIES

- Choir
- Competitive Cheer/Dance
- Football
- Marching Band
- Wrestling
- Lacrosse (boys)

## PHASE 1

- 10 people > indoors
- 10 people > outdoors
- No locker rooms
- Six feet distance
- No athlete contact
- No shared equipment
- Pods of 5-10 students
- No vulnerable individuals involved

## PHASE 2

- 10 people > indoors
- 50 people < outdoors
- No locker rooms
- Six feet distance
- No athlete contact
- Shared equipment
- No vulnerable individuals involved

## PHASE 3

- 50 people < indoors/outdoors
- Locker room open (six feet apart)
- Three to six feet distance
- Vulnerable individuals social distance
- Athlete contact

Field trips are not currently recommended. Consider virtual field trips when possible. Assemblies, dances, athletic competitions, and rallies are not recommended at this time.





## Center for Disease Control (CDC) COVID-19 Prevention

### Everyone should

- Wash your hands often with soap and water for at least 20 seconds, especially after you've been in a public space, after blowing your nose, coughing, or sneezing.
  - If soap and water are not available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay at least six feet from other people. Keeping distance from others is especially important for people who are at higher risk of getting very sick.
- Cover your mouth and nose with a cloth face mask.

### Face Coverings

Staff members are required to wear face coverings including:

- Interacting in person with any member of the public.
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas, such as hallways, courtyards, and stairways.

Clear masks are not face shields. CDC does not recommend use of face shields for normal everyday activities or as a substitute for masks because of a lack of evidence of their effectiveness for source control.

CDC does not recommend using masks with exhalation valves or single-layer gaiters because this type of mask may not prevent you from spreading COVID-19 to others.

### The following individuals are exempt from wearing a face covering:

- Babies or toddlers under 2 years old.
- Persons with a verified medical condition, mental health condition, or disability that prevents wearing a face covering.
- Persons who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.
- In limited situations where face coverings cannot be used for pedagogical or developmental reasons, such as communicating or assisting young children or those with special needs, a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable. Staff must return to wearing a face covering outside of the classroom.

**It is important to maintain privacy and prevent discrimination for those who may have COVID-19, while ensuring wellness for other students and staff.**

## **Students who present symptoms while at school**

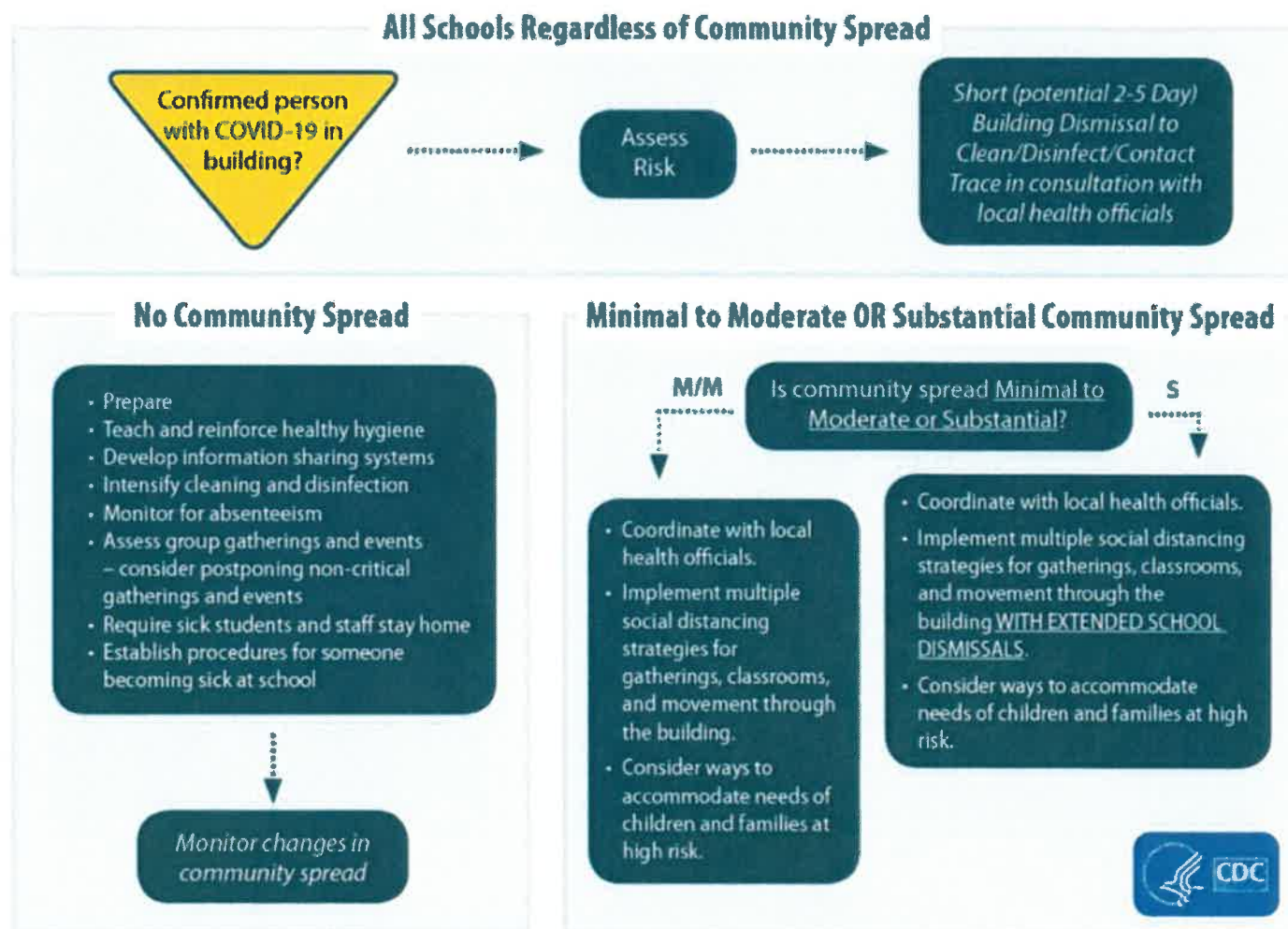
- Students will go to a designated isolation area until they can be picked up by a parent or guardian.
- The Student Services designee will coordinate with the Orange County Health Care Agency (OCHCA) regarding suspected and confirmed cases.
- OCHCA will be responsible for working directly with the individual and families for notification and contact tracing.
- OCHCA will assist the District to determine a course of action should a student or staff member test positive for COVID-19 on a case-by-case basis. This may include dismissal of students and staff for a short period of one to three days.
- ***Note: Parents should be prepared to pick up their student(s) immediately in the instance they develop COVID-19 symptoms while at school. Please be sure to have updated emergency contact information in Aeries.***

## **COVID-19 Protocol & Notification**

Should a positive COVID-19 case occur at a school site, the following protocols will be followed:

- In accordance with state and local laws and regulations, school administrators will notify District Office designee with the following information:
  - Name of person confirmed.
  - If known, date of potential exposure.
  - Date of test.
  - Last date of contact in TUSD facility.
  - Names of individuals who had physical contact with an infected person or spent 15 minutes or more within a six feet distance.
- The Student Services designee will contact OCHCA for guidance. **Per the direction of OCHCA, the Student Services designee will only notify students, staff, and families who have been potentially exposed to COVID-19 to self-monitor for symptoms, and follow state and local guidance if symptoms develop.**
- In addition, positive COVID-19 cases may lead to the temporary closure of a classroom, multiple classrooms, or even a school. This will be determined by District administration with direction from OCHCA (see Decision Tree on next page).

## School Decision Tree



<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

## COVID-19 Protocol & Notification

- **Orange County Health Care Agency (OCHCA)** is responsible for clearance of individuals infected with COVID-19, including students. After a positive diagnosis is made, students are expected to be in isolation for at least 14 days after the test, and potentially longer if they continue to remain symptomatic. **If students/staff test negative, they may return three days after symptoms have resolved.** Students may not return to school until they have been cleared by OCHCA; school health clerks will work directly with families when they are cleared by OCHCA and ready to return to school

## Employee Screening

Employees must complete a health screening and be symptom-free prior to work. Employees who are symptomatic for COVID-19 must stay at home and contact Personnel Services. Symptoms include:

- 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

## Employee Exposure and/or Confirmed Case Scenarios

Since the Governor's Order to close schools began in March, the District has taken measures to ensure the safety of staff working on-site and has monitored possible exposures and positive cases of COVID-19 among employees.

***Close contact exposure to COVID-19 is defined as being closer than six feet for 15 minutes or longer.***

**For staff who have a confirmed case or believe they have been exposed to a confirmed case of COVID-19, notify the appropriate staff member in Personnel Services as follows:**

- Classified - Cynthia Ramirez in Personnel Services at 714-730-7301 or email at [cramirez@tustin.k12.ca.us](mailto:cramirez@tustin.k12.ca.us).
- Certificated - Maurita De La Torre in Personnel Services at 714-730-7301 or email [mdelatorre@tustin.k12.ca.us](mailto:mdelatorre@tustin.k12.ca.us)

## Positive tests:

When a student or a staff member tests positive, Personnel Services works to contact employees associated with specific locations and persons in the District who may have had an exposure (Student Services will contact families of students who may have been exposed).

## Notifications:

- Employees who may have had exposure (closer than six feet for 15 minutes or longer) are contacted and given guidance on current recommendations for quarantine and options for testing/leaves.
- District sites that are determined to be a risk for contact exposure will receive an extensive cleaning in coordination with the M&O Department.
- Depending on the location and exposure circumstances, and with guidance from the OCHCA, there may be general notifications provided to the impacted departments or school sites.
- In all notifications, guidelines for privacy of staff under HIPAA will be followed.

It is imperative that we take all expected precautions—wearing face coverings, frequent hand hygiene, self-isolation away from others if you are experiencing symptoms, using the utmost care when encountering other people—especially in high risk respiratory activities such as eating and talking.



## Hybrid Sample Schedules - Elementary Schools

Each student will be assigned to a cohort of classmates. Siblings will be placed on the same schedule. Schools will attempt to accommodate family requests for AM and PM sessions as space is available. Specific bell schedules will vary slightly between school sites.

### Hybrid AM/PM Sample Schedule - Grades K-5

#### AM / MORNING SESSION

<b>GR. K-5</b>		<b>GR. K-5</b>	
<b>Monday, Tuesday, Thursday, Friday</b>		<b>Wednesday Modified Day: All Online Learning</b>	
Start of Day	8:25 AM	Whole Class:	9:00 AM 9:45 AM
Recess	15 Minutes	Small Groups/Independent Work Time:	9:45 AM 12:00 PM
End of Day	11:00 AM		
* Students will have independent learning assignments to engage with & complete outside of their "teacher time." Teacher time is "synchronous" learning. Independent time is "asynchronous" learning.			

#### PM / AFTERNOON SESSION

<b>GR. K-5</b>		<b>GR. K-5</b>	
<b>Monday, Tuesday, Thursday, Friday</b>		<b>Wednesday Modified Day: All Online Learning</b>	
Start of Day	11:55 PM	Whole Class:	9:00 AM 9:45 AM
Recess	15 Minutes	Small Groups/Independent Work Time:	9:45 AM 12:00 PM
End of Day	2:30 PM		
* Students will have independent learning assignments to engage with & complete outside of their "teacher time." Teacher time is "synchronous" learning. Independent time is "asynchronous" learning.			

- CDC's and/or YMCA's will be offering fee-based child care before and after the AM or the PM sessions. Students will be able to work on their class assignments during this time using the online curriculum platform. More detailed information about child care options will be sent out.

## Hybrid Sample Schedules - Middle Schools

Each student will be assigned to a cohort of classmates. Depending on the school, cohorts may be developed by last name alphabetical split and/or by grade level. School administrators will aim to schedule students from the same family in the same cohort. Specific bell schedules may vary between school sites.

### Hybrid A/B Sample Schedule - Grades 6-8

	M/T/TH/F	
Period	Start	End
Gates Open	8:00	
Warning Bell	8:20	
1	8:30	9:07
2	9:15	9:52
3	10:00	10:37
Brunch 1	10:37	11:07
4	11:15	11:52
5	12:00	12:37
6	12:45	1:22
7	1:30	2:07

	M/T/TH/F	
Period	Start	End
Gates Open	8:00	
Warning Bell	8:20	
1	8:30	9:07
2	9:15	9:52
3	10:00	10:37
4	10:45	11:22
Brunch 2	11:22	11:52
5	12:00	12:37
6	12:45	1:22
7	1:30	2:07

	Wednesday	
Period	Start	End
Tutoria 8	9:00	10:00
Office Hours	10:00	12:00

	Minimum	
Period	Start	End
1	8:30	8:50
2	9:00	9:20
3	9:30	9:50
4	10:00	10:20
5	10:30	10:50
6	11:00	11:20
7	11:30	11:50

## Hybrid Sample Schedules - High Schools

Each student will be assigned to a cohort of classmates. Depending on the school, cohorts may be developed by last name alphabetical split and/or by grade level. School administrators will aim to schedule students from the same family in the same cohort. Specific bell schedules may vary between school sites.

### Hybrid A/B Sample Schedule - Grades 9 -12

M, T, Th, F			
	Start	End	
0	7:05 AM	7:50 AM	
1	8:00 AM	8:45 AM	
2	8:55 AM	9:55 AM	Snack Rotations
3	10:05 AM	10:45 AM	
4	10:55 AM	11:35 AM	
5	11:45 AM	12:25 PM	
6	12:35 PM	1:15 PM	
Lunch	1:15 PM	1:45 PM	"Grab and Go" lunch

Wednesday		
Period	Start	End
Tutoria 8	9:00	10:00
Office Hours	10:00	12:00

## Students Requiring Special Education Services

- Special Day Class (SDC) - To the extent possible, students who require a special day class for the majority of their day will attend school with their SDC teacher five days per week.
  - Students will participate in general education inclusion time (PE, electives, other classes) either in person or online (from their SDC class).
- Students who receive Specialized Academic Instruction (SAI) from a Resource Specialist (RSP) will follow the general education schedule.
  - SAI services will be provided in a push-in or pull-out model according to student's IEP.
  - Students attending SDC Pre-School or a TUSD general education program will attend five days per week.
- Speech, Occupational Therapy, Physical Therapy, Behavior Support, Counseling, Adaptive PE, and Low Incidence Disability Services to the extent possible will be provided when students are on campus.
  - Private school students on an Individual Service Plan (ISP) and preschoolers with disabilities who receive Occupational Therapy and/or Speech Therapy will receive in-person services at their assigned campus.



**tustin**  
Unified School District



## FREQUENTLY ASKED QUESTIONS

### Can a student move from the Tustin Connect program to the hybrid model at any time?

Tustin Connect is intended to be a full-year program. Your selection will be in place until the District changes the options based on updated guidance.

### If my child is on a school transfer and opts to attend Tustin Connect, will he/she be guaranteed space to return?

Yes, your child will return to the school where they have an approved transfer.

### If my child is enrolled at a Magnet school and opts to attend Tustin Connect, will he/she be guaranteed space to return?

Yes, your child will be returned to their Magnet school.

### Where can I find more resources for technology support?

The website listed below will take both students and parents to the TUSD Distance Learning Support Page. Shortcuts to learning management systems, helpful videos, and directions for connecting devices to Wi-Fi are located on this site: <https://www.tustin.k12.ca.us/distance-learning>

### Once we reopen in a hybrid model will schools be forced to close if Orange County goes back on the monitoring list?

No, the CDPH will advise on a case-by-case basis in consultation with OCHCA.

#### When to Close a Class



With public health, consider closing if one or more students or staff members is confirmed to have COVID-19

#### When to Close a School



With public health, consider closing if multiple "cohorts" or classes have confirmed cases OR 5% of all students/staff have confirmed cases

#### When to Close the District



25% or more of schools in a district have closed due to COVID-19.



#### When to Reopen

Schools may typically reopen after 14 days and the following have occurred:

- ☐ Cleaning and disinfection
- ☐ Public health investigation
- ☐ Consultation with the local public health department



## COVID Response Team Informational Packet Personnel



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## COVID-19 Timeline Positive Cases

### COVID-19 Positive

If a person tests positive for COVID-19 the followings isolation window is provided:

- 10 day isolation period is put in place from the first day of symptoms.
- If the individual did not have any symptoms, then the isolation period begins from the positive test date.
  - The isolation period does not start from the day the test results are received, rather from the date the test was taken.
- The individual may return to work on the 11<sup>th</sup> day if they are symptom free for three days.
  - There are some symptoms that may linger that will not prohibit the individual from returning to work such as loss of taste/smell, fatigue, cough. Please see the chart below.

