

# TCUSD COVID-19 Containment, Response and Control Plan

(Updated September 20, 2022)

Temple City Unified School District (TCUSD) has created this COVID-19 Containment, Response and Control (CRC) Plan to identify and explain a comprehensive approach to control the exposures, transmission and spread of the SARS-CoV-2 virus that may occur on TCUSD sites.

## COVID-19

COVID-19 is an infectious disease that can be spread through the air when an infectious person talks, vocalizes, sneezes, coughs, or exhales.

COVID-19 has mutated into several variant strains. Vaccinated individuals may contract these variants and become symptomatic. Vaccinated individuals may host these strains and be asymptomatic but carry the virus and infect other individuals.

COVID-19 Vaccination is available to individuals age 6 months and older and remains effective at preventing the spread of COVID-19 by protecting against both the transmission and the severity of illness

Viral particles can travel more than 6 feet, especially indoors, so physical distancing, face coverings, increased ventilation and respiratory protection can decrease the spread of COVID-19 but are most effective when in combination.

## Authority and Responsibility COVID-19 Task Force:

Has the governing authority and responsibility to implement the provisions of the CRC Plan within the Temple City Unified School District (TCUSD) workplace.

<b>Dr. Katherine Thorossian</b>	<b>Interim Superintendent of Schools</b>
<b>Ms. Connie Wu</b>	<b>Assistant Superintendent Business Services</b>
<b>Mr. Richard Lohman</b>	<b>Assistant Superintendent Educational Services</b>
<b>Dr. Tamar Kataroyan</b>	<b>Assistant Superintendent Human Resources</b>
<b>Mr. Chris Holmes</b>	<b>Director of Student Services</b>
<b>Ms. Mari Montgomery</b>	<b>Director of Risk Management</b>
<b>Ms. Crystal Pabalan</b>	<b>Coordinator of Health Services</b>

In addition, all administrators, managers, and supervisors are responsible for implementing and maintaining the CRC in their assigned work areas and for ensuring that employees/students receive timely communication.

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

## Safe Return to Learning Plan

### Access to content, curriculum, and instructional materials

- **Canvas** is the Learning Management System (LMS) for grades TK-12
  - An LMS connects students to the Content, Curriculum, Instruction, Assessment & Communication.
  - This system automates the delivery of all materials needed to master content standards or complete course requirements no matter if the class is held in-person or on-line or a combination of the two.
  - Elementary, Intermediate and High School Teachers are expected to house their course materials, assignments, and grades on Canvas.
  - Canvas calendar is utilized for assignments.
  - Intermediate & High School Teacher Canvas grades will be updated weekly.
  - Resources and assignments will be uploaded to permit accessibility for students in quarantine and isolation.

**Clever** is the Single Sign On (SSO) platform that provides students universal access over all District approved educational software like; Nearpod, iReady and Seesaw.

- **Parent/Student Square** is the two-way communication tool that administration, staff, students and parents can use to communicate with one another.
- **Student Isolation** In the event that students need to isolate during the year, students would always remain connected to their academic program without interruption. Students will also be able to have access to communicate with their teacher.
- **Master Agreement for Student** forms will be completed when students are transferred to a short- or long-term learning environment that is not in-person.

## **In-Person Learning 2022-2023 School Year**

- Students will access their educational platforms from their home school of attendance and learning program through an in-person setting within the traditional classroom.
- Students should report to their home school of attendance, unless otherwise notified to attend a different school within our District.
- Registration information will be disseminated by the school site principal.
- Data Confirmation information will be completed by parents in affiliation with their home school site or school of attendance.

## **Virtual Academy – Independent Study**

- Students will access their educational platform from a remote setting.
- Elementary Program
  - Students will be assigned to a credentialed teacher who will provide all instructional materials, assignments, and assessments necessary to fulfill the California State Standards in the instructional areas required.
- Intermediate & High School Program
  - Students will be assigned to an APEX course which is in alignment with UC/CSU and NCAA requirements as APEX provides all instructional materials, assignments and assessments necessary to fulfill the California State Standards specified in the course requirements.
  - Students will be assigned a Credentialed Teacher of Record for each course.
  - Students will have access to Credentialed Teachers for extended help in the areas of writing and mathematics.

## **Food Service**

All COVID-19 guidelines and safety precautions will be followed. Food Services will prepare hot/cold entrees on Monday-Friday according to USDA Dietary Guidelines.

- Breakfast and Lunch Programs will be served in self-contained portions, free of charge.
- Students will take advantage of outdoor seating as weather permits and be encouraged to distance as is feasible if eating indoors.

## Employee Training and Instruction Plan:

<b>All Employee Training</b>	<b>Implemented By</b>
Bloodborne Pathogens & Infection Control	Vector Solutions – JPA
Mandated Reporting	Vector Solutions – JPA
Sexual Harassment	Vector Solutions – JPA

<b>Certificate Employee Training</b>	<b>Implemented By</b>
Canvas	Canvas
Educational software	TCUSD Educational Services
Mastery Connect to develop common assessments	TCUSD Educational Services
Microsoft Teams – Virtual meeting platform	TCUSD Technology Services
New Staff Orientation	TCUSD Personnel Services
Professional Learning Communities (PLC)	Solution Tree
Positive Behavioral Intervention Support (PBIS)	LACOE
Response To Intervention (RTI)	TCUSD Educational Services

<b>Classified Employee Training</b>	<b>Implemented By</b>
Job Classification specific training	Vector Solutions – JPA
Mandated Safety & Sanitation Procedures.	Vector Solutions – JPA

## Exposure Management & Preventative Measures Plan

TCUSD provides layers of mitigation factors that align with the Los Angeles County Department of Public Health to create a safe learning environment.

