

# LEA PLAN FOR SAFE RETURN TO IN-PERSON INSTRUCTION AND CONTINUITY OF SERVICES-COVID-19 Prevention Program (CPP) for Tustin Unified School District

**30-73643**

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

**Date: January 21, 2021 (Revised July 21, 2021)**

## Authority and Responsibility

Anthony Soria has overall authority and responsibility for implementing the provisions of this LEA Plan-CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the LEA Plan-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 were 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.

## **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: Identification of COVID-19 Hazards - Sample

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 8-1 pm	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 8-1 pm	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  
Loria Olamendi  
Jennifer Solano  
Bianca Guillen

### **Support Staff:**

Maria S  
Adriana M  
Juana D  
Gabriela N  
Diana M

### **Assessors:**

Allison D  
Allison K  
Ashely 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

<b>Exposure Controls</b>	<b>Status</b> X = sufficient W = work order needed	<b>Work order submitted</b>	<b>Person Assigned to Correct</b>	<b>Date Corrected</b>
<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

SECTION 1 – REPORTING PARTY					
Name of Reporting Party:	Phone #:	Email Address:	School/College/University Name:	School District:	
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.](https://www.ochca.com)

## 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)	( )			

## Appendix D: COVID-19 Training Roster

Date:

**Person that conducted the training:**

[illegible]



TUSTIN UNIFIED SCHOOL DISTRICT

# 2021-22 SCHOOL OPENING & SAFETY PLAN



Updated: January 20, 2021

This document is subject to change in accordance with state guidelines

## WHAT FAMILIES CAN EXPECT AS SCHOOLS OPEN

The health and safety of the Tustin Unified School District is of the utmost importance. When the 2021-22 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:

#### 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 15, 2021

- Students **Grade Kindergarten and above** are required to wear face coverings while indoors and in classrooms.
- Students **Age 2 to TK** are required to wear face coverings anytime they cannot 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 discouraged 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.

## 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

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.

## FOOD SERVICES

Nutrition Services will continue to provide free meals for all students throughout the 2021-22 school year at all TUSD sites. In the event students return to a 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.

## 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 2021-22 school year. TUSD hopes the following information will help parents make the best choice for their children.

### 2021-22 INSTRUCTIONAL PROGRAMS

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

- Full time in-person instruction at all TUSD sites.
- Tustin Connect – 100% online virtual school.

### 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

### 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*

- 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

## TECHNOLOGY INFORMATION

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

- 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.

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>



## 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

- 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.

## 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 appropriate social distancing on the bus.
- Seating configurations on the bus will be modified to meet current recommendations.
- Parents should take temperatures prior to student entering

# RESOURCES FOR PARENTS, EMPLOYEES & EDUCATIONAL LEADERS

## 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 while indoors.
- Working in any space where food is prepared or packaged for sale or distribution to others.

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 while indoors at school sites.

**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
- 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 – Rafael Plascencia in Personnel Services at 714-730-7301 or email [rplascencia@tustin.k12.ca.us](mailto:rplascencia@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

Monday, Tuesday, Thursday, Friday

<b>Start of Day</b>	<b>8:25 AM</b>
<b>Recess</b>	15 Minutes
<b>End of Day</b>	11:00 AM

Wednesday Modified Day: All Online Learning

<b>Whole Class:</b>	<b>9:00AM – 9:45 AM</b>
<b>Small Groups/Independent Work Time:</b>	9:45AM-12:00 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.

#### PM/AFTERNOON SESSION

Monday, Tuesday, Thursday, Friday

<b>Start of Day</b>	<b>11:55 PM</b>
<b>Recess</b>	15 Minutes
<b>End of Day</b>	2:30 AM

Wednesday Modified Day: All Online Learning

<b>Whole Class:</b>	<b>9:00AM – 9:45 AM</b>
<b>Small Groups/Independent Work Time:</b>	9:45AM-12:00 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 Schedule – 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

Monday, Tuesday, Thursday, Friday

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

Wednesday

Period	Start	End
<b>Tutoria 8</b>	9:00	10:00
<b>Office Hours</b>	10:00	12:00

Minimum Day

Period	Start	End
<b>1</b>	8:30	850
<b>2</b>	9:00	9:20
<b>3</b>	9:30	9:50
<b>4</b>	10:00	10:20
<b>5</b>	10:30	10:50
<b>6</b>	11:00	11:20
<b>7</b>	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