### Staff Symptom Decision Tree

#### High-risk: red flag symptoms



**Fever ( $\geq 100.4^{\circ}\text{F}$ )**



**Difficulty breathing**



**Loss of taste/smell**



**New onset cough**



**Fatigue/muscle or body aches**

#### Low-risk: general symptoms



**Congestion/runny nose**



**Nausea/vomiting/diarrhea**



**Sore throat**



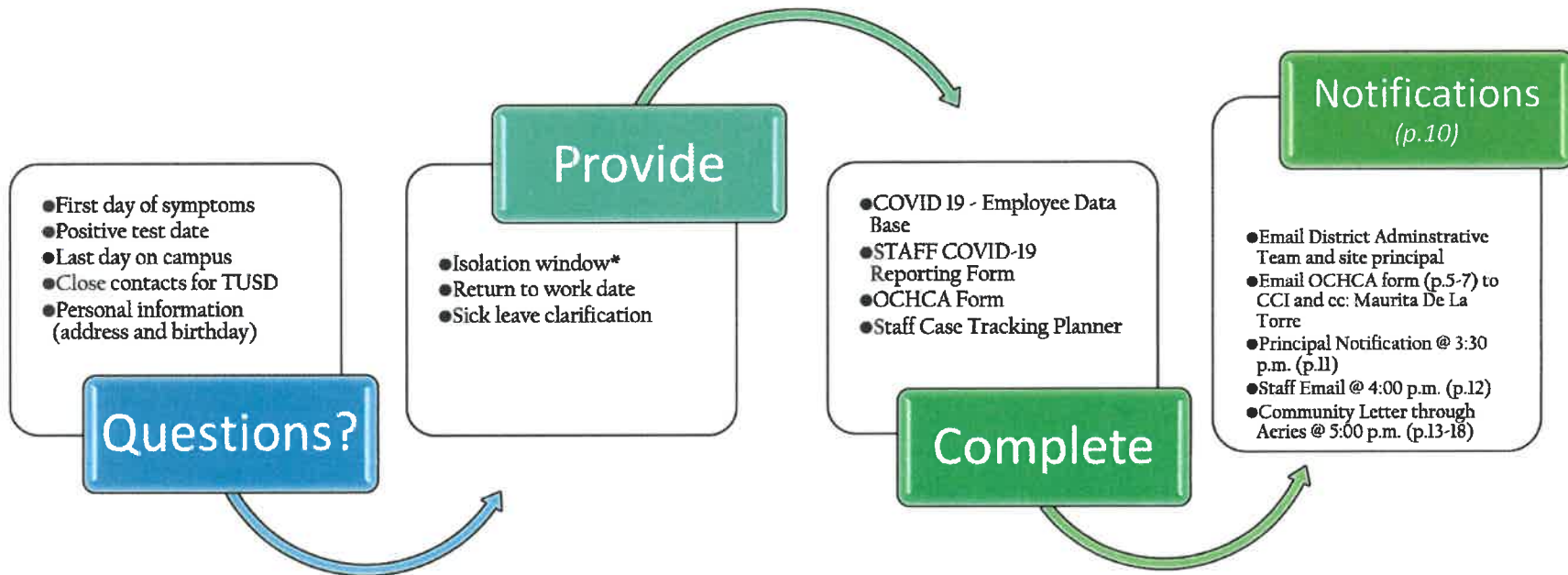
**Headache**



**Risk levels vary for children**  
See Student Symptom Decision Tree



## COVID-19 Positive Staff Member Process



\*Individuals that have tested positive for COVID-19 will be provided with an isolation window.



## SECTION 1 – REPORTING PARTY

Name of Reporting Party:	Phone #: ( 714 ) 730-7301	Email Address: meveritt@tustin.k12. CA.US	School/College/University Name: Positive Case @	School District: Tustin Unified
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## SECTION 2 – CASE DEMOGRAPHICS (please complete one page per case)

Last Name:	First Name:	Date of Birth:	Age:	Grade:	Gender:
Address (Number/Street/Apt #):		City:	State: CA	Zip:	
Home Phone #: ( )	Cell Phone #: ( )	Email Address: @tustin.k12.ca.us			
If case is under 18 years of age, Parent/Guardian Last Name:		Parent/Guardian First Name:			
Case Role:	<input type="checkbox"/> Student	<input type="checkbox"/> Staff Teacher/Faculty	<input type="checkbox"/> Staff Other: _____	<input type="checkbox"/> Other: _____	

## SECTION 3 – CASE INFORMATION

Date school notified of positive test or symptomatic individual: _____		
Does the individual have symptoms?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Onset Date: _____
Was the individual tested for COVID-19?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Test Date: _____ Test Location: _____ Test Result: <input checked="" type="checkbox"/> Positive <input type="checkbox"/> Negative
Was case infectious while in School-Associated Setting? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk	Does case have close contact with a known or suspected COVID-19 case? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk	Is that close contact symptomatic? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk
Dates in School-Associated Setting while Infectious:		Last Date at School-Associated Setting:

## SECTION 4 – CONTACT INVESTIGATION INFORMATION

Locations in School-Associated Setting while Infectious (e.g., Building/Wing/Floor/Room):	Cohort Exposed (e.g., Academic class, workplace, campus residential, social organization, sport/recreation, other [specify])	# Close Contacts (0 if None, i.e., if low exposure)	Date of Last Exposure (MM/DD/YYYY)
Ex.: Room 202	Ms. Lucas' 3 <sup>rd</sup> grade classroom, cohort A	14	11/25/2020

Attach COVID-19 Close Contact List





## INSTRUCTIONS

### Form to be Completed by Reporting School/Campus

This form is for schools/campuses reporting a COVID-19 positive case(s) to Orange County Health Care Agency HCA COVID Safe Schools OC Program.

Please note that all dates collected should be formatted MM/DD/YYYY.

#### SECTION 1 – REPORTING PARTY

COVID School Lead/COVID School Liaison (e.g., School Nurse, Principal) completing form and reporting a confirmed positive case on school/campus to provide their:

- Name: Enter the first and last name of administrator contact at school/campus
- Phone Number: Enter administrator contact phone number
- Email Address: Enter administrator email address
- School/College/University Name: Enter name of reporting school/campus
- School District (if applicable): Enter school district if applicable

#### SECTION 2 – CASE DEMOGRAPHICS (please complete one page per case)

Provide/complete case demographics information:

- Last Name: Enter the last name of case
- First Name: Enter the first name of case
- Date of birth: Enter the case's date of birth in MM/DD/YYYY format
- Age: Enter the case's age. Age to be entered in unit of years.
- Grade: Enter the case's grade in school (if applicable).
- Gender: Enter appropriate response – Male/Female/Non-binary/Prefer not to answer/Unknown.
- Address/City/State Zip: Enter case's address of residence including city/state/zip code. Residence is the place of 'usual residence' at the time the infection was acquired.
- Home Phone #: Enter case's home phone #. If case under 18 years, provide parent/guardian home phone #.
- Cell Phone #: Enter case's cell phone #. If case under 18 years, provide parent/guardian cell phone #.
- Email Address: Enter case's email address. If case under 18 years, provide parent/guardian email.
- Parent/Guardian Last Name and First Name if case is under 18 years of age
- Case Role: Select appropriate response for case role (Student, Staff Teacher/Faculty/ Staff Other/Other)

#### SECTION 3 – CASE INFORMATION

Provide/complete case information details:

- Date school notified of positive test or symptomatic individual in MM/DD/YYYY format.
- Does the individual have symptoms: Select "Yes/No" if individual has symptoms. If "Yes", provide "Onset Date".
- Was the individual tested for COVID-19: Select "Yes/No" if individual was tested. If "Yes", provide test date, test location, and test result.
- Was the case infectious while on campus?: Select "Yes/No/Unk".
- Does case have close contact with a known or suspected COVID-19 case?: Select "Yes/No/Unknown". If "Yes", then select "Yes/No/Unknown" to Is that close contact symptomatic?
- Dates in School-Associated Setting while Infectious: Enter dates in school (associated setting) while infectious
- Last Date on Campus/Setting: Enter date MM/DD/YYYY of last day on campus/setting

#### SECTION 4 – CONTACT INVESTIGATION INFORMATION

Provide contact investigation details/information for each location in school-associated setting that case was while infectious, to include:

(See Example):

- Locations in School-Associated Setting While Infectious (e.g. Building/Wing/Floor/Room)
- Cohort Exposed (e.g., Academic class, workplace, campus residential, social organization, sport/recreation, other [specify])
- # of Close Contacts (0 if None, i.e., if low exposure)
- Date of Last Exposure at that specific identified location

For any questions on how to complete the *COVID-19 Exposure Investigation Worksheet for the Education Sector Form*, please contact HCA COVID Safe Schools OC at [CCICVIDSchools@ochca.com](mailto:CCICVIDSchools@ochca.com) or call the [Orange County Health Referral Line:\(800\) 564-8448](tel:8005648448) – option 2, Monday-Friday 8:00 a.m. to 5:00 p.m.



Communicable Disease Control Division

## COVID-19 Close Contact List for Education Sector

(Early Care and Education Provider, TK-12 Schools and Institutes of Higher Education)

**Use This List to Document All Persons with Close Contact**

A Close Contact is an individual with the following exposures:

- (1) A household member, intimate contact, or caregiver of a confirmed or suspected COVID-19 case
- (2) Being less than 6 feet of a person with confirmed or suspected COVID-19 for a prolonged period of time (greater than or equal to 15 minutes), cumulative over 24 hrs—regardless of the use of face coverings
- (3) Having unprotected direct contact with infectious secretions or excretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment)

(4)

No.	Last Name	First Name	Date of Birth (MM/DD/YYYY)	Case Gender	Phone Number (10 digits)	Street Address	City	Zip Code
1.				(choose one)	( )			
2.				(choose one)	( )			
3.				(choose one)	( )			
4.				(choose one)	( )			
5.				(choose one)	( )			
6.				(choose one)	( )			
7.				(choose one)	( )			
8.				(choose one)	( )			

(Rev. 9/28/20)





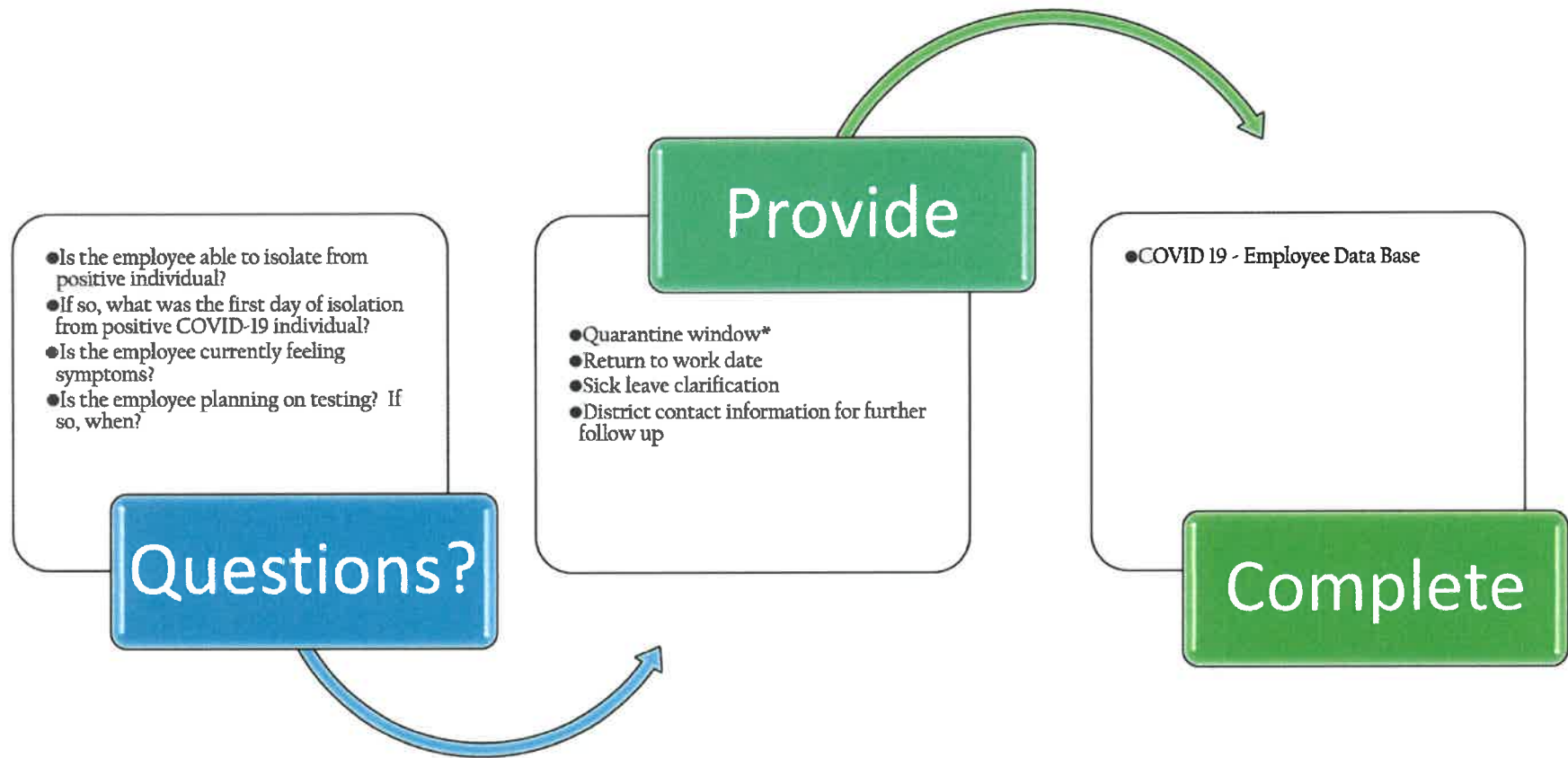
## COVID-19 Timeline Close Contacts

### Close Contact

- Determine the close contact of the individual that has with someone that has tested positive for COVID-19.
  - If isolation is possible:
    - Determine the last day of contact
    - Begin the close contact quarantine window to begin the day AFTER last contact with positive COVID-19 individual.
  - If isolation is not possible:
    - Determine positive individual window
    - Close contact quarantine window begins on the next day AFTER the positive individual has ended their isolation window.
- Isolation is determined as the positive individual having no direct contact. This includes the positive individual having their own living space (bedroom) and use of individual bathroom. Food should be exchanged outside the door and no face-to-face contact for the isolation window.
- If symptoms arise for the close contact or a positive test is received, they are to contact the district so that their quarantine window can be adjusted.

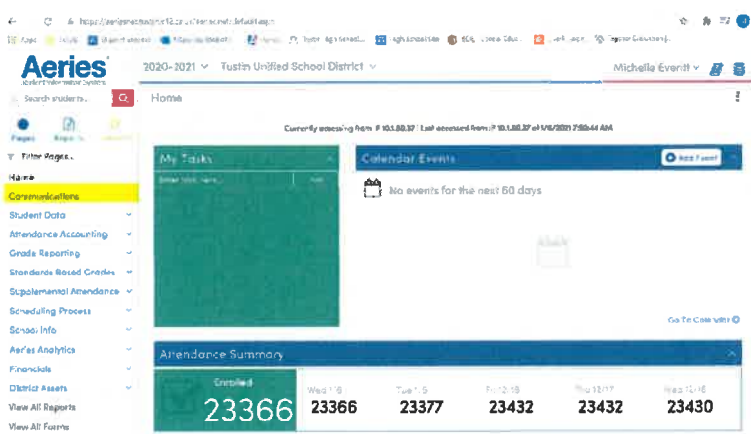
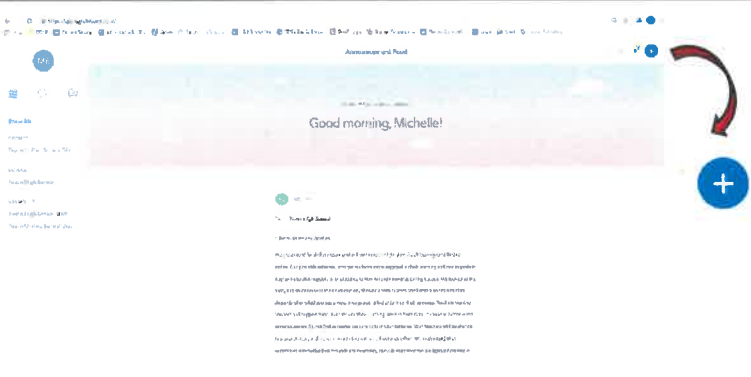