### Masks

- Masks are strongly encouraged indoors while around others except while eating and drinking at all district sites.
- Face masks are available to employees and students at all District sites.
- Disposable medical face masks and face shields are available at every school and department for employees who serve populations that require extra Personal Protective Equipment (PPE).
  - NOTE: Masks that protect well from COVID-19 are composed of multiple layers, filter well, and fit snugly with no holes or openings and completely cover the nose and mouth.

### Facility/Engineering Controls

The District will provide plastic barriers upon request for face to face interactions between individuals. Face masks/shields are an approved alternative to plastic barriers.

Outside air will be maximized, to the extent feasible, to assist in the ventilation of the TCUSD buildings with mechanical or natural ventilation systems. Where allowable in-take dampers will be opened to allow a minimum of 15% outside air, taking into consideration exterior environmental conditions such as heat and air quality indices as limiting factors that may require adjustment.

All HVAC units are serviced and cleaned annually. HVAC units have been upgraded to Merv-11 filters and adjusted to allow the highest level of filtration allowable by the manufacturer specifications and are changed quarterly. In addition, Aerus Pure Clean Air Purifying Systems have been installed in all classrooms and offices.

Bottle filling filtration stations have been installed to replace traditional drinking fountains and are in accordance with USDA and Workplace, Health, Safety & Welfare Regulations.

Sunshade structures have been added to all school sites to increase the amount of sun protection and coverage to facilitate physical distancing while students eat lunch.

### Facility Use

Preserving the integrity of campus interior spaces is paramount to preventing the spread of COVID-19. Indoor/Outdoor facility use is available to outside organizations that have been approved utilizing our facility use process and form ([tcusd.net/departments/facilities-services/facilities-use](https://tcusd.net/departments/facilities-services/facilities-use)).

## Hand Sanitizing

Hand washing and/or use of hand sanitizer is encouraged at all District sites and students and employees are encouraged to frequently wash their hands throughout the day.

Hand washing stations are located on school sites in addition to bathrooms. Hand sanitizer is available in every classroom and office to encourage frequent use and is refilled daily.

Signage is placed in all restrooms, classrooms, and outdoor hand washing stations as a reminder to wash hands with soap and water for at least 20 seconds.

**NOTE: Students and employees are encouraged to wash and/or sanitize their hands upon entering a classroom.**

**NOTE: Sanitizers that contain methanol (i.e. methyl alcohol) are prohibited.**

## Personal Protective Equipment (PPE)

PPE includes gloves, masks, disposable gowns, and face shields are available upon request for staff and students.

Employees who must perform face to face interactions, who work in the Health Office, Food Service Department, Custodial Department, and Special Education Department will have access to additional Personal Protective Equipment (PPE) for an added layer of protection against transmission.

Respiratory protection needs will be evaluated and employees on the Facilities team will be provided PPE masks, shields, gloves, and protective clothing to reduce contamination.

The District will continue to provide countertop plastic shields or other plastic barriers for all areas that require face-to-face interactions between individuals. The use of face masks and face shields are an approved alternative in lieu of shields or barriers.

## Physical Distancing

Physical distancing is no longer required by LACDPH; however, it is strongly recommended. Physical distancing will be maintained to the greatest extent possible. To achieve this, the following will be implemented:

- Encourage physical distancing to the extent possible in indoor and outdoor spaces.
- Adjusted workspaces to increase physical distancing where feasible.
- Encourage barriers between face-to-face interactions if needed
- Signage in Common work areas or common gathering locations can be used with distancing.

## **Sanitizing & Disinfecting**

All TCUSD facilities are cleaned and sanitized daily following Cal OSHA, CDC, EPA and LACDPH guidelines. This includes the use of EPA List "N" recommended disinfectants for eradicating COVID -19, and all sanitization products, fertilizers, pesticides and chemicals.

MSDS sheets can be located on the TCUSD Website and operational support employees have been trained regarding the proper use and contact "kill time" for disinfectants.

Custodial routes and schedules have been optimized and will continue to be monitored to ensure that all rooms, areas, and frequently touched surfaces are cleaned and sanitized daily.

High touch surfaces such as doorknobs, elevator buttons, shared equipment, handrails, handles, bathroom surfaces and steering wheels will be cleaned at a higher frequency.

- Drinking fountains are cleaned multiple times during the day and some have been replaced with bottle filling stations. Water systems are thoroughly flushed after long periods of inactivity. Students/Staff are encouraged to bring their own water or refillable bottles.
- Bathrooms are checked regularly for hand soap, paper towels, and trash receptacles.
- Kitchens undergo regular cleaning and disinfecting in compliance with the FDA regulations.
- Playground equipment is cleaned at regular intervals.

## **Signage**

Signage will be placed throughout all TCUSD locations to reflect COVID-19 safeguards, guidelines, masking, handwashing and general safety measures.

## **Vaccination for COVID-19**

Vaccination is strongly encouraged for any eligible individual. For individuals with medical conditions, please consult your personal physician. The following agencies are provided:

- Albertsons, Pavilions, and Vons's pharmacy locations
- Herald Christian Health Center at [hchla.org](http://hchla.org)
- [Myturn.ca.gov](http://Myturn.ca.gov)

## Employee Screening Plan:

Per CAL/OSHA guidelines, employees will continue to complete a “Daily Health Self-Screening Form” through the Parent Square Program to identify COVID-19 symptoms. The ParentSquare System communicates COVID related information and provides the platform for the Self-Screening in a variety of languages to ensure effective communication to all individuals and gather an electronically signed submission.

If an employee, student, or vendor has an elevated temperature and/or COVID-19 symptoms while on campus, they will be immediately sent home. Students will be escorted to an “Isolation area” to await transport home from their parent or guardian.

