

Model COVID-19 Prevention Program (CPP)

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)). Cal/OSHA has developed this model program to assist employers with creating their own unique CPP tailored to their workplace.

Employers are not required to use this program. Employers may create their own program or use another CCP template. Employers can also create a written CCP by incorporating elements of this program into their existing Injury and Illness Prevention Program (IIPP), if desired. Cal/OSHA encourages employers to engage with employees in the design, implementation and evolution of their COVID-19 Prevention Program.

Using this model alone does not ensure compliance with the emergency temporary standard. To use this model program effectively, the person(s) responsible for implementing the CPP should carefully review:

- All the elements that may be required in the following CCR, Title 8 sections:
 - [3205, COVID-19 Prevention](#)
 - [3205.1, Multiple COVID-19 Infection and COVID-19 Outbreaks](#)
 - [3205.2, Major COVID-19 Outbreaks](#)
 - [3205.3, Prevention in Employer-Provided Housing](#)
 - [3205.4, COVID-19 Prevention in Employer-Provided Transportation to and from Work](#)
 - The four [Additional Considerations](#) provided at the end of this program to see if they are applicable to your workplace.
- The additional guidance materials available at www.dir.ca.gov/dosh/coronavirus/



January 2023

COVID-19 Prevention Program (CPP) for Tustin Unified School District (TUSD)

30-73643

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

Date: January 24, 2023

Authority and Responsibility

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

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

Identification and Evaluation of COVID-19 Hazards

TUSD will implement the following in our workplace:

- Conduct workplace-specific evaluations using **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.
- Document the vaccination status of our employees by using a document like **Appendix E: Documentation of Employee COVID-19 Vaccination Status**, which is maintained as a confidential medical record.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Develop and implement COVID-19 policies and procedures to respond effectively and immediately to individuals at the workplace who are a COVID-19 case to prevent or reduce the risk of transmission in the workplace. The use of self-reporting, contact tracing, and efficient communication help trained staff properly identify and support other staff members in maintaining the safest possible workplace. More details on TUSD COVID-19 tracing and reporting practices can be found in the TUSD Opening and Safety Plan.
- 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 including:
 - Cal/OSHA-CDPH Interim Guidance for Ventilation, Filtration, and Air Quality in Indoor Environments.
 - CDPH Face Covering Requirements
 - CDPH Isolation and Quarantine Guidance
 - Applicable CDPH Employees and Workplace Guidance
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using **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 for a review of the space in question using Appendix B.

Employee screening

Employees must complete a health screening that aligns with CDPH guidelines and be symptom-free prior to work. Employees who are symptomatic for COVID-19 must stay at home and contact Personnel Services.

Symptoms that may be identified during a self-screening include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste of 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 hazard's severity.

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

Face Coverings

TUSD provides clean, undamaged face coverings that meet the section 3205(b)(8) requirements and (when required by CDPH) ensures they are properly worn by employees over the mouth and nose. In the event CDPH shifts requirements back to a mandate that masks be worn, all employees will receive communication with via email and through various meetings conducted by their supervisor.

At the present time, staff members are encouraged to wear face coverings while:

- Interacting in person with any member of the public – including students.
- 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.

Face Coverings (Continued)

When mask mandates are in place, the following are exceptions to use of face coverings in our workplace:

- When an employee is alone in a room or vehicle.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air is supplied to the area. If indoors, airflow has been maximized to the extent possible.
- When employees must wear respirators in accordance with our program that meets section 5144 requirements.
- 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. Alternatives may include effective, non-restrictive options like face shields with drapes on the bottom if their condition permits it. If their condition does not permit an alternative, the employee will be tested twice weekly for COVID-19.
- When specific tasks necessary to the assignment cannot be feasibly performed with a face covering. This exception is limited to the time in which the task is being performed.

Any employee not wearing the required face covering will be tested at least twice weekly for COVID-19.

Facemasks will be provided to any employee that requests one at all schools and District departments.

We will not prevent any employee from wearing a face covering when it is not required unless it creates a safety hazard, such as interfering with the safe operation of equipment.

In the event an employee encounters non-employees that are not wearing face coverings (in the event a mask mandate is in place) 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 encourages employees to maintain some element of physical distancing and to wear face masks.