## COVID-19 Close Contact Staff Member Process





## COVID-19 Exposure Notification Process

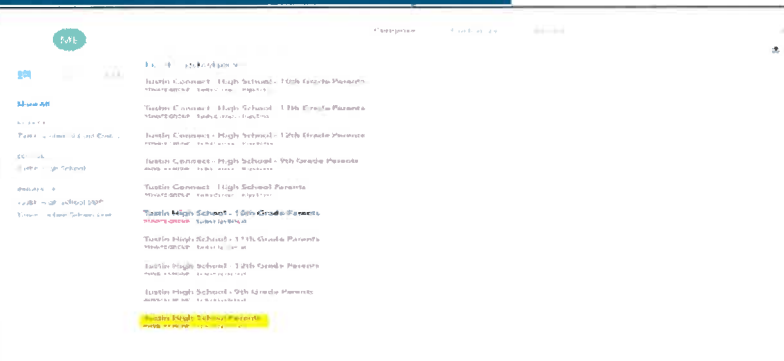
Step	Screen Shot
<p>Complete Exposure Notification Letter</p> <ul style="list-style-type: none"> <li>Low Exposure</li> <li>Not infectious while on campus</li> <li>Low exposure/not infectious on campus (multiple cases)</li> </ul>	<ul style="list-style-type: none"> <li>See attached letters (pages 14-18)</li> </ul>
<ul style="list-style-type: none"> <li>Open Aeries Communicator</li> </ul>	 <p>The screenshot shows the Aeries Communicator interface. The sidebar on the left contains a list of navigation options including 'My Tasks', 'Calendar Events', 'Attendance Summary', 'Student Data', 'Attendance Accounting', 'Grade Reporting', 'Standards Based Grades', 'Supplemental Attendance', 'Scheduling Process', 'School Info', 'Aeries Analytics', 'Financials', 'District Assets', 'View All Reports', and 'View All Events'. The main content area features a 'My Tasks' section, a 'Calendar Events' section with a 'No events for the next 60 days' message, and an 'Attendance Summary' section. The 'Attendance Summary' section displays a table with columns for 'Enrolled', 'Wed 11/8', 'Thurs 11/9', 'Fri 11/10', 'Sat 11/11', and 'Sun 11/12'. The values in the table are 23366, 23366, 23377, 23432, 23432, and 23430 respectively.</p>
<ul style="list-style-type: none"> <li>Add a new message</li> </ul>	 <p>The screenshot shows the Aeries Communicator interface with a 'Good morning, Michelle!' message. A red arrow points to a blue circular button with a white plus sign, indicating the 'Add a new message' action.</p>



# Tustin Unified School District

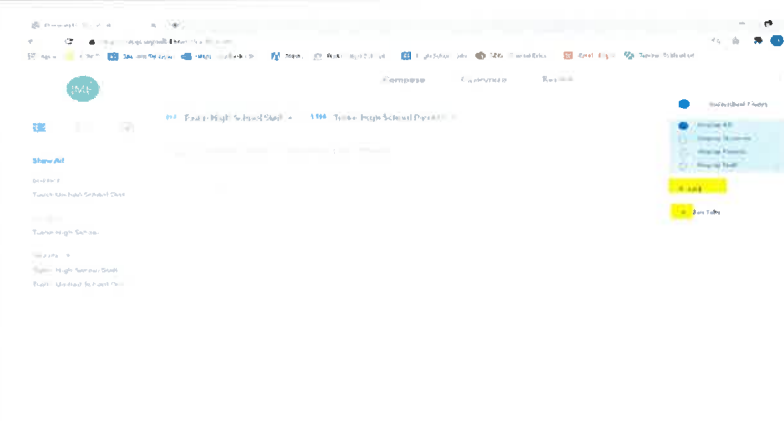
## Locate School

- Type school name followed by “parents”

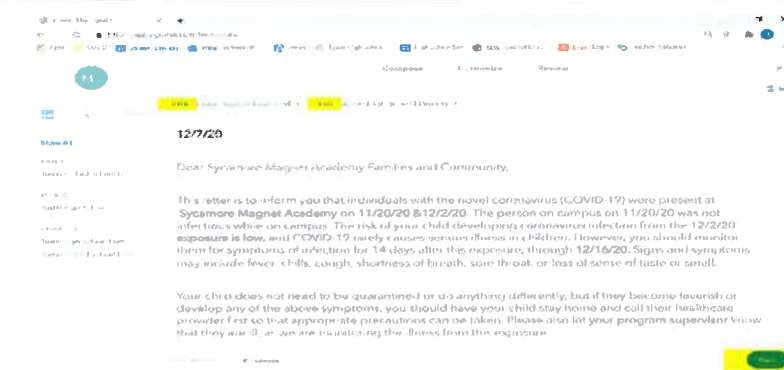


## Add the principal to the message

- Type School name followed by “staff”
- Click individual users, type principals name
- Click the plus sign
- Click “Done”



- Copy and paste letter (English and Spanish) into announcement box

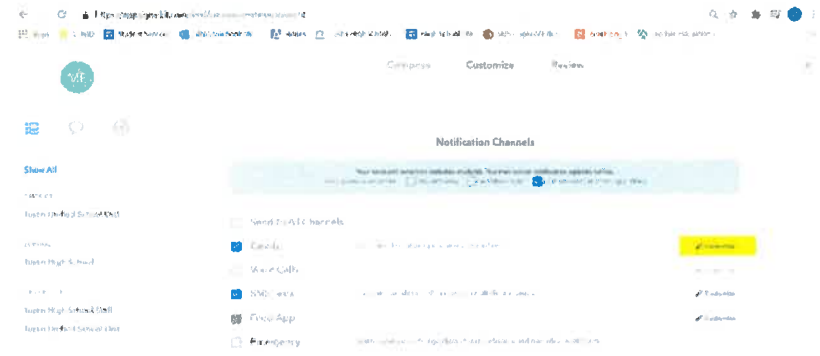






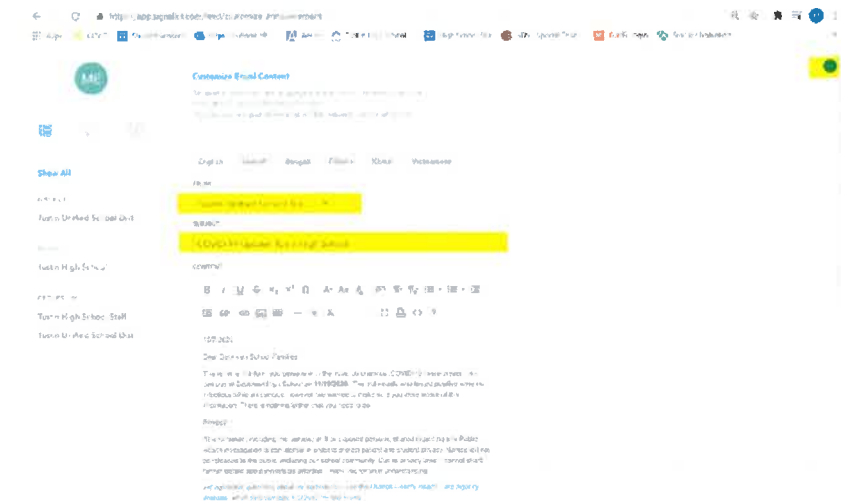
## Modify Notification Channels

- Emails
  - Click on Customize
- SMS Texts



## In email customization:

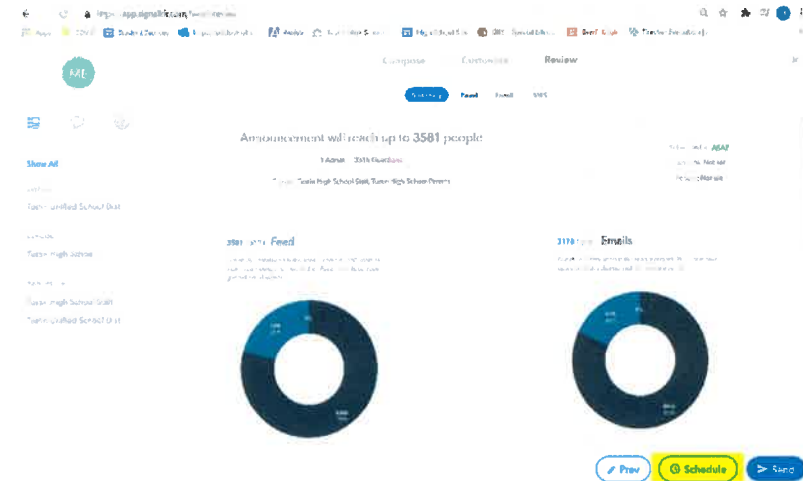
- Change “From” to Tustin Unified School District
- Change “Subject” to COVID Update: School Name
- Hit blue down arrow to return to previous screen
- Hit “Next” once complete



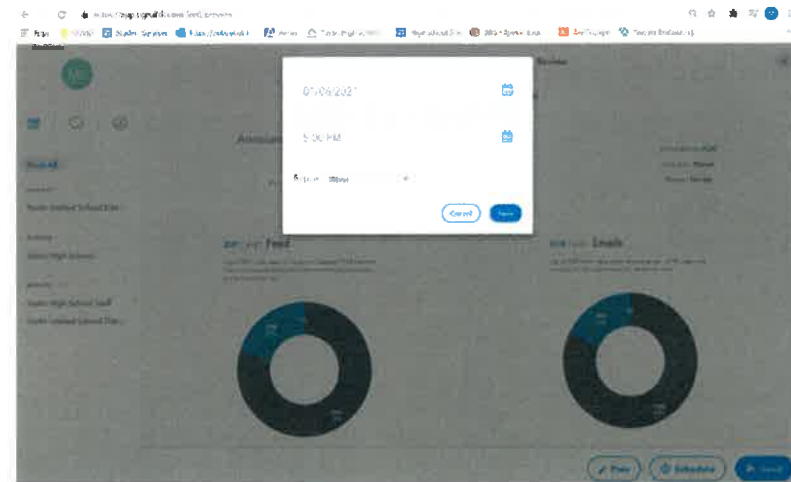


## Schedule Communication

- Hit the schedule button



- Schedule email to be sent on the same day, at 5:00 p.m. and click save.
- Once you return to the previous screen, select “Add to the Queue.”





## Notifications

District Administrators Notifications	Sample
<ul style="list-style-type: none"><li>Once an employee is positive, an email to the district administrators should be sent. The site principal will need to be cc'ed.<ul style="list-style-type: none"><li>Site administrators: Check Lewis, Maurita De La Torre, Cynthia Ramirez, Monique Yessian, Andrew Rutz, and Assistant Superintendent (depending on grade level Chris Matos or Maggie Villegas).</li></ul></li></ul>	<p><u>Title:</u> Positive COVID-19 Staff Result</p> <p><u>Body:</u></p> <p>Good morning,</p> <p>A teacher from <u>SCHOOL SITE</u>, <u>TEACHER NAME</u>, has tested positive for COVID-19, on <u>DATE</u>. The test results were shared with us this morning and I have notified OCHCA. There are <u>no close contacts*</u> and low exposures only.</p> <p>If you have any questions, please let me know.</p> <p>Thank you,</p> <p><u>NAME</u></p> <p>*This could change depending on the tracing result. Some cases will have close contacts.</p>



Site Administrator Notification	Sample
<ul style="list-style-type: none"><li>Email yourself and B'cc site(s) principal to share that staff will be receiving an email to notify them of a positive COVID-19 case associated with their site.</li><li><u>Schedule this email for 3:30 p.m.</u></li></ul>	<p><u>Title:</u> COVID-19 Update: Communities, Families, and Staff Information</p> <p><u>Body:</u></p> <p>Good afternoon,</p> <p>You should shortly be receiving an email that will be sent to you and blind copied to your staff regarding a COVID case (s) at your site, around 4:00 p.m. The communication will then go out to the community at 5:00 p.m. this evening via Aeries communicator.</p> <p>You do not need to do anything more! If you have any questions, please let me know.</p> <p>Thank you,</p> <p><u>NAME</u></p>





Site Notification	Sample
<ul style="list-style-type: none"><li>• Send an email to School Site Principal</li><li>• B'cc the site staff</li><li>• Include the English version of the letter that was sent to the community via Aeries Communicator</li><li>• <u>Schedule email for 4:00 p.m.</u></li></ul>	<p><u>Title:</u> COVID-19 Update: <a href="#">SITE</a></p> <p><u>Body:</u></p> <p>Dear <a href="#">SITE</a> Staff:</p> <p>Below is an email that will be sent to <a href="#">SITE</a> Families/Community. If you have any questions, please contact <a href="#">PRINCIPAL</a>.</p> <p>Thank you,</p> <p><a href="#">NAME</a></p> <p>TUSD COVID Response Team</p> <p><a href="#">DATE</a></p> <p>Dear <a href="#">SITE</a> Families and Community:</p> <p>This letter is to inform you a person with the novel coronavirus (COVID-19) was present on-campus at <a href="#">SITE</a> on <a href="#">DATE</a>. The individual who tested positive was not infectious while on campus, however, we wanted to make sure you were aware of this <b>Privacy</b></p> <p>All information, including the name(s) of ill or exposed persons, shared regarding any Public Health investigation is confidential in order to protect patient and student privacy. Names will not be released to the public, including our school community. Due to privacy laws, I cannot share further details about individuals affected. Thank you for your understanding.</p> <p>information. There is nothing further that you need to do.</p> <p>For additional questions about the coronavirus, visit the , which also includes a COVID-19 health line.</p> <p>Sincerely,</p> <p>TUSD COVID-19 Team</p>



## COVID Community and Staff Letters

After meeting with Student Services and determining which sites will receive letters from Personnel, the following templates can be modified to meet the needs of each site.

The following letters are options for these letters:

- Single Low Exposure
- Multiple Low Exposure
- Single Not Infectious while on Campus
- Multiple Not Infectious while on Campus
- Low Exposure and Not Infection while on Campus

The following information will need to be modified on each letter:

- Date of the letter
- Date of exposure
- Site Name
- Date for monitoring symptoms (10 days from exposure)

Using Aeries Communicator, these letters are to be sent to the Community and Families for each site at 5:00 p.m.



## DATE

Dear SITE Families and Community:

This letter is to inform you that a person with the novel coronavirus (COVID-19) was present at SITE on DATE. The risk of your child developing coronavirus infection from this exposure is low, and COVID-19 rarely causes serious illness in children. However, you should monitor them for symptoms of infection for 10 days after this exposure, through DATE. Signs and symptoms may include fever, chills, cough, shortness of breath, sore throat, or loss of sense of taste or smell.

Your child does not need to be quarantined or do anything differently, but if they become feverish or develop any of the above symptoms, you should have your child stay home and call their healthcare provider first so that appropriate precautions can be taken. Please also let SITE know that they are ill, as we are monitoring the illness from this exposure.

### Privacy

All information, including the name(s) of ill or exposed persons, shared regarding any Public Health investigation is confidential in order to protect patient and student privacy. Names will not be released to the public, including our school community. Due to privacy laws, I cannot share further details about individuals affected. Thank you for your understanding.

For additional questions about the coronavirus, visit the [Orange County Health Care Agency Website](#), which also includes a COVID-19 health line.

Sincerely,

TUSD COVID-19 Team

## DATE

Estimada Familia y Comunidad de SITE:

Esta carta es para informarlos de que una persona con el nuevo coronavirus (COVID-19) estuvo en SITE el DATE. El riesgo que corre su hijo de contraer la infección por coronavirus por esta exposición es bajo; además, el COVID-19 no suele causar enfermedades graves en los niños. Sin embargo, deberá controlar si su hijo tiene síntomas por 10 días desde la exposición hasta después DATE. Los signos y síntomas pueden incluir fiebre, escalofríos, tos, falta de aire, dolor de garganta o pérdida del sentido del gusto o del olfato.

No es necesario que su hijo haga cuarentena o haga algo diferente, pero, si tiene fiebre o alguno de los síntomas que se mencionan arriba, debe quedarse en casa y usted debe llamar a su proveedor de atención médica para que lo oriente. Si su hijo necesita atención médica, primero llame a su proveedor de atención médica para que pueda tomar las precauciones adecuadas. También informe SITE de que el niño está enfermo, ya que estamos haciendo un seguimiento de los contagios que derivaron de esta exposición.

### Privacidad

Toda la información, incluyendo los nombres de personas enfermas o expuestas, compartida con respecto a cualquier investigación de Salud Pública es confidencial para proteger la privacidad de los pacientes y alumnos. Los nombres no se darán a conocer al público, incluida nuestra comunidad escolar. Debido a las leyes de privacidad, no puedo compartir más detalles sobre las personas afectadas. Gracias por su comprensión.

Para preguntas adicionales sobre el coronavirus, visite el [sitio web de la Agencia de Atención Médica del Condado de Orange](#), que también incluye una línea de salud de COVID-19.

Atentamente,

TUSD COVID-19 Team



## DATE

Dear SITE Families and Community:

This letter is to inform you that persons with the novel coronavirus (COVID-19) were present at SITE on DATE & DATE. The risk of your child developing coronavirus infection from this exposure is low, and COVID-19 rarely causes serious illness in children. However, you should monitor them for symptoms of infection for 10 days after this exposure, through DATE. Signs and symptoms may include fever, chills, cough, shortness of breath, sore throat, or loss of sense of taste or smell.