## Reporting, Contact Tracing and Documentation Plan:

Personal identifying information and medical records will be kept confidential. With regard to COVID-19 cases, all COVID-19 testing or related medical services provided will be protected and not disclosed or reported without the employee’s express written consent to any person within or outside TCUSD, except:

- (1) Unredacted medical records provided to local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law upon request and
- (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Employee and student documentation will be uploaded on the PRIVIT Platform, which is a FERPA and HIPAA privacy compliant, cloud-based program used to collect, secure and manage data.

## Mandated Reporting Process

TCUSD employees who have tested positive for COVID-19 must report their positive case to their supervisor. Their supervisor will complete the COVID-19 Incident Response Form. This critical information will be sent to the Director of Enterprise & Risk Management - Point of Contact (POC) and will communicate isolation and Return-to-Work Protocols to the individual.

TCUSD students who test positive for COVID-19 must report their positive test result to the front office. The school site nurse will follow up with the student’s family to communicate isolation and return to school protocols.

Clusters of 3 epidemiologically linked positive cases that occurred on campus are reported to Los Angeles County Department of Public Health (LADPH) on the SPOT COVID reporting portal.

All COVID-19 serious related illnesses or deaths must be reported immediately to Cal/OSHA, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.



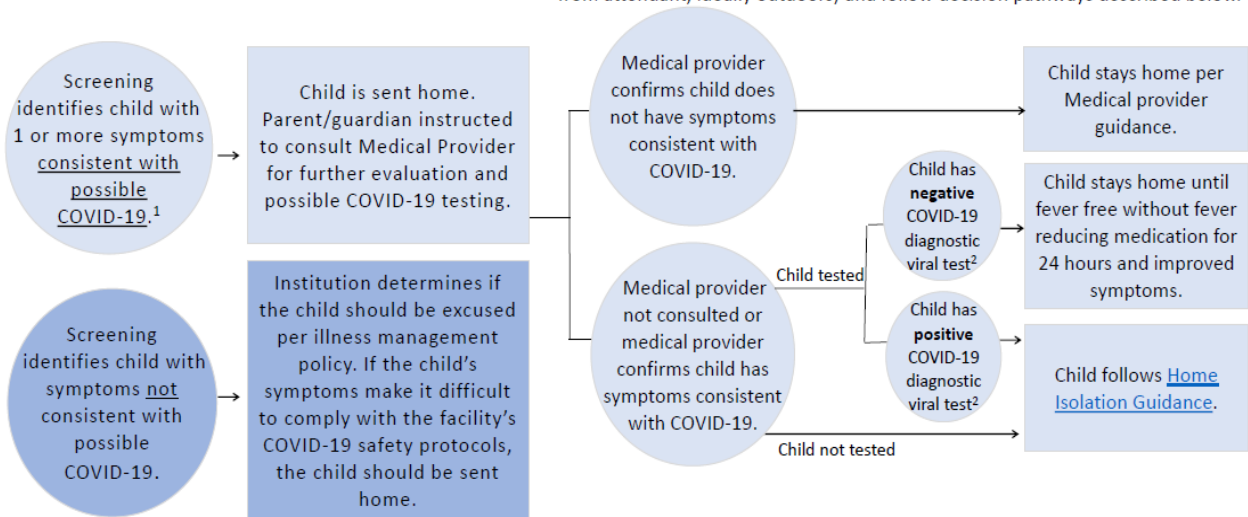
**Figure 1.1(a)(b) - COVID-19 Student & Employee Symptom Decision Making Pathways**

These flowcharts, from the Los Angeles County Department of Public Health, identify the steps that should be followed should a student/employee develop signs and symptoms of COVID-19 symptoms while on campus.

a.

**Decision Pathways for Children with Symptoms Prior to Entry<sup>1</sup> into an Educational Institution, regardless of vaccination status**

<sup>1</sup>If child becomes unwell at the facility, place child in an isolation area (physically distant from attendant, ideally outdoors) and follow decision pathways described below.



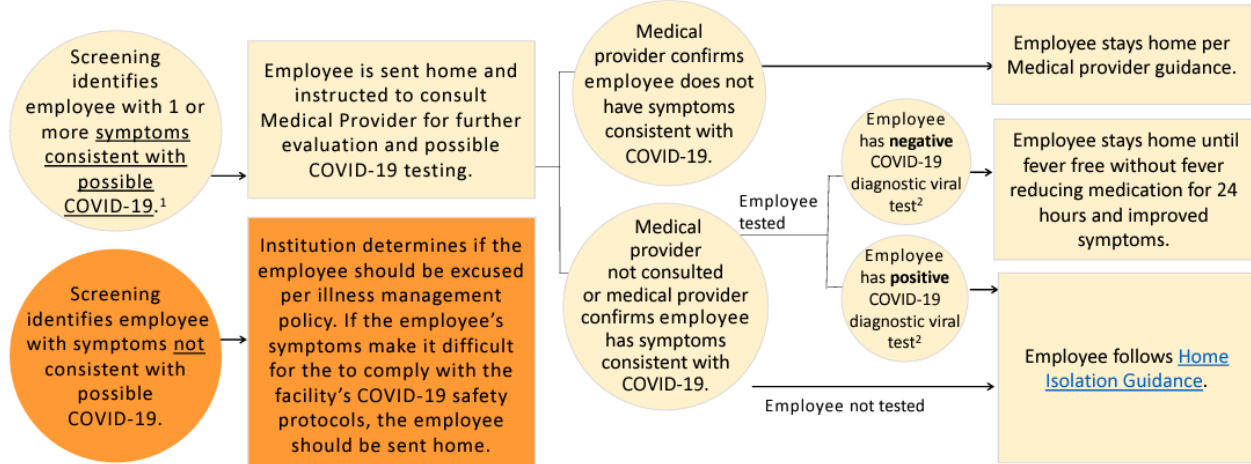
<sup>1</sup>Symptoms consistent with possible COVID-19 infection in children include: fever  $\geq 100.4^{\circ}\text{F}$ ; new cough (different from baseline); vomiting or any new onset diarrhea. If the child's symptoms are not consistent with possible COVID-19 but there is still concern, evaluation of the child by a medical provider is recommended.

