

# COVID-19 School Guidance Checklist

January 14, 2021

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Date: 1/22/21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Tustin Unified School District

Number of schools: 29

Enrollment: 22,607

Superintendent Name: Dr. Gregory Franklin

Address: 300 S. C Street, Tustin CA 92780

Phone Number: 714-730-7301

Email: asoria@tustin.k12.ca.us

Date of proposed reopening:

9/24/2020 (TK-5) & 9/29/20 (6-12)

County: Orange

Grade Levels: TK-12

Current Tier: Purple

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

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is: [K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

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

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

I, Anthony Soria, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,

which satisfies requirements for the safe reopening of schools per CDPH Guidance on Schools. For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

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

**X Stable group structures (where applicable):** TK- 5 Students may select online-only or an in-person hybrid model with groups split AM/PM to limit the size of in-person cohorts. Cohorts are limited in size based on establishing and maintaining a minimum of 6 feet between occupants of each space. Mathematically, this is a maximum of around 24 students per typical classroom. However, once students electing for online only learning are taken into consideration, approximate in-person class sizes for these grade levels are typically around 12 students per session, and many groups across the District may be smaller than 10. Students are encouraged to go home for lunch or come to school after lunch to avoid crowds and lines. Grab and go lunches are available to students.

Secondary students in grades 6-12 who elect to attend school in person, will be assigned to a stable cohort that attends in person on either Monday and Thursday or on Tuesday and Friday of each week. All students will distance learn on Wednesdays. Once cohorts are established, students remain in these groups for the Semester or Year. Grab and go lunches are available for students to prevent comingling of cohorts and congregation of students.

Secondary sites within TUSD minimize in-person contact by having all students remain in designated cohorts throughout a semester. Students and staff follow clearly marked directional signage as they transition classrooms throughout the day to retain social distance to the greatest extent possible. Students enter rooms and immediately take a socially distanced seat. As a best practice, teachers may transition to another classroom to teach their course rather than having students move, therefore keeping a greater number of students stable throughout the day. Hands on activities and use of equipment are adapted to allow contact by a single student to the greatest extent possible, and activities are made digital and conducted on student 1:1 devices where possible.

**X Entrance, Egress, and Movement Within the School:**

Staff and students are expected to follow all posted directional signs on each campus. Efforts to follow directional signs minimize contact, maintaining social distance, and keeping the flow of traffic in a single direction where possible. Students and staff are not to linger in common areas, but make their way

efficiently onto campus, off campus, and between classes. TUSD does not allow non-essential visitors on school campuses and encourages all meetings to be held virtually wherever possible.

### **X Face Coverings and Other Essential Protective Gear:**

All TUSD Staff and Students have been notified of the requirement to wear appropriate masks and other PPE equipment at all times. CDPH prescribed procedures and mask-wearing requirements are posted throughout campus and upon ingress to campuses and school buildings. Disposable masks have been issued to all workplaces and school campuses in the event a student or staff member does not have a mask. Cloth masks were also issued to all interested staff and students at the start of in-person instruction. In the event specialized PPE is required to safely execute work functions appropriate gowns, masks, shields, goggles and gloves have been issued to all impacted staff.

### **X Health Screenings for Students and Staff:**

Prior to reporting to school or work, students and staff are expected to perform initial self-screening according to procedures distributed and trained at the start of in-person learning. These procedures include taking temperatures and determining that each individual attending school in person is below 100.4 F. Students and staff are also recommended to perform self-screening for respiratory symptoms such as cough and or shortness of breath prior to attending school each day. Students and staff experiencing such symptoms should not attend school. Staff members with temperatures above 100.4 F or experiencing respiratory symptoms should stay home and contact Personnel Services. Staff and students are invited to use on-campus touch-free thermometers to perform additional screenings as needed throughout the day.

### **X Healthy Hygiene Practices:**

Staff and students will encounter signage throughout campuses and worksites encouraging stakeholders to remain socially distanced, walk in the same direction while in hallways, to wash hands thoroughly, and to continue wearing masks and other PPE throughout the day. Each school site has adequate sinks for hand washing and each site has been outfitted with additional hand washing stations where needed. Touch free thermometers have been mounted outside classrooms and in common areas throughout the District. Hand sanitizer is available for all occupied spaces, and hand sanitizer dispensers have also been installed in many hallways, entryways and common areas across TUSD

**X Identification and Tracing of Contacts:** TUSD has a COVID tracing team in place. In the event that an employee or student has exposure or tests positive for COVID-19, Personnel is notified regarding staff whereas Student Services is notified regarding students. An analysis is conducted, and information is gathered from contact tracing which is submitted to Orange County Health Care Agency. Notification is sent to exposed persons.

**X Physical Distancing:** Social distancing requirements are in place at each school and worksite within TUSD. A minimum of six feet will be maintained between students seated in desks within classrooms. Employees are also encouraged to remain beyond six feet from other employees and students. Desk partitions are available to help keep a barrier between individuals, and signage helps direct the flow of traffic within hallways to help prevent the spread of infection. Students participating in in-person learning have been split into cohorts to help reduce numbers in classrooms, hallways and common spaces. Students are also not allowed to linger on campus before or after school.

**X Staff Training and Family Education:** Staff will be educated on the application and enforcement of the COVID-19 Prevention Plan through the distribution of our "School Opening and Safety Plan" Document, and through various video-based workshops provided at school sites. Staff is also educated through interactive, video-based trainings provided by Keenan and Associates. Students and families have been provided with video trainings, links to our District COVID resources page.

### **X Testing of Staff:**

Staff who have been exposed to Covid-19 or feel they have been exposed to Covid-19 should report to our district contact tracing team through Personnel Services for immediate follow up. The staff member will be put through our contact tracing process, provided materials and information on testing availability, and will discuss leave options that may apply. COVID-19 testing (whether symptomatic or asymptomatic) could be conducted through our weekly LiveFit Nation testing or through a local provider that can provide on-demand testing. Live Fit Nation Covid-19 testing is available during work hours for all staff and students at either Beckman High School or Estock Elementary school depending on the week.

**X Testing of Students:** Students who have symptoms of Covid-19 or have been exposed to someone with Covid-19 are to immediately contact the District Covid-19 Tracing Team. These students will be recommended for testing and provided information on where this testing can take place by our Covid-19 Tracing Team. Students TK-12 are invited for symptomatic or asymptomatic testing on a weekly basis by Live Fit Nation at either Beckman or Estock Elementary. Further testing options are available, including on-demand testing by local providers. Students will also be advised on the length of time they will need to be quarantined and/or participate in distance learning before returning to campus

**X Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with reporting requirements. Staff will immediately report all cases to Personnel Services and students will report their cases to our Covid-19 tracing team for investigation.

**X Communication Plans:** The school district and Superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA. A Covid-19 page has been established on the District website at [www.tustin.k12.ca.us](http://www.tustin.k12.ca.us). This website contains a Covid-19 Dashboard showing the number of active cases at each site and the percentage of infection at each site. This site and dashboard are updated daily for optimum transparency.

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

### **X Local Health Officer Approval:**

The Local Health Officer, Dr. Clayton Chau, has certified and approved the CRP on this date: TBA. If more than 7 business days have passed since the submission without input from the LHO, the CRP shall be deemed approved.