Your child does not need to be quarantined or do anything differently, but if they become feverish or develop any of the above symptoms, you should have your child stay home and call their healthcare provider first so that appropriate precautions can be taken. Please also let SITE know that they are ill, as we are monitoring the illness from this exposure.

### Privacy

All information, including the name(s) of ill or exposed persons, shared regarding any Public Health investigation is confidential in order to protect patient and student privacy. Names will not be released to the public, including our school community. Due to privacy laws, I cannot share further details about individuals affected. Thank you for your understanding.

For additional questions about the coronavirus, visit the [Orange County Health Care Agency Website](#), which also includes a COVID-19 health line.

Sincerely,

TUSD COVID-19 Team

## DATE

Estimada Familia y Comunidad de SITE:

Esta carta es para informarlos de que las personas con el nuevo coronavirus (COVID-19) estaban presentes en SITE el DATE y DATE. El riesgo que corre su hijo de contraer la infección por coronavirus por esta exposición es bajo; además, el COVID-19 no suele causar enfermedades graves en los niños. Sin embargo, deberá controlar si su hijo tiene síntomas por 10 días desde la exposición hasta después DATE. Los signos y síntomas pueden incluir fiebre, escalofríos, tos, falta de aire, dolor de garganta o pérdida del sentido del gusto o del olfato.

No es necesario que su hijo haga cuarentena o haga algo diferente, pero, si tiene fiebre o alguno de los síntomas que se mencionan arriba, debe quedarse en casa y usted debe llamar a su proveedor de atención médica para que lo oriente. Si su hijo necesita atención médica, primero llame a su proveedor de atención médica para que pueda tomar las precauciones adecuadas. También informe SITE de que el niño está enfermo, ya que estamos haciendo un seguimiento de los contagios que derivaron de esta exposición.

### Privacidad

Toda la información, incluyendo los nombres de personas enfermas o expuestas, compartida con respecto a cualquier investigación de Salud Pública es confidencial para proteger la privacidad de los pacientes y alumnos. Los nombres no se darán a conocer al público, incluida nuestra comunidad escolar. Debido a las leyes de privacidad, no puedo compartir más detalles sobre las personas afectadas. Gracias por su comprensión.

Para preguntas adicionales sobre el coronavirus, visite el [sitio web de la Agencia de Atención Médica del Condado de Orange](#), que también incluye una línea de salud de COVID-19.

Atentamente,

TUSD COVID-19 Team





DATE

Dear SITE Families and Community:

This letter is to inform you a person with the novel coronavirus (COVID-19) was present on-campus at SITE on DATE. The individual who tested positive was not infectious while on campus, however, we wanted to make sure you were aware of this information. There is nothing further that you need to do.

## Privacy

All information, including the name(s) of ill or exposed persons, shared regarding any Public Health investigation is confidential in order to protect patient and student privacy. Names will not be released to the public, including our school community. Due to privacy laws, I cannot share further details about individuals affected. Thank you for your understanding.

For additional questions about the coronavirus, visit the [Orange County Health Care Agency Website](#), which also includes a COVID-19 health line.

Sincerely,

TUSD COVID-19 Team

DATE

Estimada Familia y Comunidad de SITE:

Esta carta es para informarle que personas con el nuevo coronavirus (COVID-19) estuvieron presentes en el plantel escolar de SITE el DATE. Las personas que dieron positivo en la prueba no eran contagiosas mientras estaban en el plantel escolar, sin embargo, queríamos asegurarnos de que esté consciente de esta información. No hay nada más que deba hacer.

## Privacidad

Toda la información, incluyendo los nombres de personas enfermas o expuestas, compartida con respecto a cualquier investigación de Salud Pública es confidencial para proteger la privacidad de los pacientes y alumnos. Los nombres no se darán a conocer al público, incluida nuestra comunidad escolar. Debido a las leyes de privacidad, no puedo compartir más detalles sobre las personas afectadas. Gracias por su comprensión.

Para preguntas adicionales sobre el coronavirus, visite el [sitio web de la Agencia de Atención Médica del Condado de Orange](#), que también incluye una línea de salud de COVID-19.

Atentamente,

TUSD COVID-19 Team



DATE

Dear SITE Families and Community:

This letter is to inform you persons with the novel coronavirus (COVID-19) were present on-campus at SITE on DATE and DATE. The individuals who tested positive were not infectious while on campus, however, we wanted to make sure you were aware of this information. There is nothing further that you need to do.

## Privacy

All information, including the name(s) of ill or exposed persons, shared regarding any Public Health investigation is confidential in order to protect patient and student privacy. Names will not be released to the public, including our school community. Due to privacy laws, I cannot share further details about individuals affected. Thank you for your understanding.

For additional questions about the coronavirus, visit the Orange County Health Care Agency Website, which also includes a COVID-19 health line.

Sincerely,

TUSD COVID-19 Team

DATE

Estimada Familia y Comunidad de SITE:

Esta carta es para informarlos de que personas con el nuevo coronavirus (COVID-19) estaban presentes en SITE el DATE y DATE. Las personas que dieron positivo en la prueba no eran contagiosas mientras estaban en el plantel escolar, sin embargo, queríamos asegurarnos de que esté consciente de esta información. No hay nada más que deba hacer.

## Privacidad

Toda la información, incluyendo los nombres de personas enfermas o expuestas, compartida con respecto a cualquier investigación de Salud Pública es confidencial para proteger la privacidad de los pacientes y alumnos. Los nombres no se darán a conocer al público, incluida nuestra comunidad escolar. Debido a las leyes de privacidad, no puedo compartir más detalles sobre las personas afectadas. Gracias por su comprensión.

Para preguntas adicionales sobre el coronavirus, visite el sitio web de la Agencia de Atención Médica del Condado de Orange, que también incluye una línea de salud de COVID-19.

Atentamente,

TUSD COVID-19 Team



DATE

Dear SITE Families and Community,

This letter is to inform you that individuals with the novel coronavirus (COVID-19) were present at SITE on DATE & DATE. The person on campus on DATE was not infectious while on campus. The risk of your child developing coronavirus infection from the DATE exposure is low, and COVID-19 rarely causes serious illness in children. However, you should monitor them for symptoms of infection for 10 days after this exposure, through DATE. Signs and symptoms may include fever, chills, cough, shortness of breath, sore throat, or loss of sense of taste or smell.

Your child does not need to be quarantined or do anything differently, but if they become feverish or develop any of the above symptoms, you should have your child stay home and call their healthcare provider first so that appropriate precautions can be taken. Please also let your SITE know that they are ill, as we are monitoring the illness from this exposure.

## Privacy

All information, including the name(s) of ill or exposed persons, shared regarding any Public Health investigation is confidential in order to protect patient and student privacy. Names will not be released to the public, including our school community. Due to privacy laws, I cannot share further details about individuals affected. Thank you for your understanding.

For additional questions about the coronavirus, visit the [Orange County Health Care Agency Website](#), which also includes a COVID-19 health line.

Sincerely,

TUSD COVID-19 Response Team

DATE

Estimada Familia y Comunidad de SITE:

Esta carta es para informarlos de que individuos que tiene el nuevo coronavirus (COVID-19) estuvo en SITE el DATE y DATE. La person que estuvo en la escuela el DATE, que resultado positivo en la prueba no eran contagiosa mientras estaban en el plantel escolar. El riesgo que corre su hijo de contraer la infección por coronavirus por la exposición del DATE es bajo; además, el COVID-19 no suele causar enfermedades graves en los niños. Sin embargo, deberá controlar si su hijo tiene síntomas por 10 días desde la exposición hasta después de DATE. Los signos y síntomas pueden incluir fiebre, escalofríos, tos, falta de aire, dolor de garganta o pérdida del sentido del gusto o del olfato.

No es necesario que su hijo haga cuarentena o haga algo diferente, pero, si tiene fiebre o alguno de los síntomas que se mencionan arriba, debe quedarse en casa y usted debe llamar a su proveedor de atención médica para que lo oriente. Si su hijo necesita atención médica, primero llame a su proveedor de atención médica para que pueda tomar las precauciones adecuadas. También informe a SITE de que el niño está enfermo, ya que estamos haciendo un seguimiento de los contagios que derivaron de esta exposición.

## Privacidad

Toda la información, incluyendo los nombres de personas enfermas o expuestas, compartida con respecto a cualquier investigación de Salud Pública es confidencial para proteger la privacidad de los pacientes y alumnos. Los nombres no se darán a conocer al público, incluida nuestra comunidad escolar. Debido a las leyes de privacidad, no puedo compartir más detalles sobre las personas afectadas. Gracias por su comprensión.

Para preguntas adicionales sobre el coronavirus, visite el [sitio web de la Agencia de Atención Médica del Condado de Orange](#), que también incluye una línea de salud de COVID-19.

Atentamente,

TUSD COVID-19 Response Team



## COVID-19 Personnel Contacts

### Classified Employees

- ❖ Juan Lopez
  - Paraeducators
  - Noon duty supervisors
  - Occupational therapist
  - Walk on Coaches
- ❖ Melissa Villareal
  - Office staff
  - M&O staff
  - Nutrition staff
  - Classified management

### Certificated Employees

- ❖ Ivonne Velasquez Borja
  - K – 5 teachers
  - Special ed teachers/staff
- ❖ Roberta Meza-Duran
  - 6 – 12 teachers
  - Certificated management

## Appendix D – Training COVID-19 procedures executed by Keenan and Associates

Dear Management Team,

Please see the attached PDF with the required trainings for employees in 2020-21. All employees were mailed the attached instruction page with their personal employee ID number. This year, employees will also receive reminders from Keenan SafeSchools to their work email reminding them to complete their trainings. We will be sending you and your secretary updates of completions or non-completions. Please ensure all employees at your school site or work location complete the training by the due dates. Please note that the classified employees on the 181 day work calendar received a special letter that directed them to do their trainings on the August 12th PD day.

New hires will be taking the trainings as part of their onboarding.

Please feel free to call or email me with any questions.

Thank you,

Maurita De La Torre, Ed.D.  
Director of Personnel  
300 South "C" Street  
Tustin, CA 92780  
(714) 730-7301, ext. 328  
Fax # (714) 731-5399  
E-mail: [mdelatorre@tustin.k12.ca.us](mailto:mdelatorre@tustin.k12.ca.us)



Date: August 4, 2020

To: Employee Name  
300 South "C" Street  
Tustin, Ca 92780

From: Personnel Services

**Subject: MANDATORY TRAININGS**

Tustin USD will use the Keenan SafeSchools training modules in order to complete the mandated trainings for the 2020-21 school year. The mandated reporter and annual notices are trainings that have been done in previous years. **There are additional trainings being added this year due to the current pandemic.** Below is a chart that includes the trainings, the time needed to view each training, and the due dates.

You are required to complete the online training for the 2020-21 school year by logging onto:  
<http://tustin.keenan.safeschools.com/login>. Your username is your 10-digit employee ID number 870000XXXX.

Personnel Services will receive an automatic notification once you have completed each training. If you have taken the training at another school district for the 2020-21 school year, please provide a copy of your certificate of completion to clear you on our TUSD records.

TRAINING	DUE DATE
Cloth Face Covering Information (15 minutes)	August 31, 2020
Coronavirus: Managing Stress and Anxiety (12 minutes)	August 31, 2020
<b>MAINTENANCE &amp; PARAEDUCATOR STAFF</b> Coronavirus: Cleaning and Disinfecting Your Workplace (10 minutes)	August 31, 2020
Handwashing Guidelines (10 minutes)	August 31, 2020
<b>TEACHERS, COUNSELORS, and NURSES</b> Youth Suicide: Awareness, Prevention and Postvention (41 minutes)	August 31, 2020
Annual Notices for Employees (15 minutes)	September 11, 2020
Mandated Reporter: Child Abuse and Neglect (38 minutes)	September 11, 2020
Sexual Harassment Prevention for Non-Managers (60 minutes) (If not done in 19/20, MUST be done in 20/21)	September 18, 2020
<b>MANAGEMENT ONLY</b> Sexual Harassment: Policy and Prevention (120 minutes) (If not done in 19/20, MUST be done in 20/21)	September 18, 2020

If you have trouble logging on or have any questions, please contact Personnel Services at (714) 730-7301 ext. 301. Thank you.

## Appendix D - Sample Cloth Face Covering Training

Keenan SafeSchools Training Compliance by Person					
Tustin Unified School District					
All Buildings: All   All Assignment Categories: Cloth Face Covering Information   2020-07-01 thru 2021-01-28   with Assignments					
Username	First Name	Last Name	Completion Percentage	Positions	Locations
			100 %	TEA	TMA ELEM
			100 %	New Hire	Tustin Unified School District
			0 %	BRD	DISTRICT OFFICE - SUPT AND BOARD
			100 %	TEA	PIONEER MS
			100 %	TEA	FOOTHILL HS
			100 %	CSEA	BENSON ELEM
			100 %	CSEA	NELSON ELEM
			100 %	CSMA	PIONEER MS
			100 %	TEA	TUSTIN HS
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	DISTRICT OFFICE - SP ED
			100 %	CENON	MULTI K-12
			100 %	TEA	BECKMAN HS
			100 %	CSEA	ORCHARD HILLS
			100 %	CSEA	LADERA ELEM
			100 %	TEA	HICKS CYN ELEM
			100 %	TEA	BESWICK ELEM
			100 %	CSEA	BESWICK ELEM
			100 %	CLNON	DISTRICT OFFICE - MULTI K-12
			100 %	CSEA	DISTRICT OFFICE - SP ED
			100 %	CSEA	ESTOCK ELEM
			100 %	New Hire	Tustin Unified School District
			100 %	New Hire	Tustin Unified School District
			100 %	CLNON	TUSTIN HS
			100 %	CSEA	EL CENTER
			100 %	TEA	THORMAN ELEM
			100 %	CSEA	HEIDEMAN ELEM
			100 %	CSEA	HERITAGE ELEM
			100 %	TEA	SYCAMORE MGN ACD K-8
			100 %	CSEA	HEIDEMAN ELEM
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS
			100 %	CSEA	FOOTHILL HS
			100 %	CSEA	ADULT ED
			100 %	CSEA	MYFORD ELEM
			100 %	TEA	FOOTHILL HS
			100 %	TEA	ARROYO ELEM
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS
			100 %	CSEA	DISTRICT OFFICE - SP ED
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	FOOTHILL HS
			0 %	CENON	MULTI K-12
			100 %	CLNON	DISTRICT OFFICE - MULTI K-12
			100 %	CSEA	BENSON ELEM
			100 %	CENON	MULTI K-12
			100 %	CSEA	DISTRICT OFFICE - MAINT AND OPER
			100 %	CSEA	CT MS
			100 %	TSMIA	DISTRICT OFFICE - ED SVCS
			100 %	TEA	TUSTIN HS
			100 %	CSEA	HEWES MS
			100 %	CSEA	LADERA ELEM
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS
			100 %	TEA	FOOTHILL HS
			0 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS
			100 %	CSEA	PETERS CYN ELEM
			100 %	CSEA	DISTRICT OFFICE - SP ED
			100 %	CSEA	GUIN FOSS ELEM
			0 %	CLNON	DISTRICT OFFICE - SP ED
			100 %	New Hire	Tustin Unified School District
			100 %	New Hire	Tustin Unified School District
			100 %	CLNON	BECKMAN HS
			100 %	CLNON	TUSTIN HS
			100 %	CSEA	DISTRICT OFFICE - SP ED
			100 %	CSEA	BENSON ELEM
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	TMA ELEM
			100 %	CSEA	TUSTIN HS
			100 %	CSEA	TUSTIN CONNECT ACDMY
			100 %	TEA	PETERS CYN ELEM
			100 %	TEA	TUSTIN HS
			0 %	CSEA	M&O
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS
			100 %	New Hire	Tustin Unified School District
			100 %	CLNON	M&O
			100 %	CSEA	HERITAGE ELEM
			100 %	CSEA	FOOTHILL HS
			100 %	CSEA	HEWES MS