<sup>2</sup>COVID-19 diagnostic viral test includes Nucleic Acid Amplification Test, such as a PCR, or a rapid antigen test (including over-the-counter, or at-home, tests). PCR tests are considered the most accurate test for COVID-19, but either PCR or rapid antigen tests may be used.

b.

### Decision Pathways for Employees with Symptoms Prior to Entry<sup>1</sup> into an Educational Institution, regardless of vaccination status

<sup>1</sup>If employee becomes unwell at the facility, place employee in an isolation area (ideally outdoors, physically distant from attendant) and follow decision pathways below.



<sup>1</sup>Symptoms associated with possible COVID-19 in adults: fever  $\geq 100.4^{\circ}$  or feeling feverish (chills, sweating); cough; shortness of breath; new loss of taste or smell; fatigue; runny or stuffy nose; muscle or body aches; headache; sore throat; nausea or vomiting; diarrhea. If the symptoms are not listed but there is still concern, additional evaluation by a medical provider is recommended.

<sup>2</sup>COVID-19 diagnostic viral test includes Nucleic Acid Amplification Test, such as a PCR, or a rapid antigen test (including over-the-counter, or at-home, tests). PCR tests are considered the most accurate test for COVID-19, but either PCR or rapid antigen tests may be used.

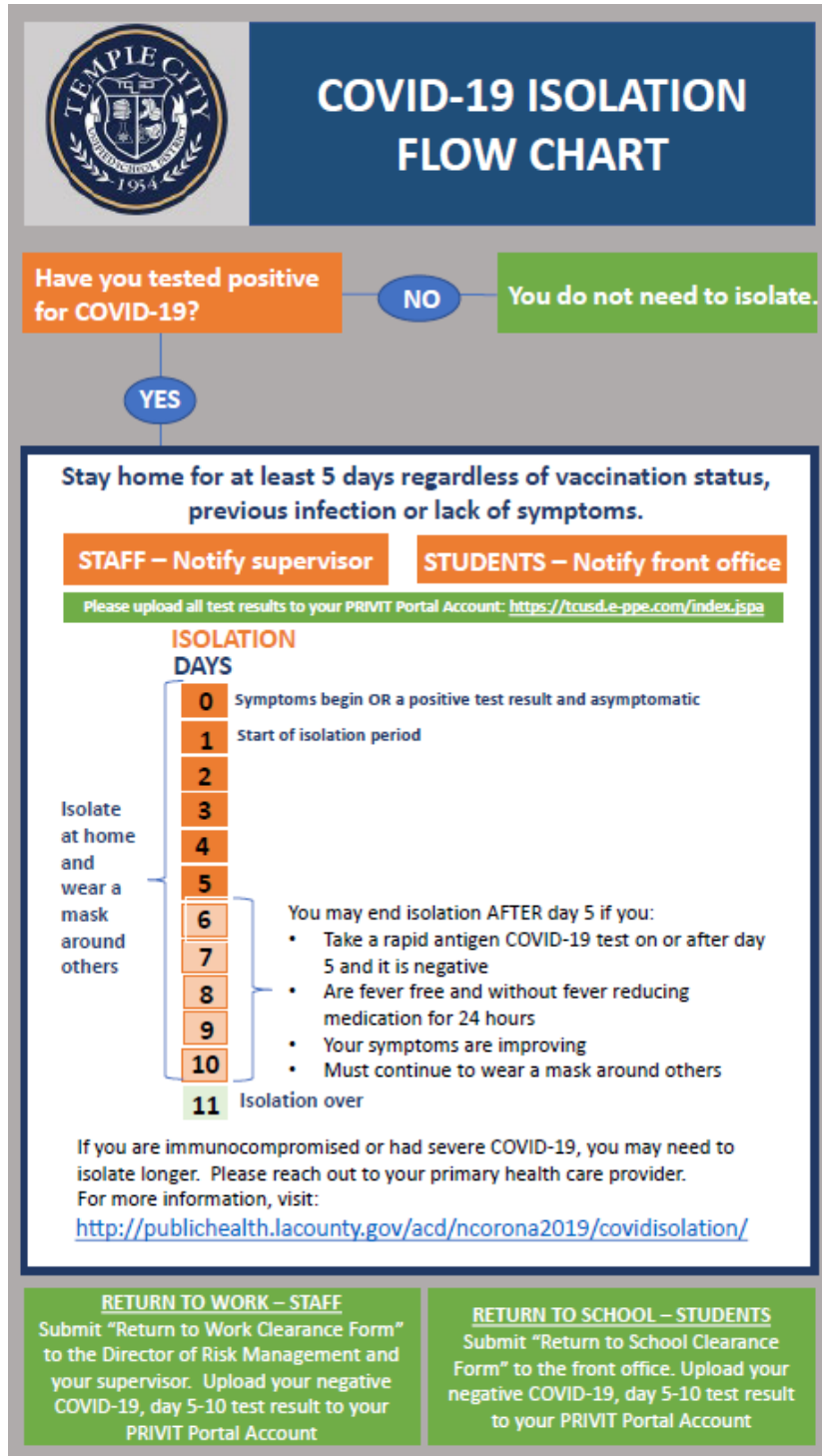
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### COVID Positive Employees/Students

- COVID-19 Positive individuals are isolated for a minimum of 5 days from symptom onset or positive test result if asymptomatic regardless of vaccination status, previous infection or lack of symptoms.
- Employees should immediately report positive test results to their supervisor.
- Students report positive test results to the front office.
- Parents must report absences to the attendance office. Absences that are COVID-19 related must be disclosed, to initiate the contact tracing process.
- Hospitalized individuals need a doctor's note to return to school or work.