Monday, Tuesday, Thursday, Friday

<b>Period</b>	<b>Start</b>	<b>End</b>
<b>0</b>	7:05 AM	7:50 AM
<b>1</b>	8:00 AM	8:45 AM
<b>2</b>	8:55 AM	9:55 AM
<b>3</b>	10:05 AM	10:45 AM
<b>4</b>	10:55 AM	11:35 AM
<b>5</b>	11:45 AM	12:25 PM
<b>6</b>	12:35 PM	1:15 PM
<b>Lunch</b>	1:15 PM	1:45 PM

Wednesday

<b>Period</b>	<b>Start</b>	<b>End</b>
<b>Tutoria 8</b>	9:00	10:00
<b>Office Hours</b>	10:00	12:00



## Students Requiring Special Education Services Under Hybrid or 100% Online Instruction Models

- 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.

# 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 starting from the first day after symptoms..
- If the individual did not have any symptoms, then the isolation period begins the first day after 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 Chart

High-risk: red flag symptoms	Low-risk: general symptoms
Fever greater than 100.4	<b>Congestion/runny nose</b>
Difficulty breathing	<b>Nausea/vomiting/diarrhea</b>
Loss of taste/smell	<b>Sore throat</b>
New onset cough	<b>Headache</b>
Fatigue/muscle or body aches	<b>Risk levels vary for children</b>



## COVID-19 Positive Staff Member Process

1. Questions?
  - a. First day of symptoms
  - b. Positive test date
  - c. Last day on campus
  - d. Close contacts for TUSD (students or other employees in the home)
  - e. Personal information (address and birthday)
2. Provide
  - a. Isolation window\*
  - b. Return to work date
  - c. Sick leave clarification
3. Complete
  - a. COVID 19 - Employee Data Base
  - b. STAFF COVID-19 Reporting Form
  - c. OCHCA Form
  - d. Staff Case Tracking Planner
4. Notifications (p.10)
  - a. Email District Administrative Team and site principal
  - b. Email OCHCA form (p.5-7) to CCI and cc: Maurita De La Torre
  - c. Principal Notification @ 3:30 p.m. (p.11)
  - d. Staff Email @ 4:00 p.m. (p.12)
  - e. Community Letter through Aeries @ 5:00 p.m. (p.13-18)

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



# Tustin Unified School District

## 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:
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Address (Number/Street/Apt #):	City:	State:	Zip:
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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

(Rev. 11/29/20)

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](tel:(800)564-8448) – 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.



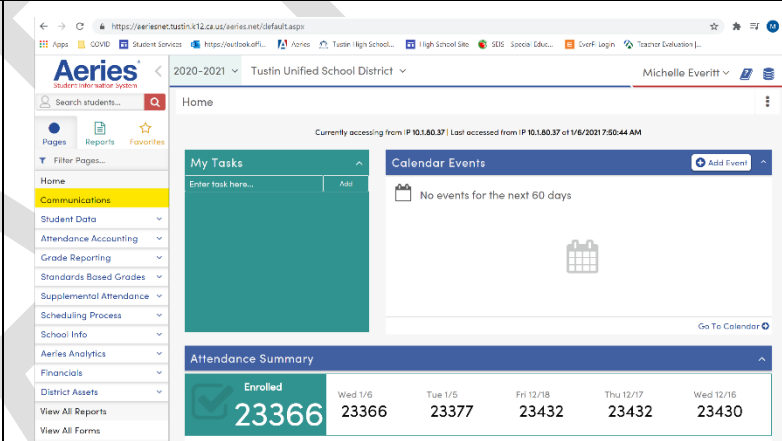
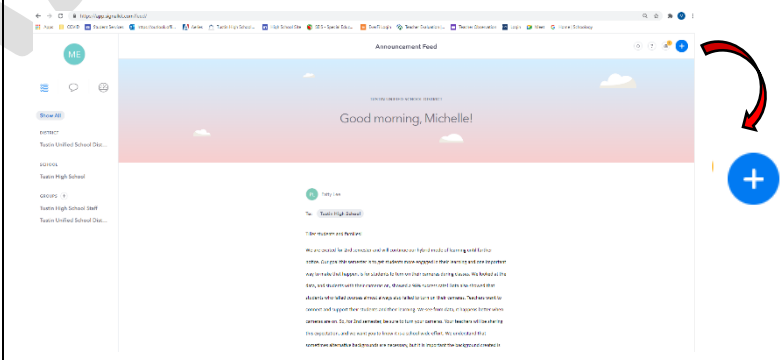
## COVID-19 Close Contact Staff Member Process