## Appendix D - Sample Coronavirus Cleaning and Disinfecting Your Workplace

Keenan SafeSchools Training Compliance by Person					
Tustin Unified School District					
All Buildings   All   All Assignment Categories Coronavirus: Cleaning and Disinfecting Your Workplace 2020-07-01 thru 2021-01-28   with Assignments					
Username	First Name	Last Name	Completion Percentage	Positions	Locations
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	BENSON ELEM
			100 %	CSMA	PIONEER MS
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	ORCHARD HILLS
			100 %	CSEA	LADERA ELEM
			100 %	CSEA	BESWICK ELEM
			100 %	CSEA	ESTOCK ELEM
			100 %	New Hire	Tustin Unified School District
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	HERITAGE ELEM
			100 %	CSEA	FOOTHILL HS
			100 %	CSEA	ADULT ED
			100 %	CSEA	MYFORD ELEM
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	BENSON ELEM
			100 %	CSEA	DISTRICT OFFICE - MAINT AND OPER
			100 %	CSEA	CT MS
			100 %	CSEA	LADERA ELEM
			100 %	CSEA	PETERS CYN ELEM
			0 %	CLNON	DISTRICT OFFICE - SP ED
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	BENSON ELEM
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	TMA ELEM
			100 %	CSEA	TUSTIN HS
			0 %	CSEA	M&O
			100 %	New Hire	Tustin Unified School District
			100 %	CLNON	M&O
			100 %	CSEA	HERITAGE ELEM
			100 %	CSEA	FOOTHILL HS
			100 %	CSEA	HEWES MS
			100 %	CLNON	M&O
			100 %	New Hire	Tustin Unified School District
			100 %	New Hire	Tustin Unified School District
			100 %	CLNON	M&O
			100 %	CSEA	CT MS
			100 %	New Hire	Tustin Unified School District
			0 %	New Hire	Tustin Unified School District
			100 %	CSEA	M&O
			100 %	CSEA	HILLVIEW HS
			100 %	CSEA	M&O
			100 %	CSEA	PETERS CYN ELEM
			100 %	CSEA	NELSON ELEM
			100 %	New Hire	Tustin Unified School District
			100 %	CSMA	M&O
			100 %	CSEA	M&O
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	ARROYO ELEM
			100 %	CSEA	M&O
			100 %	CSEA	THORMAN ELEM
			0 %	CLNON	M&O
			100 %	CSEA	FOOTHILL HS
			100 %	CSEA	TUSTIN HS
			100 %	New Hire	Tustin Unified School District
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	PIONEER MS
			0 %	New Hire	Tustin Unified School District
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	LADERA ELEM
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	TMA ELEM
			100 %	CLNON	M&O
			0 %	New Hire	Tustin Unified School District
			100 %	New Hire	Tustin Unified School District
			100 %	New Hire	Tustin Unified School District
			100 %	CSEA	DISTRICT OFFICE - SP ED
			100 %	CSEA	BENSON ELEM
			100 %	CSEA	ORCHARD HILLS

## Appendix D - Sample Coronavirus Managing Stress and Anxiety

Keenan SafeSchools Training Compliance by Person						
Tustin Unified School District						
All Buildings   All   All Assignment Categories   Coronavirus: Managing Stress and Anxiety   2020-07-01 thru 2021-01-28   with Assignments						
Username	First Name	Last Name	Completion Percentage	Positions	Locations	
			100 %	TEA	TMA ELEM	
			100 %	New Hire	Tustin Unified School District	
			0 %	BRD	DISTRICT OFFICE - SUPT AND BOARD	
			100 %	TEA	PIONEER MS	
			100 %	TEA	FOOTHILL HS	
			100 %	CSEA	BENSON ELEM	
			100 %	CSEA	NELSON ELEM	
			100 %	CSMA	PIONEER MS	
			100 %	TEA	TUSTIN HS	
			100 %	New Hire	Tustin Unified School District	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	CENON	MULTI K-12	
			100 %	TEA	BECKMAN HS	
			100 %	CSEA	ORCHARD HILLS	
			100 %	CSEA	LADERA ELEM	
			100 %	TEA	HICKS CYN ELEM	
			100 %	TEA	BESWICK ELEM	
			100 %	CSEA	BESWICK ELEM	
			100 %	CLNON	DISTRICT OFFICE - MULTI K-12	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	CSEA	ESTOCK ELEM	
			100 %	New Hire	Tustin Unified School District	
			100 %	New Hire	Tustin Unified School District	
			100 %	CLNON	TUSTIN HS	
			100 %	CSEA	EL CENTER	
			100 %	TEA	THORMAN ELEM	
			100 %	CSEA	HEIDEMAN ELEM	
			100 %	CSEA	HERITAGE ELEM	
			100 %	TEA	SYCAMORE MGN ACD K-8	
			100 %	CSEA	HEIDEMAN ELEM	
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	CSEA	FOOTHILL HS	
			100 %	CSEA	ADULT ED	
			100 %	CSEA	MYFORD ELEM	
			100 %	TEA	FOOTHILL HS	
			100 %	TEA	ARROYO ELEM	
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	New Hire	Tustin Unified School District	
			100 %	CSEA	FOOTHILL HS	
			0 %	CENON	MULTI K-12	
			100 %	CLNON	DISTRICT OFFICE - MULTI K-12	
			100 %	CSEA	BENSON ELEM	
			100 %	CENON	MULTI K-12	
			100 %	CSEA	DISTRICT OFFICE - MAINT AND OPER	
			100 %	CSEA	CT MS	
			100 %	TSMA	DISTRICT OFFICE - ED SVCS	
			100 %	TEA	TUSTIN HS	
			100 %	CSEA	HEWES MS	
			100 %	CSEA	LADERA ELEM	
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	TEA	FOOTHILL HS	
			0 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	CSEA	PETERS CYN ELEM	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	CSEA	GUIN FOSS ELEM	
			0 %	CLNON	DISTRICT OFFICE - SP ED	
			100 %	New Hire	Tustin Unified School District	
			100 %	New Hire	Tustin Unified School District	
			100 %	CLNON	BECKMAN HS	
			100 %	CLNON	TUSTIN HS	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	CSEA	BENSON ELEM	
			100 %	New Hire	Tustin Unified School District	
			100 %	CSEA	TMA ELEM	
			100 %	CSEA	TUSTIN HS	
			100 %	CSEA	TUSTIN CONNECT ACDMY	
			100 %	TEA	PETERS CYN ELEM	
			100 %	TEA	TUSTIN HS	
			0 %	CSEA	M&O	
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	New Hire	Tustin Unified School District	
			100 %	CLNON	M&O	
			100 %	CSEA	HERITAGE ELEM	
			100 %	CSEA	FOOTHILL HS	
			100 %	CSEA	HEWES MS	

## Appendix D - Sample Handwashing Guidelines

Keenan SafeSchools Training Compliance by Person						
Tustin Unified School District						
All Buildings   All   All Assignment Categories   Handwashing Guidelines   2020-07-01 thru 2021-01-28   with Assignments						
Username	First Name	Last Name	Completion Percentage	Positions	Locations	
			100 %	TEA	TMA ELEM	
			100 %	New Hire	Tustin Unified School District	
			0 %	BRD	DISTRICT OFFICE - SUPT AND BOARD	
			100 %	TEA	PIONEER MS	
			0 %	TEA	FOOTHILL HS	
			100 %	CSEA	BENSON ELEM	
			100 %	CSEA	NELSON ELEM	
			100 %	CSMA	PIONEER MS	
			100 %	TEA	TUSTIN HS	
			100 %	New Hire	Tustin Unified School District	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	CENON	MULTI K-12	
			100 %	TEA	BECKMAN HS	
			100 %	CSEA	ORCHARD HILLS	
			100 %	CSEA	LADERA ELEM	
			100 %	TEA	HICKS CYN ELEM	
			100 %	TEA	BESWICK ELEM	
			100 %	CSEA	BESWICK ELEM	
			100 %	CLNON	DISTRICT OFFICE - MULTI K-12	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	CSEA	ESTOCK ELEM	
			100 %	New Hire	Tustin Unified School District	
			100 %	New Hire	Tustin Unified School District	
			100 %	CLNON	TUSTIN HS	
			100 %	CSEA	EL CENTER	
			100 %	TEA	THORMAN ELEM	
			100 %	CSEA	HEIDEMAN ELEM	
			100 %	CSEA	HERITAGE ELEM	
			100 %	TEA	SYCAMORE MGN ACD K-8	
			100 %	CSEA	HEIDEMAN ELEM	
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	CSEA	FOOTHILL HS	
			100 %	CSEA	ADULT ED	
			100 %	CSEA	MYFORD ELEM	
			100 %	TEA	FOOTHILL HS	
			100 %	TEA	ARROYO ELEM	
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	New Hire	Tustin Unified School District	
			100 %	CSEA	FOOTHILL HS	
			0 %	CENON	MULTI K-12	
			100 %	CLNON	DISTRICT OFFICE - MULTI K-12	
			100 %	CSEA	BENSON ELEM	
			100 %	CENON	MULTI K-12	
			100 %	CSEA	DISTRICT OFFICE - MAINT AND OPER	
			100 %	CSEA	CT MS	
			100 %	TSMA	DISTRICT OFFICE - ED SVCS	
			100 %	TEA	TUSTIN HS	
			100 %	CSEA	HEWES MS	
			100 %	CSEA	LADERA ELEM	
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	TEA	FOOTHILL HS	
			0 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	CSEA	PETERS CYN ELEM	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	CSEA	GUIN FOSS ELEM	
			0 %	CLNON	DISTRICT OFFICE - SP ED	
			100 %	New Hire	Tustin Unified School District	
			100 %	New Hire	Tustin Unified School District	
			100 %	CLNON	BECKMAN HS	
			100 %	CLNON	TUSTIN HS	
			100 %	CSEA	DISTRICT OFFICE - SP ED	
			100 %	CSEA	BENSON ELEM	
			100 %	New Hire	Tustin Unified School District	
			100 %	CSEA	TMA ELEM	
			100 %	CSEA	TUSTIN HS	
			100 %	CSEA	TUSTIN CONNECT ACDMY	
			100 %	TEA	PETERS CYN ELEM	
			100 %	TEA	TUSTIN HS	
			0 %	CSEA	M&O	
			100 %	CLNON	DISTRICT OFFICE - PERSONNEL SVCS	
			100 %	New Hire	Tustin Unified School District	
			100 %	CLNON	M&O	
			100 %	CSEA	HERITAGE ELEM	
			100 %	CSEA	FOOTHILL HS	
			100 %	CSEA	HEWES MS	



**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TUSTIN CHAPTER 450**  
**and the**  
**TUSTIN UNIFIED SCHOOL DISTRICT**  
**January 12, 2021**  
**RETURN IMPACTS AND EFFECTS (COVID-19)**

This Memorandum of Understanding (MOU) is agreed to between Tustin Unified School District (TUSD or District) and the California School Employees Association and its Tustin Chapter 450 (CSEA) concerning the impacts and effects of resumed District operations under COVID-19 pandemic conditions.

The District and CSEA recognize the importance of maintaining safe facilities and operations for the benefit of the students and communities served by the District and its teachers and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. Care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of District operations should be maintained, and provisions should be made for District employees who are impacted by the pandemic.

To these ends, for the duration of this MOU, the District and CSEA agree as follows:

**Guidance**

The District shall follow requirements issued by relevant governmental authorities, including but not limited to the California Division of Occupational Safety and Health (Cal/OSHA), California Department of Public Health (CDPH), and Orange County Health Care Agency (OCHCA) guidance for school reopening under COVID-19 conditions. The District shall notify CSEA of any changes to its reopening plan or changes in the reopening phase as soon as practicable. Should the CDPH, OCHCA, or other local health or other local relevant governmental authorities issue new requirements, the District shall negotiate the effects of implementing those requirements.

**Safety**

In addition to the District School Opening and Safety Plan, each site will establish a written, worksite-specific, COVID-19 prevention/Attestation plan for each facility/worksites which shall be posted in the front office of each school.

The name and contact information of the site-designated (COVID-19 site designee) person responsible for implementing the plan is available in the front office of each school site. The CSEA Chapter President and the assigned Labor Relations Representative shall be provided an electronic copy of each school's Attestation plan, including updates as they become available, and the COVID-19 site designee contact information.

**Reporting unsafe conditions:** In the interest of protecting community and workplace health, any employee may report, in writing, any unsafe condition in the working environment to the site designee. There will be no negative reprisals for employees who report unsafe conditions. Reporting safety concerns shall not displace the right of an employee to file CalOSHA or other administrative complaints.



### **Personal Protective Equipment (PPE)**

The district will follow requirements within the CDPH Guidance for the Use of Face Coverings and require all students, staff, and visitors to wear an appropriate face covering when on District property, unless a person is exempt.

All individuals are required to wear face coverings when inside of, or in line to enter, any indoor public space.

Staff members are required to wear face coverings including when:

- Interacting in person with any member of the public.
- Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time.
- Working in any space where food is prepared or packaged for sale or distribution to others.
- Working in or walking through common areas, such as hallways, courtyards, and stairways.

The District shall provide employees with all the protective equipment necessary to comply with requirements of relevant governmental authorities.

The District will ensure that all employees are provided a supply of the appropriate PPE at each school site required for the commission of their duties, such as: masks/face coverings, face shields, gloves and/or gowns. Replacement of these items shall be readily available through the site secretary supplies process.

### **Physical Distancing**

The District shall evaluate all workspaces to ensure that employees can maintain physical distancing where possible. Where possible, the District shall rearrange workspaces to incorporate a minimum of six feet distance between employees and between employees and students/visitors.

If physical distancing between workspaces or between employees and students/visitors is not possible, the District will install physical barriers such as plexiglass, where possible, or ensure other PPE options are made available.

When physical barriers are not possible the District will provide signs, or other visual cues such as decals or colored tape on the floor to indicate proper physical distancing.

The District will conduct all staff meetings, professional development training and education, and other activities involving staff with physical distancing measures in place, or virtually where physical distancing is not possible.

### **Visitors/Community Organizations**

The District shall limit access to campus for parents and other visitors and require all visitors to wear a mask or face covering, unless exempt according to CDPH guidelines (disposable masks will be available at the entrance of each site).

The District will ensure external community organizations that use school facilities agree in writing to adhere to the CDPH regulations for safety.

### **Supplies**

The District will ensure that its facilities have the necessary supplies for preventative sanitation measures (such as soap and water, hand washing stations, disinfectant wipes, disposable towels, tissues, hand sanitizer, and electrostatic sprayers). Further, the District shall provide handwashing locations for employees to wash their hands regularly on a designated schedule in accordance with the TUSD Reopening Plan.

### **Cleaning/Disinfecting**

The District shall establish and maintain a routine "deep-cleaning schedule." "Deep-cleaning schedule" is defined as a plan for keeping school facilities at a high level of cleanliness, particularly the sanitizing of high-touch surfaces.

The District shall maintain adequate school-appropriate cleaning supplies to disinfect the school site. The District will provide cleaning and disinfectant products that align with the Environmental Protection Agency-approved list.

Staff responsible for cleaning and disinfecting the school site shall be provided proper protective equipment, including gloves, eye protection, respiratory protection, and other appropriate protective equipment as required by the product instructions. The District will provide training to all staff assigned to cleaning and disinfecting the school site.

### **Training**

The District shall provide ongoing health and safety training as required by relevant governmental authorities.

The District will conduct the following trainings and education virtually. The District agrees to train all staff and provide educational materials regarding the following safety-focused activities and topics:

- Cloth Face Covering Information
- Coronavirus: Managing Stress and Anxiety
- Handwashing Guidelines

The following training will be provided to appropriate staff, as determined by the District:

- Coronavirus: Cleaning and Disinfecting Your Workplace

### **Exposure and Infection Protocol**

The District shall follow requirements of relevant governmental authorities for quarantining, testing, contact tracing, and communication.


Staff members are expected to self-screen and do a daily temperature check prior to reporting to work. If staff members are experiencing symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19 they shall use appropriate leaves of absence to stay home and shall contact their immediate supervisor or Personnel Services.

The District will inform the CSEA Chapter President or Labor Relations Representative as soon as practicable should it learn of a confirmed coronavirus infection of District employees, (including contract employees such as bus drivers), or students and at which campus or worksite said infection was found. It is understood that privacy rights under the Family Educational Rights and Privacy Act (FERPA), and the Americans with Disability Act (ADA) shall be maintained.

The District shall notify bargaining unit employees who may have been exposed to COVID-19 at work.

- The District will review information regarding sick leave rights under federal, state, and local laws and the Collective Bargaining Agreement (CBA) if the affected employee is required to quarantine.
- Employees who are approved to telework will be paid their current rate of pay and will not be required to use leaves while performing work for the District.
- Employees who are required to quarantine and who cannot telework may be eligible for FFCRA leave or Workers Compensation leave.

CSEA agrees to cooperate with the District in any necessary public health actions, such as contact tracing of infected individuals.

 3

## **Leaves**

In the event a CSEA bargaining-unit employee is exposed to coronavirus or is taken ill with coronavirus or is required to self-quarantine, the employee may use available leaves without fear of reprisal.

Leave policies will be liberally construed to encourage employees who are infected or experiencing symptoms to not infect others by coming to work.

In order to protect and support staff who are medically unable to work due to being considered at-risk by their medical provider, the District will consider accommodation options such as telework or temporary change in duties.

When an employee is exposed to coronavirus at work, if the employee is medically able to work remotely and his or her essential job functions may be performed remotely, the employee may be approved to telework during any required quarantine. Employees will be paid at their current rate of pay for approved telework and will not be required to use leaves while performing work for the District.

The District shall afford eligible employees access to leaves under the Families First Coronavirus Response Act (FFCRA), also known as HR 6201, which expires December 31, 2020. This emergency leave, while in effect, will be utilized before any other available leaves. District employees may use any applicable previously-accrued leave to fill any gap in pay resulting from the 2/3 formula in the FFCRA.