**Figure 1.2 - COVID-19 Isolation Flow chart**

This flowchart identifies the steps individuals need to take in the event they test positive for COVID-19.



## **Contact Tracing Process**

The Los Angeles County Department of Public Health defines a close contact as having been exposed to a case during the infectious period if they shared the same indoor airspace at school with the infected person for 15 minutes or more within a 24-hour period. In large indoor airspaces, students and staff considered exposed may be limited to 1) those in a pre-defined or identifiable group (e.g., teammates, club members, cohort, etc.) or 2) those within 6 feet of the infected person for 15 minutes or more over a 24-hour period within that large indoor airspace.

## **COVID Exposures for Employees**

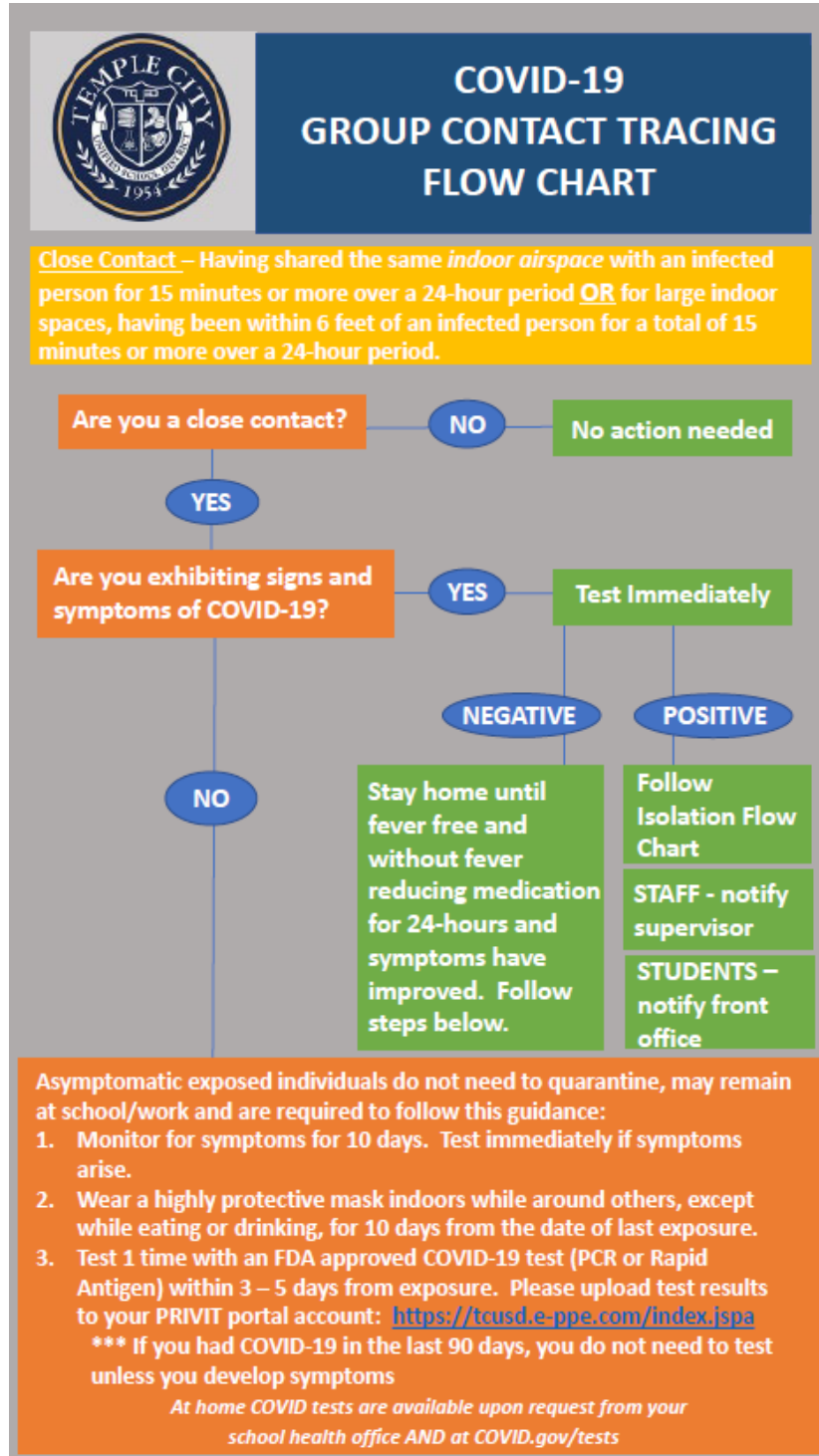
- Employees who are determined to be a “close contact” will monitor symptoms and report the illness to their immediate supervisor.
- Exposed employees must be tested for COVID-19 with a rapid antigen test, one time, between 3 - 5 days after exposure.
  - Date stamped test results are uploaded to the employees PRIVIT portal account
- Exposed employees will wear a mask indoors while on campus for 10 days after the last date of exposure.

## **COVID Exposures for Students**

- Students who have had exposure or are determined to be a “close contact” will monitor symptoms and report illness to the attendance office, principal or nurse.
- Exposed students must be tested for COVID-19 with a rapid antigen test, one time, between days 3 - 5 after exposure.
- Exposed students will wear a mask indoors while on campus for 10 days after the last date of exposure.