TUSD also works to maximize, to the extent feasible, ventilation with outside air using the highest filtration efficiency compatible with our existing ventilation systems, and whether the use of portable High Efficiency Particulate Air (HEPA) filtration units, or other air cleaning systems, would reduce risk of transmission by:

- Opening available economizers to allow increased outside air flow into enclosed spaces.
- Utilizing portable supplemental air purifiers
- Frequently changing 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:

- TUSD Maintenance and Operations staff conducted 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 conducted 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 collaborated to install directional markings that, where possible, guides students and staff in a single direction to help maintain social distancing. These can be used when social distancing again becomes a requirement. Currently, it is just an encouraged practice. Signage encouraging PPE use is 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 or cleaned to the extent feasible.
- 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 custodial cleaning duties, classrooms, offices, and restrooms will be frequently sprayed with the Electrostatic Handheld Sprayer and cleaning solution. (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 before school reopens.

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

- Designated site staff member will notify Maintenance and Operations and appropriate schools site staff of locations to be deep cleaned when appropriate.
- 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 for an additional time.
- Maintenance and Operations staff were given 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 reduced the use of computer

labs. In the event an item is shared, the item is cleaned with sanitizing wipes and/or alcohol spray as feasible.

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 frequently.

Hand sanitizing

To implement effective hand sanitizing procedures, TUSD:

- Maintenance and Operations staff utilize 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 and installed signage above each station encouraging appropriate hand washing.
- Analyzed the availability of hand sanitizer dispensers within all classrooms, office spaces and shared areas.
- Provided a portable hand sanitizer station before reopening in 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.

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 provides 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 in place and not feasible or maintained.

We provide and ensure the 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 **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 outside providers including Live Fit Nation and Families Together OC, or by utilizing at-home test kits. Employees, extended family of employees and students are offered opportunities to test on school campuses throughout the District. Testing frequency will increase as needed. Additional on-demand testing is available by local providers including the two Orange County Health Care Agency Super Test Sites. This implementation level surpasses the testing cadence required, and employees may test without symptoms out of an abundance of caution.
- 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 several ways including the District Opening Plan, Site Attestations, Principal staff meetings, Superintendent Communiques, Chief Personnel Officer Communiques, and MOUs 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:

- 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.
- 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.
- Employees can select to test at any time with an abundance of caution. They may use their own medical provider or access any of the two Super Testing Sites 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 MOUs 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 and the importance of combining physical distancing with the wearing of face coverings.
- 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 training 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 in section 3205(c)(10) are met.
- Reviewing current CDPH guidance for persons who had close contacts, including any guidance regarding quarantine or other measures to reduce transmission.
- Developing, implementing, and maintaining effective policies to prevent transmission of COVID-19 by persons who had close contacts.
- 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.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

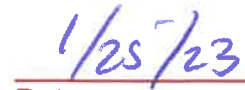
- Report information about COVID-19 cases at our workplace to the local health department when required by law and provide any related information requested by them.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee 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 Appendix C: **Investigating COVID-19 Cases** form to keep a record of and track 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 has created an electronic dashboard that can be found on the District website at www.tustin.k12.ca.us. The dashboard can illustrate (to the best of our ability) the active cases at each location or school site and the percentage of infection according to the population attending in person at each site. The dashboard will be reinstated and regularly updated in the event COVID cases climb across TUSD.

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least five days have passed from the date that COVID-19 symptoms began or, if the person does not develop COVID-19 symptoms, from the date of the first positive COVID-19 test.
 - At least 24 hours have passed since a fever of 100.4 or higher has resolved without fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 tests may be self-administered and self-read only if the independent verification of the results can be provided – this may include a time-stamped photograph of the results.
- Regardless of vaccination status, previous infection, or lack of COVID-19 symptoms, a COVID-19 case shall wear a face covering in the workplace until 10 days have passed since the date that COVID-19 symptoms began or, if the person did not have COVID-19 symptoms, from the date of their first positive COVID-19 test.
- 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.