## **Return Personnel**

The District and CSEA agree that employees will generally be required to work at their regularly assigned worksites. If an employee requires a medical accommodation under the ADA and it is determined the employee's essential duties may be performed remotely, the District may accommodate employees with telework.

The District agrees to give no less than seventy-two (72)-hours' notice, barring an unforeseen situation, prior to requesting an employee who has been working remotely to report back to their assigned worksite.

Employees who are assigned to teleworking may be required to report to work at a District site periodically.

## **Workload and Staffing**

The District and CSEA agree to address anticipated increased workload concerns to accommodate changes made to comply with orders of governmental authorities. The District and CSEA shall meet to address any concerns regarding workload before the District pursues disciplinary action.

The District and CSEA recognize temporary changes in job duties may be required to meet the requirements of governmental authorities. The parties agree this is a temporary solution to a current need and shall not be considered a waiver of CSEA's rights to negotiate the transfer of duties as required by law. This shall not be considered precedent setting for either party. CSEA shall be notified, as Personnel Services becomes aware of, those temporary changes in job duties that last more than 5 days during the 2020-2021 school year. Temporary changes in job duties shall be effective for the 2020-2021 school year and may cease prior to the end of the school year if the District returns to normal operations.

Nothing in this MOU restricts the District's ability to assign duties pursuant to Board authority, Education Code section 45110, and Article 5.1.7, of the CBA.

If a CSEA bargaining-unit employee who is permitted to work remotely has a childcare issue, the CSEA bargaining-unit employee shall notify their Supervisor. If such a unit member is unable to perform his or her job remotely, the unit member may use available FFCRA leave to which the unit member is entitled.



### Reclosure of Schools

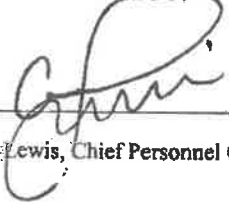
The parties acknowledge that any re-closure of schools shall be based on reliable, measurable data, and that the data shall be made available to CSEA upon request.

If the District determines, or is ordered, to close schools or further curtail services, the District shall notify the CSEA Chapter President or Labor Relations Representative as soon as practicable. The District and CSEA agree to return to negotiations in the event the Governor orders a shelter-in-place, or similar, that results in District closure.


**Duration of Agreement:** This MOU is a temporary agreement to address the extraordinary circumstances created by the novel coronavirus (COVID-19) pandemic. It does not create any precedents nor establish the status quo for future bargaining purposes. This MOU shall remain in effect until the end of the day on June 30, 2021, or the lifting of the statewide State of Emergency declared on March 4, 2020 in response to the coronavirus outbreak, whichever comes first.

The parties may reopen this MOU to negotiate evolving situations or other conditions not addressed in this MOU related to effects on unit members because of COVID-19.

FOR THE DISTRICT:

 1/12/21  
\_\_\_\_\_  
Chuck Lewis, Chief Personnel Office      Date

FOR CSEA:

 1/14/2021  
\_\_\_\_\_  
Luis Guerrero, President, Chapter 450      Date

 1/12/2021  
\_\_\_\_\_  
Emma Lopez, Labor Relations Rep.      Date



**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS TUSTIN CHAPTER 450  
AND  
TUSTIN UNIFIED SCHOOL DISTRICT  
CORONAVIRUS (COVID-19) PANDEMIC**

**JUNE 10, 2020**

This Memorandum of Understanding is entered into between the Tustin Unified School District (TUSD or District) and the California School Employees Association and its Tustin Chapter 450 (CSEA) concerning the District's response to the coronavirus (COVID-19) pandemic. On March 5, 2020, Governor Newsom declared a California State of Emergency due to the COVID-19 outbreak and on March 11, 2020, the World Health Organization officially declared the COVID-19 outbreak a pandemic.

The District and CSEA recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its teachers and staff. We recognize the importance of prudent measures to prevent District employees, students, their families, or other people using District facilities from being exposed to or infected with coronavirus. We agree that reasonable continuity of District operations should be maintained, and reasonable accommodation should be made for District employees who are impacted by the pandemic.

To these ends, for the duration of this MOU, the District and CSEA agree as follows:

- 1) The District will inform CSEA as soon as practicable should it learn of a confirmed coronavirus infection of District employees or students utilizing District facilities. It is understood that privacy rights under HIPPA and CMIA will be maintained.
- 2) The District will provide information on hygiene, and sanitation to help minimize the spread of the virus and will ensure that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer) and provide personal protective equipment (PPE) recommended by public health officials including, but not limited to gloves and face masks, to the extent such supplies are available. PPE shall be made available to the extent reasonably possible and consistent with CDPH and CDC guidelines. CSEA will cooperate with the District in any necessary public health actions including, but not limited to, those actions recommended by federal, state, and local departments of public health.
- 3) In the event a CSEA unit member is exposed to coronavirus or is taken ill with coronavirus, sick leave policies, including HR 6201, will be liberally construed to encourage the unit member not to infect others by coming to work. In the event a unit member wishes to self-quarantine for reasonable cause, the employee may use available leaves without fear of reprisal. Employees who have exhausted accrued sick leave may use extended sick leave. Similarly, those unit members with medical proof of susceptibility to the virus should it be detected among students or staff at a facility will be granted leave as liberally as lawfully possible when consistent with the school's operational needs. CSEA will notify its members of the District's commitments but shall not encourage its members to take leave unless there is actually a medical reason.

HR 6201: The parties recognize that the Federal "Families First Coronavirus Response Act," also known as HR 6201, provides most unit members with additional paid leave options for coronavirus-related absences, and expands qualifying reasons to take Family Medical Leave Act (FMLA) leave.

The District shall deal with requests by unit members who are parents to deal with a childcare provider or school emergency caused by coronavirus-related closure in conformity with HR 6201 and other available leaves within the collective bargaining agreement and in Labor Code 230.8.

- 4) The parties agree that the District shall have the sole and exclusive right to determine whether a school is closed, maintained as open, or reopened after closure. In the event any District facility is closed, or any District operations are curtailed due to the coronavirus pandemic, unit members will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment. Unit members who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality. This paragraph will apply to up to the remainder of the 2019-2020 school year of any such closure or curtailment; in the event the closure or curtailment seems likely to last more than the remainder of the 2019-2020 school year, the District and CSEA will meet and bargain about the issue.
- 5) Due to the fact that school employees have been recognized as essential workers to the District's continued operations, during any District closure or curtailment of operations, the District may require some unit members report to work onsite and perform work assignments. The District will to the extent possible allow unit members to work remotely at home and provide necessary equipment if needed to perform appropriate alternative work assignments during their normal schedule, as deemed necessary by the District.
- 6) Should the District close any schools to address COVID-19, the District shall comply with requirements of federal and state executive orders. CSEA will support efforts to maintain funding pursuant to Education Code §§ 41422 and 46392 in connection with the closure of any District facilities due to COVID-19 pandemic.
- 7) Nothing in this MOU constrains the District's discretion to respond in an emergency or the right of CSEA to negotiate the effects of changes in working conditions.
- 8) Term of this agreement shall be through June 30, 2020.

TUSTIN UNIFIED SCHOOL DISTRICT

  
\_\_\_\_\_  
Chuck Lewis, Chief Personnel Officer

6/15/20

CSEA

\_\_\_\_\_  
Luis Guerrero, Chapter President

Emma Lopez

Digitally signed by Emma Lopez  
DN: cn=Emma Lopez, o=CSEA, ou,  
email=ELOPEZ@CSEA.COM, c=US  
Date: 2020.06.10 12:42:20 -0700

\_\_\_\_\_  
Emma Lopez, Labor Relations Representative

**MEMORANDUM OF UNDERSTANDING**  
between the  
Tustin Unified School District  
and the  
Classified Supervisory Management Association

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The parties agree to the following Memorandum of Understanding pertaining to a **temporary work year increase as follows:**

- Extending the work year calendar for the classified staff who are currently not scheduled to work on October 2, 2020, by one (1) day for the 2020-2021 school year only for the following classification:
  - Cafeteria Supervisor II

This Memorandum of Understanding is subject to approval by Classified Supervisory Management Association and approval by the Tustin Unified School District Board of Education.

For CSMA

For Tustin Unified School District

Date

Date

18 SEPT 2020

9/18/20

Memorandum of Understanding  
between the  
Tustin Unified School District  
and the  
Tustin Educators Association

The Tustin Unified School District (TUSD) and the Tustin Educators Association (TEA) enter this Memorandum of Understanding (MOU) regarding Distance Learning for the 2020-21 academic school year.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement (CBA) between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the Parties. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement ("CBA") not in conflict with this MOU.

The Parties agree to the following:

1. Full distance learning is defined as, but is not limited to:
  - A. Interaction, instruction, and check-ins between unit members and students by a computer, tablet, smartphone, or any other communications technology.
  - B. Live synchronous instruction in which the primary mode of communication between the student and unit members is online interaction, instructional television, video, tele-courses, tele-therapy, or other instruction that relies on computer, tablet, smartphone, or any other communications technology.
  - C. Instruction that utilizes materials incorporating assignments that are the subject of written or oral feedback.
2. Unit members shall be responsible for implementing appropriate instruction and assessments, actively engaging with parents/guardians and students in a timely



manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion, participation and progress, providing students feedback, and reporting non-participation of students. Site staff will provide support to teachers for additional outreach and follow up of non-participating students.

- A. TUSD teachers shall be provided virtual curriculum supports for instruction TK-12. This curriculum is designed to provide an equitable baseline of instruction across the school district, while also supporting the teacher in managing curriculum whether in-person or virtual. Depending on the course and grade level taught, curriculum resources may include Florida Virtual Learning Systems, Plato, CTE-specific courses (Project Lead the Way), and some TUSD teacher-developed curriculum (i.e. French 3).
  - B. All students shall receive daily live instruction by a certificated employee for purposes of instruction, progress monitoring, and maintaining school connectedness.
  - C. The structures of the school day shall be as delineated in the attached Distance Learning Schedule. Bell schedules may vary from site to site.
3. Classroom teachers shall be afforded the flexibility to work from their homes or classrooms/district worksites, unless otherwise directed. Other unit members shall be reviewed on a case-by-case basis for working remotely based upon site needs.
- A. In the event a unit member enters a district facility, they shall sign in and follow district directed protocols. Unit members shall follow District safety recommendations, including but not limited to maintaining six feet physical distancing between themselves and other individuals and wearing a face covering, unless alone in their workspace.
  - B. Unit members permitted to work remotely shall initially inform their site administrators of their work location. If the unit member chooses to change their work location, they shall notify their site administrator.
  - C. Counselors may be required to work on site to create master schedules for virtual and hybrid models. Upon successful completion of master schedules, counselors and site administrators shall meet to identify potential job needs.





while distance learning continues and determine their ability to perform their job requirements virtually.

D. Under the current full distance learning model, unit members may access and work from their classroom/office worksite during contractual hours.

4. The District shall provide unit members with student attendance protocols which they shall employ daily.

5. Unit members shall be available during daily live instruction periods, as determined by a site's distance learning schedules of instruction or student IEPs.

A. Unit members who provide daily live instruction shall not be recorded without their consent.

6. While working under the current full distance learning model, unit members shall continue to receive their full compensation and benefits.

A. Stipends in the contract shall be paid as approved by the District.

B. Other stipends shall be paid for work done.

C. In season coaching stipends shall be paid by the District when the season occurs.

7. Full Distance Learning Accountability:

A. Unit members shall document daily participation for each student on each school day, in whole or in part, for which distance learning and/or related services are provided in accordance with the Board approved plan, but not limited to:

- i. Evidence of participation in remote activities, supports/services, and instruction;
- ii. completion of regular assignments and/or assessments;
- iii. contacts between unit members and students and/or parents or guardians.



- B. Administrators shall be provided a link to virtual classrooms and may visit classrooms through District adopted virtual interface methods.

#### 8. Evaluation

- A. The annual goal-setting process in Article 11, Sections 11.1.1 – 11.1.3 inclusive shall be implemented.
- B. No Formal Observations shall be conducted for permanent unit members while distance learning is the only instructional model in use. Formal observations for temporary or probationary teachers, should distance learning continue, will occur no sooner than October 1.
- C. The Parties shall convene to determine whether the Formal Evaluation process pursuant to Article 11 – Evaluation Procedures will be implemented for the 2020/21 school year no later than two (2) weeks after the implementation of the in-person hybrid models.

#### 9. Unit members shall work and be available in accordance with Article 5 – Hours of Employment.

- A. Unit members shall provide distance learning according to the attached bell schedules and be available for student IEPs.
- B. Unit members who are required to quarantine due to COVID-19 and continue to provide distance learning shall be paid their full salary.

#### 10. Adjunct Duties

Adjunct Duties that were identified at each site for the 2020/21 shall be reviewed and may be revised to meet different needs of the sites due to the COVID-19 pandemic. If adjunct duties for the 2020/21 were not identified due to school closures in March 2020, sites shall follow the process delineated in Article 5, Section 5.4. Section 5.4.3 may be adjusted to accommodate sites making the most thoughtful decisions regarding the needs of the site in the current environment.

#### 11. The District shall maintain work sites in compliance with Orange County Department of Education's School Reopening Attestation.



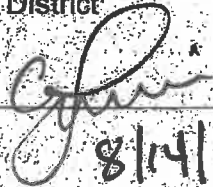
## 12. Leaves

In addition to contractual leaves available to eligible BUMs, leaves may be available for child care or emergency paid sick leave as outlined in the Families First Coronavirus Response Leave:


- <https://www.dol.gov/agencies/whd/pandemic/fcra-employee-paid-leave>

13. This MOU shall expire in full without precedent when and if the local orders related to the COVID-19 pandemic are lifted and/or on June 30, 2021, unless extended by mutual written agreement of the Parties.

For the District

  
Date 8/14/20

For the Association

  
Date 8/14/20

(Teaching models attachments)



**Memorandum of Understanding  
between the  
Tustin Unified School District  
and the  
Tustin Educators Association**

The Tustin Unified School District (TUSD) and the Tustin Educators Association (TEA) enter this Memorandum of Understanding (MOU) regarding opening of schools, distance learning and hybrid instructional models for the 2020-21 academic school year.

As of the date of this MOU, the Parties recognize that the COVID-19 pandemic necessitates significant modifications to the operation of schools to minimize the health risks associated with COVID-19 infection for all students, staff, and their families while also providing equitable access to education for students.

Unless otherwise noted below, the provisions of this MOU shall supersede any provisions of the Collective Bargaining Agreement (CBA) between the Parties that are in conflict for the duration of this MOU, or until modified by mutual agreement of the Parties. The Parties affirm the obligation to comply with all provisions of the Collective Bargaining Agreement ("CBA") not in conflict with this MOU.

The Parties agree to the following:

**1. Safety**

The District shall implement mandatory legal requirements issued by relevant governmental authorities, including but not limited to the Orange County Department of Education's School Reopening Requirements. In addition to the District School Opening and Safety Plan, each site shall develop and post their individual safety plan in the school office.

The district shall follow CDPH Guidance for the Use of Face Coverings and require all students, staff, and visitors to wear an appropriate face covering which are currently as follows:

**A. Cloth Face Coverings**

- Unit members shall be required to use cloth face coverings when:
  - Interacting in person with any member of the public
  - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time
  - Working in or walking through common areas, such as hallways, courtyards, stairways



- Students in Grades 3 – 12 and Adult Transition shall be required to wear cloth face coverings.
- Students Age 2 through Grade 2 shall be required to wear cloth face coverings any time they cannot maintain six feet social distancing, including:
  - When in the classroom
  - When waiting to enter school
  - When on school grounds (except when eating or drinking)
  - When leaving school
  - When on the bus
- Staff shall determine when cloth face coverings may be removed.
- Students who are required to wear cloth face coverings, and refuse to do so, shall be excluded from campus and will be offered Distance Learning.
- The following individuals are exempt from wearing a cloth face covering:
  - Babies or toddlers under 2 years old.
  - Persons with a verified medical condition, mental health condition, or disability that prevents wearing a face covering
  - Persons who are hearing impaired or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication
  - In limited situations where cloth face coverings cannot be used for pedagogical or developmental reasons, such as communication or assisting young children or those with special needs, a face shield can be used instead of a cloth face covering while in the classroom as long as the wearer maintains physical distance from others, to the extent practicable.
- Sites shall be allocated the equivalent of \$15.00 per unit member for the purchase of school site choices of cloth face coverings
- When staff members misplace or forget their masks cloth face coverings, disposable masks shall be readily available at the site upon request.

#### B. Classrooms

- Desks shall be physically distanced by six feet, when practicable.
- Desk partitions are available for every student desk in use.
- Teachers may request partitions for their own desks, which shall be the larger partitions available for secondary student desks.
- Students seated at tables may have safety dividers or shields.
- Wall mounted thermometers shall be installed.
- Disinfecting products shall be supplied, including an approved non-contact product to spray student workstations areas between student sessions.