**Figure 1.3 - COVID-19 Group Contact Tracing Flow Chart**

This flowchart identifies steps that are required to be taken by the Los Angeles County Department of Public Health for individuals who have been identified as a close contact.



## COVID-19 Testing Plan:

COVID-19 rapid antigen tests are available upon request for students and employees at all TCUSD sites.

- **COVID-19 Positive** students are sent home and given isolation instructions.
- **COVID-19 Negative** students/staff may remain on campus.

Employees and students may contact their health care provider to receive a COVID-19 test, <https://dhs.lacounty.gov/covid-19/testing/> or <https://www.covid.gov/tests>.

A PRIVIT Portal Account should be established to upload any test results that were garnered from another care provider at <https://tcusd.e-ppe.com/>.

## COVID-19 Exposure Notification Process

### COVID-19 Group Contact Tracing Notifications

TCUSD identifies close contacts within indoor group settings (i.e. classrooms, shared office space, break rooms). A Group Contact Tracing Notification will be sent to all individuals from exposed groups via Parent Square or District Email within 24 of the initial contact tracing interview with the positive case.

### COVID-19 Dashboard

The number of current active cases and cumulative cases for each school site and entire school district is updated weekly on the COVID-19 Dashboard on the TCUSD website.

#### · **Employee Information:**

- Employees are notified of the “Return to Work” procedures and requirements by Point of Contact, Director of Enterprise and Risk Management [mmontgomery@tcusd.net](mailto:mmontgomery@tcusd.net).

## Return-to-Work, Return-to-School Criteria

- The employee Return to Work or Return to School protocols will be provided to each individual by Point of Contact, Director of Enterprise and Risk Management immediately [mmontgomery@tcusd.net](mailto:mmontgomery@tcusd.net).
- Return to Work/School Criteria is determined on an individual basis and is variable by the reason for the quarantine/isolation period, the individual’s symptomatology.
- An employee or student may return to work/school between day 6-10 of isolation provided they take an at home COVID-19 rapid antigen test, test negative and upload a date stamped photo of the negative to their PRIVIT portal account.
- Employees who are returning to work after isolation must submit a Return to Work Clearance form to POC Director of Risk Management [mmontgomery@tcusd.net](mailto:mmontgomery@tcusd.net)
- Students who are returning to school after isolation must submit a Return to School Clearance form to the school site front office

- **Quarterly TCUSD Facility Safety Inspections** will be conducted by site administration to identify Facility Safety related concerns on all TCUSD campus locations.

- All equipment, ground/fields, safety equipment, classroom/office, buildings, plumbing, electrical, auditoriums/community spaces will be evaluated and work orders are submitted indicating need for repair.

- **Annual TCUSD District Safety Inspections** will be conducted by outside agencies, the Joint Powers Authority (JPA) insurance providers and certified inspectors to ensure the overall safety of all TCUSD facilities, grounds and structures.

- Inspections will evaluate large structures; pools, bleachers and play yard equipment, hazardous material removal, earthquake compliance, sanitization compliance, and fire code compliance.
- Reports will be provided to TCUSD administration along with findings or adjustments required to meet compliance standards.
- The CDPH's interim Guidance for Ventilation, Filtration and Air Quality in Indoor Environments will be used during these evaluations.

Maintenance & Operations will report to the designated site representatives regarding the frequency and scope of cleaning, disinfection, inspections and reported findings.

- Kitchens are deep cleaned annually.
- Water/drinking fountains are flushed and sanitized annually.
- Water testing is conducted weekly by the service providers to comply with the USDA and Workplace, Health, Safety and Welfare Regulations.
- Facilities are inspected for fire, earthquake, and building requirements annually.
- Hazardous material removal is conducted annually.

## Employee Participation

- Employees or authorized representatives are encouraged to identify and report COVID-19 hazards to Point of Contact (POC), Director of Enterprise and Risk Management immediately [mmontgomery@tcusd.net](mailto:mmontgomery@tcusd.net)

## Closure & Learning Continuity Plan:

Administration investigates and reports clusters of 3 COVID-19 cases that occur and is responsive to all directives and guidance from the State of California, Cal/OSHA, and the Los Angeles County Department of Public Health (LACDPH) in regard to campus facility based and/or District wide closures. TCUSD is committed to ongoing communication with all employees, students, parents, ancillary staff and visitors throughout any closure.

Closures can occur in the event of a localized classroom exposure, campus facility “Outbreak” or as a measure to control wide-spread community transmission.

### 1. Closure of Campus Classroom Due to Positive COVID-19 Contract Tracing

This type of closure is intended to be short term, lasting one to two weeks in duration if directed by the Los Angeles County Department of Public Health.

A “Classroom Exposure” constitutes one member of the classroom testing positive and having “close contact” with all or several of the individuals within that classroom.

In the event of a campus classroom closure:

- **Identification of all employees, students and ancillary staff** who visited the specified classroom within the previous 48 hours will be compiled.
- **Notification – Exposure** will be sent to all exposed employees, students (parents) and ancillary staff as identified through the contract tracing process. Information will be individual in nature and outline the isolation and quarantine instructions along with return to work/learning directives.
- **Notification – Campus Facility** will be sent to all school site employees, students, parents and ancillary staff. This notification will include specific campus information regarding the closure, process for closure, device distribution, access to curriculum, instructional plan, communication plan and return to work/learning process.
- **Notification – TCUSD Administration** will be sent information regarding a school site classroom closure throughout the District.
- **Signage** will be posted identifying the classroom as closed, and permitting only the TCUSD COVID-19 “Strike Team” to be in the classroom until the Closure Order is lifted.
- **COVID-19 “Strike Team”** will be notified to provide in-depth cleaning and sanitation measures to eradicate the SARS-CoV-2 virus within the classroom.
- **Return to Work/Learning Plan** will be enacted to bring back the employees, students, and ancillary staff affiliated with that classroom.