1. Questions?
  - a. Is the employee able to isolate from positive individual?
  - b. If so, what was the first day of isolation from positive COVID-19 individual?
  - c. Is the employee currently feeling symptoms?
  - d. Is the employee planning on testing? If so, when?
2. Provide
  - a. Quarantine window\*
  - b. Return to work date
  - c. Sick leave clarification
  - d. District contact information for further follow up
3. Complete
  - a. COVID 19 - Employee Data Base

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



## COVID-19 Exposure Notification Process

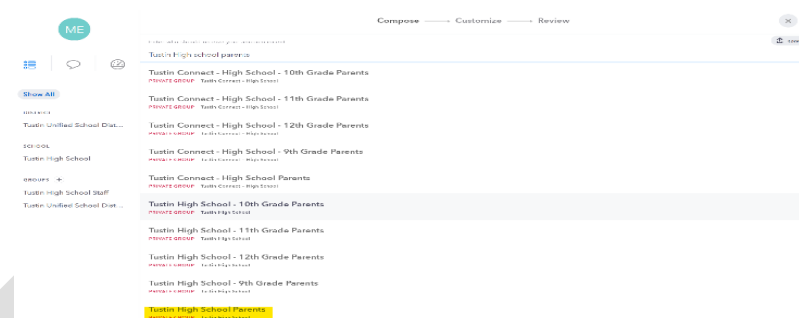
Step	Screen Shot												
<p>Complete Exposure Notification Letter</p> <ul style="list-style-type: none"><li>Low Exposure</li><li>Not infectious while on campus</li><li>Low exposure/not infectious on campus (multiple cases)</li></ul>	<ul style="list-style-type: none"><li>See attached letters (pages 14-18)</li></ul>												
<ul style="list-style-type: none"><li>Open Aeries Communicator</li></ul>	 <table><tr><th>Enrolled</th><th>Wed 1/6</th><th>Tue 1/5</th><th>Fri 12/18</th><th>Thu 12/17</th><th>Wed 12/16</th></tr><tr><td>23366</td><td>23366</td><td>23377</td><td>23432</td><td>23432</td><td>23430</td></tr></table>	Enrolled	Wed 1/6	Tue 1/5	Fri 12/18	Thu 12/17	Wed 12/16	23366	23366	23377	23432	23432	23430
Enrolled	Wed 1/6	Tue 1/5	Fri 12/18	Thu 12/17	Wed 12/16								
23366	23366	23377	23432	23432	23430								
<ul style="list-style-type: none"><li>Add a new message</li></ul>													



# Tustin Unified School District

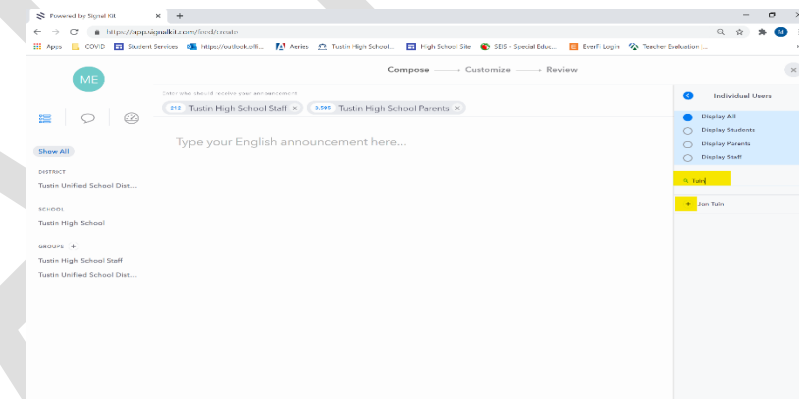
## Locate School

- Type school name followed by “parents”