- Sanitizer and hand soap shall be maintained in currently installed dispensers and pump bottles of sanitizer will be provided as back up
- Removal of non-essential furniture and germ spreaders (stuffed animals, rugs, etc.)
- Bottled water shall be available at sites where water bottle filling stations are on back order

#### C. Buildings/Campuses/Work Sites

- The District shall establish and maintain a routine deep-cleaning schedule. Deep-cleaning schedule is defined as a plan for keeping school facilities at a high level of cleanliness, particularly the sanitizing of high-touch surfaces.
- MERV 9 or equivalent air filters shall be installed in air conditioning units and replaced periodically
- Directional signage for entering and exiting shall be posted
- Signage for social distancing shall be posted
- Water bottle filling stations shall be installed and drinking fountains shall be made non-operational
- Ionizers shall be used for disinfecting surfaces after instructional hours
- Previously bolted windows shall be unbolted, as determined by the District, to allow windows to be opened to fresh air
- Air conditioning systems shall be adjusted to bring in more air from outside
- Sanitizer and hand soap shall be maintained in currently installed dispensers. Additional pump bottles of sanitizer shall be provided as back up
- Additional hand sanitizer stations shall be added at strategic locations
- Handwashing stations shall be provided to identified areas where classrooms do not have sinks or handwashing options, as determined by the District
- Disinfecting products shall be supplied
- Refills of these items shall be readily available through the site secretary supplies process

#### D. Unit members shall follow district directed protocols when entering district facilities. Unit members shall follow District safety recommendations.

#### E. Exposure and Infection Protocols, Contact Tracing and Closures

- The District and employees shall follow requirements of relevant governmental authorities for quarantining, testing, contact tracing, communication, and closures

- Unit members shall self-screen and do a daily temperature check prior to reporting to work. If unit members are experiencing symptoms of COVID-19, were diagnosed with COVID-19, or are awaiting test results for COVID-19 they shall use appropriate leaves of absence as necessary to stay home and shall contact their immediate supervisor or the Director or Chief Personnel Officer, Personnel Services.
- The District shall inform the TEA president or TEA's Primary Contact Staff as soon as practicable should it learn of a confirmed coronavirus infection of District employees or students and at which campus or worksite said infection was found. It is understood that privacy rights under the Family Educational Rights and Privacy Act (FERPA), and the Americans with Disability Act (ADA) shall be maintained.
  - Information provided to the TEA president or TEA's Primary Contact Staff shall not be shared or disseminated.
- The District shall notify unit members who may have been exposed to COVID-19 at work.
- When exposure is suspected, the District shall consult with the OCHCA's COVID Schools Response Team, which is a unit of Public Health Nurses, Supervising Public Health Nurse and Physicians who are dedicated to providing guidance to administrative staff at schools and school-based programs that have identified a COVID-19 case or exposure in students or staff. The COVID Schools Response Team provides the following services:
  - COVID-19 case investigations and assistance with contact tracing activities
  - Guidance regarding identifying individuals with high risk and low risk exposures
  - Recommendations about isolation of cases and quarantine of close contacts
- School Closures: When a unit member is exposed to coronavirus at work, if the unit member is medically able to work remotely, the unit member may be allowed to telework during any required quarantine. If the unit member is unable to work, the unit member may use available leave entitlements including under the FFCRA, and then may use other available sick leave.
- Employees who are required to test may utilize their own medical provider or access the OCHCA testing centers, currently located at Anaheim Convention Center and the Costa Mesa Fairgrounds.
- The District shall review information regarding sick leave rights under federal, state, and local laws and the Collective Bargaining Agreement





- (CBA) if the affected employee is required to quarantine. Unit members who are required to quarantine due to COVID-19 and continue to provide distance learning or other services shall be paid their full salary.
- TEA shall cooperate with the District in any necessary public health actions, including, but not limited to contact tracing of infected individuals.

2. Training and Preparation Dates and Structures

- A. Tuesday September 8, 2020 shall replace October 2, 2020, as a non-student day and October 2, 2020, shall be an instructional day.
- B. September 8, 2020, shall be to review setting up live streaming, site safety plans, and district safety items. Classroom teachers shall have at least half of that day to work and adjust to safety protocols and new technology.
- C. Half days shall also be set aside for classroom teachers to prepare for hybrid learning on the following dates: September 9, 16, and 23, 2020.

3. Full distance learning is defined as, but is not limited to:

- A. Interaction, instruction, and check-ins between unit members and students by a computer, tablet, smartphone, or any other communications technology.
- B. Live-synchronous instruction in which the primary mode of communication between the student and unit members is online interaction, instructional television, video, tele-courses, tele-therapy, or other instruction that relies on computer, tablet, smartphone, or any other communications technology.
- C. Instruction that utilizes materials incorporating assignments that are the subject of written or oral feedback.

4. In-person hybrid models shall be a combination of the full distance learning model and the in-person classroom learning model. (See attached instructional models)

5. Unit members shall be responsible for implementing appropriate instruction and assessments, actively engaging with parents/guardians and students in both Distance and In-person Learning models in a timely manner, supporting diverse learners, building rapport and connections with students, regularly monitoring student work completion, participation and progress, providing students feedback, and reporting non-participation of students. Site staff will provide support to teachers for additional outreach and follow up of non-participating students.

- A. TUSD teachers shall be provided curriculum supports for instruction TK-12. This curriculum is designed to provide an equitable baseline of instruction across the school district, while also supporting the teacher in managing curriculum whether in-person or virtual. Depending on the course and grade level taught, curriculum resources may include Florida Virtual Learning



- Systems, Plato, CTE-specific courses (Project Lead the Way), and some TUSD teacher-developed curriculum (i.e. French 3).
- B. All students shall receive daily live instruction by a certificated employee for purposes of instruction, progress monitoring, and maintaining school connectedness.
  - C. The structures of the school day shall be as delineated in the attached learning models. Bell schedules may vary from site to site.
6. Teachers assigned to the distance learning model shall be afforded the flexibility to work from their homes or classrooms/district worksites, unless otherwise directed.
7. Provisions Specific to Special Education
- A. Additional PPE shall be available to teachers of Moderate/Severe classes
  - B. Plexiglass shields shall be available for use when conducting student assessments, etc.
  - C. Special Day Classes will meet full days on Monday, Tuesday, Thursday, and Friday and for three hours of in-person on Wednesday.
  - D. Teachers shall not be required to provide instruction to students outside of school hours.
  - E. IEPs shall be held virtually unless a parent requests an in-person meeting.
  - F. More information is available at "TUSD Special Education Reopening Strong" <https://resources.finalsite.net/images/v1599084081/tustink12caus/asubcultg6zphpqu0ymp/TUSDPLAN071320-Final.pdf>
8. The District shall provide unit members with student attendance protocols which they shall employ daily.
9. Teachers shall use Schoology or a prescribed learning management system to document all student assignments.
10. Unit members shall work and be available in accordance with Article 5 – Hours of Employment and be available for student IEPs.
- Unit members may work from home on Wednesdays, unless otherwise directed.
  - Elementary Music Teachers are required to work from home until further notice.
11. Unit members who provide daily live instruction shall not be recorded.
12. There shall be no recordings of live lessons or students by unit members.



### 13. Compensation

- A. Unit members who are required to quarantine due to COVID-19 and continue to provide distance learning or other services shall be paid their full salary.
- B. Stipends in the contract shall be paid as approved by the District.
- C. Other stipends shall be paid for work done.
- D. In season coaching stipends shall be paid by the District when the season occurs.

### 14. Learning Accountability

- A. Unit members shall document daily participation for each student on each school day, in whole or in part, for which distance learning and/or related services are provided in accordance with the Board approved plan, but not limited to:
  - Evidence of participation in remote activities, supports/services, and instruction
  - Completion of regular assignments and/or assessments
  - Contacts between unit members and students and/or parents or guardians
- B. Administrators shall be provided a link to virtual classrooms and may visit classrooms through District adopted virtual interface methods.

### 15. Evaluation

- A. The annual goal-setting process in Article 11, Sections 11.1.1 – 11.1.3 inclusive shall be implemented.
- B. No Formal Observations shall be conducted for unit members while distance learning is the only instructional model in use. Once hybrid instruction begins, formal observations for teachers will occur no sooner than November 2, 2020.
- C. Administrators and individual unit members shall mutually agree upon up to a maximum of three (3) of the CSTPs as the focus for the evaluation process for the 2020/21 school year.

### 16. Adjunct Duties

Adjunct Duties that were identified at each site for the 2020/21 shall be reviewed and may be revised to meet different needs of the sites due to the COVID-19 pandemic. If adjunct duties for the 2020/21 were not identified due to school closures in March 2020, sites shall follow the process delineated in Article 5, Section 5.4. Section 5.4.3 may be adjusted to accommodate sites making the most thoughtful decisions regarding the needs of the site in the current environment.

*This space intentionally left blank*





**17. Leaves**

In addition to contractual leaves available to eligible unit members, leaves may be available for childcare or emergency paid sick leave as outlined in the Families First Coronavirus Response Leave:

<https://www.dol.gov/agencies/whd/pandemic/ffcr-employee-paid-leave>

**18. This MOU shall expire in full without precedent on June 30, 2021, unless extended by mutual written agreement of the Parties.**

  
\_\_\_\_\_  
For the District

Date

9-22-20

  
\_\_\_\_\_  
For the Association

Date

9/22/20

(Attach and initial: Teaching models (4) and the TUSD School Opening and Safety Plan)



**Memorandum of Understanding  
between the  
Tustin Unified School District  
and the  
Tustin Educators Association**

The parties agree that the provisions below shall be in effect in the 2020-21 school year as long as the District continues to implement the Hybrid Learning model.

**Secondary General Education Students Attending Four Days Per Week**

As of the date of this MOU, the Parties recognize that there is a significant need to support student learning loss and that interventions are a necessary element to a successful academic year for students. It is also recognized that staff and student safety are a shared interest by both the District and the Association.

**Memorandum of Understanding for 2020-21**

**It is agreed that select secondary General Education\* students will be invited to attend four-days per week as follows:**

- All certificated bargaining unit members at the school site shall be notified of the plan to invite learners more than two days per week
- Individual unit members receiving students four days per week shall be notified in advance
- Invitations to students to attend four days per week shall be based upon learning and/or social emotional needs (Ex: ELL, IEP, 504 Plans, D's, F's)
- Consideration of space in a classroom per OCHCA guidelines shall be made prior to invitations going out
- Newly identified students after the signing of this MOU shall start on or after January 19, 2021
- No more than 20% of the general education enrollment at any site shall be invited to attend four days per week

\*General education students are defined as students who are not in SDC, but may include students with IEPs, such as Speech and Language, RSP, etc.

  
\_\_\_\_\_  
For the District

Date

  
\_\_\_\_\_  
For the Association

Date

**Memorandum of Understanding  
between the  
Tustin Unified School District  
and the  
Tustin Educators Association  
Revised 1-7-2021**

The Tustin Unified School District (TUSD) and the Tustin Educators Association (TEA) enter this Memorandum of Understanding (MOU) to address the shortage of certificated substitute teachers in the 2020-21 academic school year.

Both Parties recognize that numerous factors are impacting the ability for TUSD to secure an adequate number of substitute teachers, including overall shortages, which has been exacerbated by the COVID-19 pandemic. Both TEA and TUSD recognize the challenge and are working through a collaborative approach with guiding mutual interests of safety for both staff and students, quality supervision of students, and instructional continuity.

In order to further support classroom coverage when there exists a substitute teacher shortage, the Parties agree to the following:

When faced with a substitute teacher shortage, prior to dividing up a classroom, the following options below for coverage will be considered by the site administrator to provide the least impact at a site (list is in alpha order):

- Any volunteers from a grade or subject level
- Canceling planning day subs
- Counselor
- MTSS teacher
- Other certificated
- Paraeducator as the adult in the physical classroom when a teacher is permitted to work remotely and "reverse livestream" into the classroom
- Paraeducator where another teacher covers class remotely from his/her room
- Preparation periods
- SAI/RSP teacher
- Site administrator
- TOSA

Only after considering the above options shall a site administrator deem it necessary to combine classes or have teachers cover during prep-periods at the middle and high school levels.

"4.5.7 Unit members who are asked to substitute for a teacher on leave (i.e. sick leave, conference, Personal Necessity) shall be compensated as follows:

- Middle School and High School

The long term substitute rate divided by the number of periods served

- Elementary School

The long term substitute rate divided by the number of teachers covering the students of the unit member on leave

4.5.7.1 The resultant pay shall be rounded to the nearest dollar."

This MOU shall expire in full without precedent on June 30, 2021, unless extended by mutual written agreement of the Parties.

\_\_\_\_\_  
For the District

\_\_\_\_\_  
For the Association

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Memorandum of Understanding  
between the  
Tustin Unified School District  
and the  
Tustin Educators Association**

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- MTSS teacher
- Other certificated
- Paraeducator as the adult in the physical classroom when a teacher is permitted to work remotely and "reverse livestream" into the classroom
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- Preparation periods
- SAI/RSP teacher
- Site administrator
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Only after considering the above options shall a site administrator deem it necessary to combine classes or have teachers cover during prep periods at the middle and high school levels.




4.5.7 Unit members who are asked to substitute for a teacher on leave (i.e. sick leave, conference, Personal Necessity) shall be compensated as follows:

- Middle School and High School

The long-term substitute rate divided by the number of periods served

- Elementary School

The long-term substitute rate divided by the number of teachers covering the students of the unit member on leave

4.5.7.1 The resultant pay shall be rounded to the nearest dollar."

This MOU shall expire in full without precedent on June 30, 2021, unless extended by mutual written agreement of the Parties.

  
\_\_\_\_\_  
For the District

  
\_\_\_\_\_  
For the Association

1/11/21  
\_\_\_\_\_  
Date

1/11/2021  
\_\_\_\_\_  
Date

# Appendix F - Bottle Filling Documentation

SCHOOL SITES	Bottle Fillers @ Site	New Installations	Date of Installation	By
BENSON	0	3	Complete	District
HERITAGE	0	3	Complete	District
NELSON	0	3	Complete	Verne's
TMA	0	3	Complete	District
ORCHARD HILLS	0	6	Complete	District
SYCAMORE			Complete	Verne's
K-5	1	2	Complete	Verne's
6-8	0	3	Complete	Verne's
HILLVIEW	0	2	Complete	Verne's
TUSTIN	0	10	Complete	Verne's
TUSTIN CONNECT @ ESC	0	3	Complete	Verne's
ARROYO	1	3	Complete	District
BESWICK	1	3	Complete	District
ESTOCK	1	3	Complete	Verne's
GUIN FOSS	1	3	Complete	Verne's
LADERA	1	3	Complete	Verne's
LOMA VISTA	1	3	Complete	District
TUSTIN RANCH	1	3	Complete	Verne's
UTT	1	5	Complete	District
HICKS CANYON	2	3	Complete	Verne's
MYFORD	2	3	Complete	District
PETERS CANYON	2	3	Complete	District
RED HILL	2	3	Complete	District
PIONEER	2	4	Complete	Verne's
HEWES	3	3	Complete	Verne's
HEIDEMAN	4	2	10/8/2020	District
CT	4	2	10/9/2020	District
FOOTHILL	5	5	10/12/2020	District
BECKMAN	6	4	10/13/2020	District
Grand Total		96		

1st Priority
2nd Priority
3rd Priority
4th Priority
5th Priority
6th Priority
7th Priority

**TUSTIN UNIFIED  
SCHOOL DISTRICT**

**PURCHASE ORDER**

REVISED PURCHASE ORDER

<b>PURCHASE ORDER NUMBER</b>	P87R0051
<small>(THIS NUMBER MUST APPEAR ON ALL SHIPPED MATERIAL AND CORRESPONDENCE)</small>	

<b>ISSUED/PRINTED</b> 07/02/20 08/13/20	<b>BID/REQUISITION #</b> P8752690	<b>BUYER</b> Alex F.	<b>CONTACT PHONE NUMBER</b> 714-730-7301x357	<b>VENDOR#</b> V8714047 P: (909) 517-3085 F: (909) 613-1607	<b>VENDOR ACCT #/TERMS</b>	<b>REQUESTOR/END USE</b> COVID-19	<b>SHIP VIA/FOB</b>
<b>DELIVERY HOURS</b> 8:00-2:00							

**FROM/BILL TO:**

Tustin Unified School District  
Accounts Payable  
300 South C Street  
Tustin, CA 92780

**TO:** Ferguson Enterprises LLC

2750 South Towne Avenue  
POMONA, CA 91766

**SHIP TO:**

District Warehouse  
Tustin Unified School District  
1302 Service Road  
(714) 730-7317  
Tustin, CA 92780

ITEM NO	ITEM DESCRIPTION	QTY	UNIT	COST	EXTENSION
Page 1 of 1					
0001	Catalog # SP-MBF1-A002-1 Bottle Filler - MBF1-A-002-1  per attached Quote # B071367  Revised: Change Budget Code per J Crawford 07/07/20 ab	100	EA	424.73	42,473.00
0002	Catalog # SP-ABFS2 BF2S SENSOR BTL FLR UPGRADE ONLY  REVISED PO to upgrade water bottle filler kits from push button to sensor. AF 8/13/20  Per attached price quotation # B16696	100	EA	41.177	4,117.70

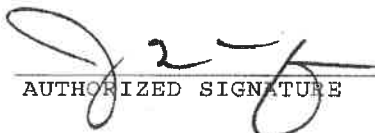
**ACCOUNTS AND AMOUNTS**

0102300145 4380 50,201.48

The District prohibits the use of gifts, incentives, inducements, favors, monetary returns, either promised or given, and/or rebates of any kind (hereinafter referred to as "Incentives") that do not accrue directly to the District. Any supplier attempting to or providing such Incentives shall result in the immediate termination of any existing and future order to that supplier and District will take any and all appropriate actions deemed necessary by the District, including but not limited to referral to local law enforcement authorities.