### 2. Closure of Campus Facility Due to Positive COVID-19 Case “Outbreak”

This type of closure is intended to be short term, lasting one to two weeks in duration if directed by the Los Angeles County Department of Public Health.

An “outbreak” constitutes three or more epidemiologically related positive COVID-19 cases on one site location within a 14-day period of time. The Los Angeles County Department of Public Health office will review the reported COVID-19 case data and determine if a campus facility “Outbreak” closure is required.

In the event of a campus facility closure:

- **Identification of all employees, students, parents and ancillary staff** who visited the campus facility within the previous 48 hours will be compiled.



- **Notification – Campus Facility** will be sent to all employees, students, parents and ancillary staff identified. This notification will include specific campus specific directives regarding the reason for closure, process for closure, device distribution, access to curriculum, instructional plan, communication plan and return to work/learning process.
- **Notification – TCUSD** will be sent to ALL TCUSD employees, students, parents and ancillary staff that a Campus Facility “Outbreak” has occurred. This notification will include identification of the campus facility, reason for closure, and communication plan.
- **Signage** will be posted identifying the campus facility as closed, and permitting only the TCUSD COVID-19 “Strike Team” to be on the campus until the Los Angeles County Department of Public Health removes the closure order and re-opens the campus facility.
- **COVID-19 “Strike Team”** will be notified to provide in-depth cleaning and sanitation measures to eradicate the SARS-CoV-2 virus throughout the entire campus facility.
- **Return to Work/Learning Plan** will be enacted to bring back all employees, students, and ancillary staff affiliated with that campus facility.

### 3. Closure of District Due to Wide-Spread Community Transmission

This type of closure can extend over the course of weeks to several months.

The Los Angeles County Department of Public Health has a formula matrix for defining and determining wide-spread community transmission which includes vaccination rates, cumulative COVID-19 cases per day rates, hospitalization rates, and death rates. The Los Angeles County Department of Public Health office will review the aforementioned COVID-19 data and determine if a school District-wide closure is required.

If it is determined that a District-wide closure is required, TCUSD will work with state, local and community agencies to facilitate the closure and respond accordingly.

In the event of a District-wide COVID-19 closure:

- **Closure Notification to Local Education Agency (LEA)** will be made by the California Department of Public Health or the Los Angeles County Department of Public Health as a State of Emergency must be declared in order to waive the Education Code in order to provide the legal permission for the Local Education Agency (LEA) or School District Superintendent of Schools to close all District facilities and move the educational platform to a “Distance Learning” educational environment.
- **Notification – TCUSD** will be sent to ALL employees, students, parents and ancillary staff that a District-wide closure is in effect. This notification will include the public health order, reason for closure, distance learning plan, and communication plan.
- **Notification – Campus Facility** will be sent to all employees, students, parents and ancillary staff affiliated with that campus facility. Site specific notification will include directives for the closure, device distribution, access to curriculum, instructional plan, communication plan, material pick up/drop off and return to work/learning process.
- **Signage** will be posted identifying every campus facility closed, and permitting only the identified individuals in the closure order to be on any District campus facility.
- **Campus facility sanitation** will be conducted by the Maintenance & Operation, Custodial and Grounds teams to provide in-depth cleaning and sanitation measures to eradicate the SARS-CoV-2 virus throughout every District campus facility.
- **Return to Work/Learning Plan** will be implemented after the closure order is amended or removed by the California Department of Public Health or the Los Angeles County Department of Public Health. All employees, students, and ancillary staff will then be permitted to return.

## **Distance Learning Educational Platform**

TCUSD is responsible to maintain continuity of learning throughout student absenteeism due to isolation, quarantine, and campus closures. Communication and directions regarding District-Wide Closures and the Return to Distance Learning will be provided to all employees, families and our community affiliate organizations.

- **Notification** - CRC process will be followed for employees, students, parents and ancillary staff.
- **Educational Environment** – will be transferred from in-person TCUSD location to an at-home remote location.
- **Instruction** – will be reverted to “Distance Learning” program.
  - **Canvas** is the TCUSD platform that will house all instructional materials and grades.
  - **Grades** will be accumulated in Canvas and pushed to AERIES for final grade reporting and transcript update.
  - **Microsoft Teams or Google Meets** will be used as the TCUSD virtual meeting platform to provide access to instruction.
  - **Clever** is the TCUSD single sign on platform that provides access to all TCUSD approved software or educational programs.
  - **ParentSquare** is the TCUSD communication platform.
- **Instructional Schedule** – will revert to the 2020-2021 “Distance Learning” schedules for elementary, Intermediate and High School. Refer to **Appendix I – Distance Learning Schedules**.
- **Technology** – TCUSD server will host all devices to provide access, security safeguards and firewall protection.
  - All students will have an assigned device that is checked out through the Destiny system to use at home.
- **Counselor SEL Instruction**- will resume on Friday to provide Social Emotional Learning (SEL) to students.
- **Physical Education** – will be conducted on-line on Friday and documentation will be garnered to ensure compliance with education code requirements.
- **Teacher Office Hours** – will occur on Friday and students/parents can schedule time to meet with their teachers to get assistance as needed.
- **Special Education** – Prior Written Notifications (PWN) will be sent to families and IEP meetings will be scheduled as needed.
  - **Related services** outlined within the IEP will be provided on-line.
  - **Assessments** will be conducted in-person in a 1-1 setting by scheduled appointment.
  - **IEP meetings** will be conducted virtually.