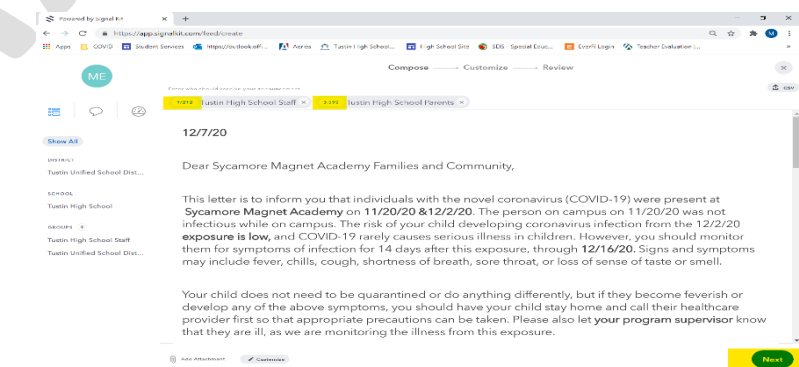


## Add the principal to the message

- 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





# Tustin Unified School District

## Modify Notification Channels

- Emails
  - Click on Customize
- SMS Texts

\*Send this email only to Guardians. You will need to modify the checked boxes in the blue ribbon (see red arrow).

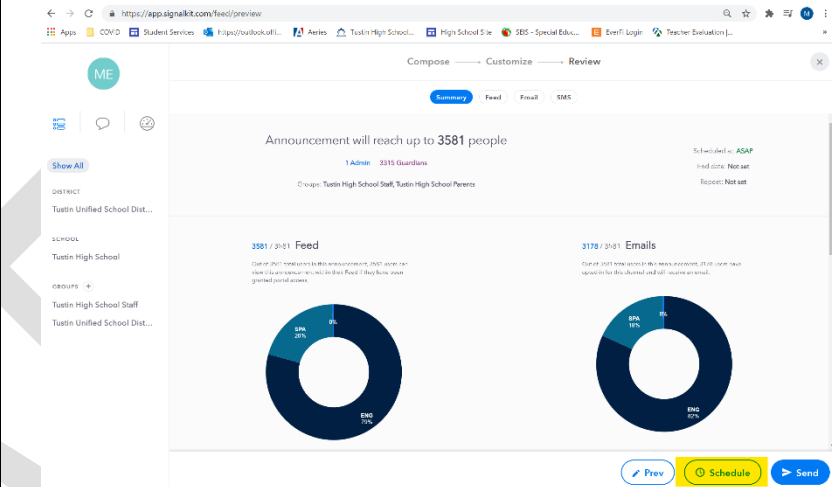
## In email customization:

- 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

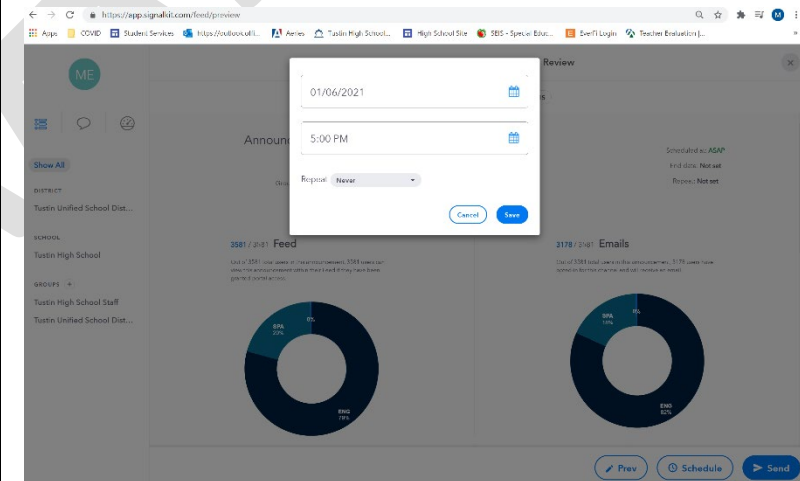


## Schedule Communication

- 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><a href="#">NAME</a></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 Privacy</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 , 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 ls 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**

*Note: New Director of Personnel, Rafael Plascencia, will be advising all personnel of mandatory trainings. for the 2021-22 school year. Anticipated time of notice is August 2021.*

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.**

# **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**.