

TUSTIN UNIFIED SCHOOL DISTRICT

2021-22 SCHOOL OPENING & SAFETY PLAN



Updated: January 20, 2022

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 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 except for those conducting cleaning, first aid, or food service.**

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

OTHER SAFETY CONSIDERATIONS

- 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 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.
- 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.

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 have 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 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 if 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:

- Danielle Hernandez in Personnel Services at 714-730-7301 extension 51449 or email at dahernandez@tustin.k12.ca.us .
- Carlos Martinez in Personnel Services at 714-730-7301 extension 51451 or email cmmartinez@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.

Vaccinated and Unvaccinated Employees

On August 11, 2021, California Department of Public Health (CDPH) issued a State Public Health Officer Order for all public and private TK-12 schools to verify whether their workers are vaccinated. This order applies to ALL employees. It also applies to all individuals that will be on campus which includes afterschool programs, volunteers, or vendors.

Vaccinated employees:

There are two options by which to provide the District with proof of vaccination.

- Option 1 – UPLOAD VACCINATION RECORD – Upload proof of vaccination through the Orange County Department of Education (OCDE) Employee Information System (EIS).
- Option 1 – PROVIDE VACCINATION RECORD IN PERSON OR VIA EMAIL – You can walk-in to the District office to speak with our Personnel representatives to complete this process. You will need to present the original vaccination record as well as provide a copy. Upon presenting both the original and copy to our team, we will then complete the process for you. Or you can email a picture or a PDF copy of your vaccination card to Danielle Hernandez in the Personnel office at dahernandez@tustin.k12.ca.us .

Unvaccinated employees:

Under the official public health order, employees who are not fully vaccinated, or for whom vaccination status is unknown or documentation is not provided, must be considered unvaccinated. The CDPH Public Health Order requires weekly testing of employees if they are not vaccinated. The order does not mandate where or how you test. All that is required is, email proof of a weekly test results to:

- Danielle Hernandez at dahernandez@tustin.k12.ca.us or
- Carlos Martinez at cmmartinez@tustin.k12.ca.us

Testing options:

- On-site through LivingFit
- Any local testing site such as but not limited to Families Together, CVS or Walgreens.

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

Start of Day	8:25 AM
Recess	15 Minutes
End of Day	11:00 AM

Wednesday Modified Day: All Online Learning

Whole Class:	9:00AM – 9:45 AM
Small Groups/Independent Work Time:	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

Start of Day	11:55 PM
Recess	15 Minutes
End of Day	2:30 AM

Wednesday Modified Day: All Online Learning

Whole Class:	9:00AM – 9:45 AM
Small Groups/Independent Work Time:	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 childcare 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 childcare options will be sent out.

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 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
Gates Open	8:00	
Warning Bell	8:20	
1	8:30	9:07
2	9:15	9:52
3	10:00	10:37
Brunch	10:37	11:07
4	11:15	11:52
5	12:00	12:37
6	12:45	1:22
7	1:30	2:07

Wednesday

Period	Start	End
Tutorial 8	9:00	10:00
Office Hours	10:00	12:00

Minimum Day

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

Hybrid A/B Sample Schedule – Grades 9-12

Monday, Tuesday, Thursday, Friday

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

Wednesday

Period	Start	End
Tutorial 8	9:00	10:00
Office Hours	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.