## **Return to Work/Learning Plan**

The TCUSD return to work/learning plan provides a phased approach to the re-opening of all school sites and District locations.

- Classroom & School Site “Outbreak” Closure
  - Students will be required to complete a Master Agreement form when they are transferred to a learning environment that is not in-person.

## **Learning Loss Mitigation Plan:**

The Temple City Unified School District is committed to mitigating the effects on learning that were compounded by the COVID-19 Pandemic. Students in all grade levels and learning ranges have experienced a disruption in the traditional modes of learning through the transition to Distance Learning and return to in-person learning.

In response to this disruption and ill effect on the learner as a result from the COVID-19 Pandemic will be identified and mitigation strategies will be implemented to combat and reverse the learning loss that has resulted from the COVID-19 Pandemic.

## **Learning Loss Mitigation:**

### **Response to Intervention Plan**

- All TCUSD school sites will offer student interventions to mitigate the effects of learning loss that students may have occurred during the course of the COVID-19 campus mandated closures.
- Elementary during the day intervention
  - Students will be provided 30 minutes of intervention.
  - Teachers will assess students in the first 3-4 weeks of the school year to determine the areas of academic deficit.
  - Students will be grouped to access targeted support
  - Teachers will construct remediation plans using District approved programs that are intuitive and use adaptive technologies to tailor skill building activities to each standard that the child shows a deficiency in.
  - Focus will be on English Language Arts and Mathematics standards.
- Elementary, Intermediate & High School After School Intervention

### **Ancillary Student Support:**

- **PAPER** – is the TCUSD provider selected to conduct 24-hour tutoring help for all students across the District. It is a hotline of support for in-person and virtual learners.
- **Care Solace** – is the TCUSD provider selected to provide on-going counseling, social and emotional support or assistance for all District students.
- **Positive Behavioral Interventions and Supports (PBIS)** – interventions will be provided with positive behavior strategies and support.

## Communication, Training & Documentation Plan:

All TCUSD stakeholders will receive updated and timely communication provided by the outlined distribution methods on an ongoing basis.

### Closure(s) – District / School Site

- **Closure – Site Outbreak**, in the event of a school site closure due to a COVID-19 outbreak communication and directions regarding school site closure will be distributed to all employees, families and our community affiliate organizations.
- **Closure – District** communication and directions regarding whole District Closure or Return to Distance Learning will be communicated to all employees, families and our community affiliate organizations.
- **Critical Information Notice** – will be sent to all employees, families and community affiliate organizations as COVID-19 Safeguards and Conditions change or evolve.
- **Exposure Notification – School Site/Location** will be sent school site/location wide to report a positive case at that school site/location.
- **Exposure Notification – Individual** information and directions will be sent to each person privately identifying exposure through the Contact Tracing Process.

### Employee, Student, Parent Correspondence

- **ParentSquare** – is a two-way communication system for District staff and our parent community to both provide information and create effective two-way dialogue.
- **Technology**
  - **Help Desk** – [tcusdhelpdesk@tcusd.net](mailto:tcusdhelpdesk@tcusd.net) For student and parents technology needs/questions
  - **Help Spot** – [helpspot@tcusd.net](mailto:helpspot@tcusd.net) For staff technology needs/questions

### Distribution of Information

- **Email Communication** will be sent to employees, non-employees, students and parents regarding the COVID-19 preventative safeguards and guideline requirements while on District locations and within TCUSD and updated in accordance with the LACDPH.
- **Newsletter – District** the superintendent will send out a newsletter on the first and third week of each month as a means to update and inform stakeholders of District related activities, topics and important announcements.
- **Newsletters – School Site** each principal will send out weekly newsletters to update and inform the school site community regarding activities, topics and important announcements related to that individual school site.
- **Parent / Student Square** is the TCUSD two-way communication tool used to communicate important District, school site or teacher specific information to employees, students and families. Families can also use this communication tool to communicate information and concerns to teachers and administrators.
- **Reprisal** - Employees, students and parents can report symptoms and hazards without fear of reprisal.
- **Surveys** – Will be sent to employees, students and parents as a means to gather valuable stakeholder feedback.

## Related Services

- **Translation** - All communications will be available in English, Mandarin and Spanish.

## Resources

### Los Angeles County Department of Public Health (LACDPH)

- COVID-19 Positive Case Reporting
  - [https://spot.cdph.ca.gov/s/?language=en\\_US](https://spot.cdph.ca.gov/s/?language=en_US)
- Appendix T1 posting confirmation on District and school site websites, school site entrance locations, and employee/parent notification.
  - [http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/AppendixT1\\_K12Schools.pdf?utm\\_content=&utm\\_medium=email&utm\\_name=&utm\\_source=go\\_vdelivery&utm\\_term=](http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/AppendixT1_K12Schools.pdf?utm_content=&utm_medium=email&utm_name=&utm_source=go_vdelivery&utm_term=)
- COVID-19 Tk-12 Toolkit
  - <http://ph.lacounty.gov/acd/ncorona2019/EducationToolkit/tk12/>
- Employees will be provided the following information:
  - LADPH Guidance: Quarantine instructions are found at <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>
  - LADPH Guidance: Home isolation instructions are found at <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>
  - CDC Guidance: What to do if you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
    - [ps-when-sick.html](#)
    - TCUSD or government-sponsored [leave benefits](#)
- Parents of students will be provided with the following information:
  - LADPH Guidance: Quarantine instructions are found at <http://publichealth.lacounty.gov/acd/ncorona2019/covidquarantine/>
  - LADPH Guidance: Home isolation instructions are found at <http://publichealth.lacounty.gov/acd/ncorona2019/covidisolation/>
  - CDC Guidance: What to do if you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>