Subtotal:	46,590.70
Tax:	3,610.78
Discount:	
Freight:	0.00
PO Total:	50,201.48

**Joslyn Crawford**  
Director, Fiscal Services

  
AUTHORIZED SIGNATURE

**TUSTIN UNIFIED  
SCHOOL DISTRICT**

**PURCHASE ORDER**

<b>PURCHASE ORDER NUMBER</b>	P87M0245
<small>(THIS NUMBER MUST APPEAR ON ALL SHIPPED MATERIAL AND CORRESPONDENCE)</small>	

<b>ISSUED/PRINTED</b> 09/14/20 09/14/20	<b>BID/REQUISITION #</b> P8700241	<b>BUYER</b> SALLY LOPEZ	<b>CONTACT PHONE NUMBER</b> DELIVERY HOURS 8:00-2:00	<b>VENDOR #</b> V8708047 P: (714) 994-1971 F: (714) 994-2203	<b>VENDOR ACCT #/TERMS</b>	<b>DELIVERY DUE DATE</b> REQUESTOR/END USE Sally Lopez	<b>SHIP VIA/FOB</b>
---	--------------------------------------	-----------------------------	---	--	----------------------------	--	---------------------

**FROM/BILL TO:**  
Tustin Unified School District  
Accounts Payable  
300 South C Street  
Tustin, CA 92780

**TO:** Verne's Plumbing Inc  
8561 Whitaker Street  
Buena Park, CA 90621

**SHIP TO:** AGREEMENT/CONTRACT

Page 1 of 1		QTY	UNIT	COST	EXTENSION
0001	COVID-19 RELATED LABOR AND MATERIALS TO INSTALL DISTRICT PROVIDED BOTTLE FILLER RETROFIT KITS AT VARIOUS SITES. MOUNT THE BOTTLE FILLER, HOOK UP TO THE EXISTING WATER AND SILICONE THE UNIT TO THE EXISTING BACK SPLASH. PER QUOTE# 20-0323  NOT TO EXCEED PURCHASE ORDER AMOUNT.	50	EA	660.00	33,000.00

**ACCOUNTS AND AMOUNTS:**

0104706245 4380 33,000.00

The District prohibits the use of gifts, incentives, inducements, favors, monetary returns, either promised or given, and/or rebates of any kind (hereinafter referred to as "incentives") that do not accrue directly to the District. Any supplier attempting to or providing such incentives shall result in the immediate termination of any existing and future order to that supplier and District will take any and all appropriate actions deemed necessary by the District, including but not limited to referral to local law enforcement authorities.

Subtotal: 33,000.00  
Tax: 0.00  
Discount:  
Freight: 0.00  
PO Total: 33,000.00

VENDOR

*Tom Ryzant*  
AUTHORIZED SIGNATURE



**QUOTE**

QUOTE NO  
20-0323

TO Tustin Unified School District  
300 South C Street  
Tustin, CA 92780

Job: Various Locations

M0245

QUOTE DATE	VALID THRU	FOR	PAGE
9/8/2020	10/7/2020	Bottle Filler Install	1

ITEM NO	QUANTITY	DESCRIPTION	UNIT PRICE	EXTENSION
	1	Price Includes: All labor and material to install one district provided bottle filler. Mount the bottle filler, hook up to the existing water and silicone the unit to the existing back splash.	660.00	660.00*
	50			

Price Excludes: High lo drinking fountain, backsplash, mopunting plate, waste, chlorination, water samples, after hour/weekend work, paint, electrical, gas, demo or patch of any kind, lead abatement, asbestos abatement, retention, bond, city planning, city fees or permits.

Please sign and fax back for approval, thank you

Approved By: Anthony Soria  
Date: 9/9/20  
Signed: [Signature]  
Title: CFO

SUBTOTAL \$660.00

TAX \$0.00

**TOTAL AMOUNT \$660.00**



## Appendix G - Electrostatic Handheld Sprayer Documentation

**From:** Lopez, Sally <[slopez@tustin.k12.ca.us](mailto:slopez@tustin.k12.ca.us)>  
**Sent:** Monday, July 13, 2020 8:00 AM  
**To:** Kyle Freedman <[kyler@hotsysocal.com](mailto:kyler@hotsysocal.com)>  
**Cc:** Sanchez, Salvador <[ssanchez@tustin.k12.ca.us](mailto:ssanchez@tustin.k12.ca.us)>  
**Subject:** RE: Victory Sprayers - Estimate 205485 from Hotsy of Southern CA

Good morning Kyle,

Just checking to see that you received the attached signed purchase order.

**SALLY LOPEZ**

Contract Specialist/Buyer  
O: 714.730.7515 | F: 714.731.5497  
[slopez@tustin.k12.ca.us](mailto:slopez@tustin.k12.ca.us)  
1302 Service Rd., Tustin, CA 92780

**From:** Lopez, Sally  
**Sent:** Friday, July 10, 2020 3:45 PM  
**To:** Kyle Freedman  
**Cc:** Sanchez, Salvador  
**Subject:** RE: Victory Sprayers - Estimate 205485 from Hotsy of Southern CA

Hi Kyle,

Please see the attached signed purchase order and quote. Please let me know if you need anything else from us to submit the order. We will be sending out the original PO via mail for your records.

**SALLY LOPEZ**

Contract Specialist/Buyer  
O: 714.730.7515 | F: 714.731.5497  
[slopez@tustin.k12.ca.us](mailto:slopez@tustin.k12.ca.us)  
1302 Service Rd., Tustin, CA 92780

**From:** Kyle Freedman [<mailto:kyler@hotsysocal.com>]  
**Sent:** Friday, July 10, 2020 1:51 PM  
**To:** Lopez, Sally  
**Subject:** Victory Sprayers - Estimate 205485 from Hotsy of Southern CA

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sally,

Attached is the revised quote for 26 of the electrostatic handheld sprayers. Usually we require a 50% deposit on the sprayers, but I know that is difficult for schools to do so we are extending you terms NET 15 days. I have attached our W9 per your request. Please let me know if there is anything else you need from me! Thank you and we look forward to working with you.

## Sanchez, Salvador

---

**From:** Sanchez, Salvador  
**Sent:** Monday, July 13, 2020 9:36 AM  
**To:** Soria, Anthony  
**Cc:** Griffin, Caitlin  
**Subject:** FW: Victory Sprayers - Estimate 205485 from Hotsy of Southern CA

Hi Tony,

FYI – Here's confirmation regarding the handheld sprayers. We will be receiving them this coming Friday.

Also, we will be hosting two (2) training sessions on Thursday this week at CT. One session will be with middle and high school Plant Supervisors and the second session will be with elementary Head Custodians & Custodians.

Sessions are scheduled back-to-back 9:00 am – 10:00 am & 10:00 am – 11:00 am

Please let me know if you have any questions.

Thanks,  
-Sal

**From:** Kyle Freedman <kylar@hotsysocal.com>  
**Sent:** Monday, July 13, 2020 8:11 AM  
**To:** Lopez, Sally <slopez@tustin.k12.ca.us>  
**Cc:** Sanchez, Salvador <ssanchez@tustin.k12.ca.us>  
**Subject:** RE: Victory Sprayers - Estimate 205485 from Hotsy of Southern CA

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Sally,

Thank you for the PO. It has been received and processed. We look forward to supplying you with the disinfection equipment. Have a great day!

*Kyle Freedman*

General Manager  
Direct Dial: 714-237-1405  
[Visit Our Website](#)



ANAHEIM  
3325 N BRATNER PLACE  
ANAHEIM, CA 92806  
714-237-1400  
INFO@HOTSYSOCAL.COM

RIVERSIDE  
20501 LA CADENA UNIT H  
RIVERSIDE, CA 92507  
951-678-7266  
INFO@HOTSYSOCAL.COM

1-800-22-HOTSY  
TWO LOCATIONS TO SERVE YOU

JUSTIN UNIFIED  
SCHOOL DISTRICT

# PURCHASE ORDER

PURCHASE ORDER NUMBER		P87M0095
(THIS NUMBER MUST APPEAR ON ALL SHIPPED MATERIAL AND CORRESPONDENCE)		
DELIVERY DUE DATE		
REQUESTOR/END USER		Sally Lopez
SHIP VIA/POB		

ISSUED/PRINTED	BID/REQUISITION #	BUYER	CONTACT PHONE NUMBER	VENDOR #	VENDOR ACCT #/TERMS
07/10/20		SALLY LOPEZ		V8714162	
07/10/20	P8700047		DELIVERY HOURS 8:00-2:00		

FROM/BILL TO:  
Justin Unified School District  
Accounts Payable  
100 South C Street  
Justin, CA 92780

TO: HOTSY OF SOUTHERN CALIFORNIA  
1125 N. KRAMER PLACE  
ANAHEIM, CA 92806

SHIP TO: AGREEMENT/CONTRACT

Page 1 of 1		QTY	UNIT	COST	EXTENSION
ITEM NO	ITEM DESCRIPTION				
001	VP200ES PROFESSIONAL CORDLESS ELECTROSTATIC HANDHELD SPRAYER PER QUOTE# 205485	26	EA	849.00	22,074.00

ACCOUNTS AND AMOUNTS

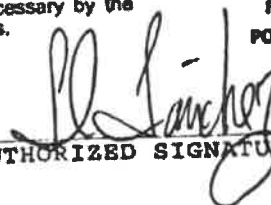
0104706245 4380 23,784.74

The District prohibits the use of gifts, incentives, inducements, favors, monetary returns, either promised or given, and/or rebates of any kind (hereinafter referred to as "incentives") that do not accrue directly to the District. Any supplier attempting to or providing such incentives shall result in the immediate termination of any existing and future order to that supplier and District will take any and all appropriate actions deemed necessary by the District, including but not limited to referral to local law enforcement authorities.

Subtotal:	22,074.00
Tax:	1,710.74
Discount:	
Freight:	0.00
PO Total:	23,784.74

VENDOR

AUTHORIZED SIGNATURE





1125 N Kraemer Place  
Anaheim, CA 92806  
714-237-1400  
info@hotsysocal.com

2050 E La Cadena Unit H  
Riverside, CA 92507  
951-678-7266  
www.hotsysocal.com

# Quote

Date	Quote #
7/10/2020	205485

Name / Address
Tustin Unified School District 300 South C St. Tustin, CA 92780-3633

PO# P87M0095

Ship To
Tustin Unified School District 300 South C St. Tustin, CA 92780-3633

Account #	FOB	Terms				Rep
TU40	Anaheim	Net 15				MR
Item	Description	Qty	U/M	Cost	Total	
VP200ESK-ES Sp...	VP200ES Professional Cordless Electrostatic Handheld Sprayer includes: (1) VP20A Professional 16.8V 3400mAh Lithium Battery (1) VP10 Professional 16.8V Battery Charger (1) VP49 Nozzle Wrench (1) VP50 3-in-1 Nozzle (40/80/110 Microns) (1) Heavy Duty Water Resistant Carry Case	26	ea	849.00	22,074.00T	

All quotes are subject to change. Please note quote is valid for thirty days unless otherwise stated. Freight is a good faith estimate. Actual freight charge will be billed.

Subtotal	\$22,074.00
Sales Tax (7.75%)	\$1,710.74
<b>Total</b>	<b>\$23,784.74</b>



Providing Solutions to Complex Cleaning and Treatment Applications



	School	Total CR	CR WITH
ELEM	Arroyo	27	25
ELEM	Benson	25	16
ELEM	Beswick	31	25
ELEM	Estock	29	29
ELEM	Guin Foss	22	13
ELEM	Heideman	36	6
ELEM	Heritage	23	0
ELEM	Hicks Canyon	41	0
ELEM	Ladera	25	29
ELEM	Loma Vista	27	10
ELEM	Myford	30	33
ELEM	Nelson	26	30
ELEM	Orchard Hills	18	18
ELEM	Peters Canyon	23	24
ELEM	Red Hill	26	0
ELEM	Thorman	33	32
ELEM	Tustin Connel	1	0
ELEM	Tustin Memorial	28	22
ELEM	Tustin Ranch	25	0
ELEM			
		<b>496</b>	

	School	Total CR	
MID	Columbus Tustin	37	0
MID	Currie	30	1
MID	Hewes	40	0
MID	Orchard Hills	31	7
MID	Pioneer	46	0
MID	Tustin Connel	3	0
MID	Utt	37	0
	Totals	<b>224</b>	

	School	Total CR	
HIGH	Beckman	108	0
HIGH	Foothill	97	
HIGH	Hillview/Altamont	24	0
HIGH	Tustin Connel	3	0
high	Legacy	?	0
HIGH	Tustin	100	0
		<b>332</b>	



## **Additional Consideration #1**

### **Multiple COVID-19 Infections and COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

- TUSD will continue to provide COVID-19 testing available to all employees at designated sites. COVID-19 testing will be provided at no cost to employees during employees' working hours.
- COVID-19 testing consists of the following:
  - All employees in our exposed workplace will be reminded of the TUSD arranged testing and the local OCHCA testing sites. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
  - TUSD will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
  - TUSD will provide additional testing when deemed necessary by Cal/OSHA.

#### **Exclusion of COVID-19 cases**

TUSD will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

#### **Investigation of workplace COVID-19 illness**

TUSD will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 investigation, review, and hazard correction**

In addition to our CPP **Identification and Evaluation of COVID-19 Hazards** and **Correction of COVID-19 Hazards**, TUSD will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
  - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
  - Our COVID-19 testing policies.
  - Insufficient outdoor air.
  - Insufficient air filtration.
  - Lack of physical distancing.
- Updating the review:
  - Every thirty days that the outbreak continues.
  - In response to new information or to new or previously unrecognized COVID-19 hazards.
  - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
  - Moving indoor tasks outdoors or having them performed remotely.
  - Increasing outdoor air supply when work is done indoors.
  - Improving air filtration.
  - Increasing physical distancing as much as possible.

- Respiratory protection.

**Notifications to the local health department**

- Immediately, but no longer than 24 hours after learning of each COVID-19 case in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.
- TUSD will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.

## **Additional Consideration #2**

### **Major COVID-19 Outbreaks**

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

#### **COVID-19 testing**

TUSD will provide weekly scheduled and on demand COVID-19 testing, or more frequently if recommended by the local health department, to all employees present at our exposed workplace during the relevant 30-day period(s) and who remain at the workplace. COVID-19 testing will be provided at no cost to employees during employees' working hours.

#### **Exclusion of COVID-19 cases**

TUSD will ensure COVID-19 cases and employees with COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases and Return to Work Criteria**, and any relevant local health department orders.

#### **Investigation of workplace COVID-19 illnesses**

TUSD will comply with the requirements of our CPP **Investigating and Responding to COVID-19 Cases**.

#### **COVID-19 hazard correction**

In addition to the requirements of our CPP **Correction of COVID-19 Hazards**, TUSD will take the following actions:

- In buildings or structures with mechanical ventilation, we will filter recirculated air with the most efficient Minimum Efficiency Reporting Value (MERV) efficiency filters that is compatible with the ventilation system. If MERV-13 or higher filters are not compatible with the ventilation system, we will use filters with the highest compatible filtering efficiency. We will also evaluate whether portable or mounted High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems would reduce the risk of transmission and implement their use to the degree feasible.
- TUSD will determine the need for a respiratory protection program or changes to an existing respiratory protection program under CCR Title 8 section 5144 to address COVID-19 hazards.
- We will evaluate whether to halt some or all operations at our workplace until COVID-19 hazards have been corrected
- Implement any other control measures deemed necessary by Cal/OSHA.

#### **Notifications to the local health department**

TUSD will comply with the requirements of our **Multiple COVID-19 Infections and COVID-19 Outbreaks-Notifications to the Local Health Department**.