- The return-to-work requirements for COVID-19 cases who do or do not develop symptoms apply regardless of whether an employee has previously been excluded or other precautions were taken in response to an employee's close contact or membership in an excluded group.
 - 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.
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Harold Sullins, Chief Financial Officer


Date

Appendix A: Identification of COVID-19 Hazards

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

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

Department/School Site:

Date:

Person(s) conducting the evaluation:

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

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

Appendix A - Sample

Appendix A: Identification of COVID-19 Hazards

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

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

Department/School Site: Special Education - Summer Assessment

Date: 6-29-2020

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

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

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

Names of the Individuals that Participated:

Administrators:

Amy Lambert
Gloria Olamendi
Jennifer Solano
Bianca Guillen

Support Staff:

Maria S
Adriana M
Juana D
Gabriela N
Diana M

Assessors:

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

Appendix B: COVID-19 Inspections

Exposure Controls	Status X = sufficient W = work order needed	Work order submitted	Person Assigned to Correct	Date Corrected
Engineering				
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)				
Administrative				
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				
PPE				
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.

The following is an example of how records are kept within TUSD systems:

Tracking : Employee tracking.

Delayed information displayed below.

Employee Search

Search Criteria Select a field Equals  

1. EmployeeID Equals  

Employee Tracking Information View related information... ▼

*Dist No:	*ID:	Name:	Empl Stat:	100	HR:	01	Rec Count:	8
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Tracking

*Track:	C19B - COVID19 VAC CARD ▼	Track Date:	Expiration Date:	Track Y/N:	<input type="checkbox"/>
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Miscellaneous

Misc 1:	Misc 2:	Misc 3:	Misc 4:	Misc 5:
Misc Num 1:	Misc Num 2:	Misc Num 3:		
Misc Date 1: 09/29/2021	Misc Date 2:			
Notes:				

Log Information

Created On:	Created By:	Updated On:	Updated By:
9/29/2021 10:18:44 AM			

Appendix C: Investigating COVID-19 Cases



Tustin Unified School District

(Rev. 11/25/20)

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: ☐ Student ☐ Staff Teacher/Faculty ☐ Staff Other: ☐ Other:

SECTION 3 – CASE INFORMATION

Date school notified of positive test or symptomatic individual: _____

Does the individual have ☐ Yes ☐ No Onset Date: _____

Was the individual tested for COVID-19? ☐ Yes ☐ No Test Date: _____ Test Location: _____
Test Result: ☐ Positive ☐ Negative

Was case infectious while in School-Associated Setting? ☐ Yes ☐ No ☐ Unk Does case have close contact with a known or suspected COVID-19 case? ☐ Yes ☐ No ☐ Unk
Is that close contact symptomatic? ☐ Yes ☐ No ☐ 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)
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Ex.: Room 202	Ms. Lucas' 3 rd grade classroom, cohort A	14	11/25/2020

Attach COVID-19 Close Contact List

INSTRUCTIONS

Form to be Completed by Reporting School/Campus

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

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

SECTION 1 – REPORTING PARTY

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

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

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

Provide/complete **case** demographics information:

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

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

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

SECTION 4 – CONTACT INVESTIGATION INFORMATION

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

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

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

COVID-19 Close Contact List for Education Sector

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

Use This List to Document All Persons with Close Contact

A Close Contact is an individual with the following exposures:

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

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

Appendix D: COVID-19 Training Roster & Sample Invitation Letter To Trainings

Date:

Person that conducted the training:

[illegible]

Appendix D - Training and Instruction

TUSTIN UNIFIED SCHOOL DISTRICT

2022-23 SCHOOL OPENING & SAFETY PLAN



Updated: January 18, 2023

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. This plan to open schools for 2022-23 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 advised to self-screen for respiratory symptoms such as cough and shortness of breath before coming to school each day. Students and adults experiencing those symptoms should not attend school.
- Staff members must self-screen and complete a daily temperature check before 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 encouraged to wear masks/shields.
- Parents and visitors will have limited access to the school campus.
- School sites will have signage throughout campus to remind students and staff about social distancing, hand washing, and spreading germs.
- The District has made available additional safety equipment including but not limited to: hand-washing stations, touch-free thermometers, air purifiers, student partitions, and more.

FACE COVERINGS & PPE

In accordance with the California Department of Public Health's (CDPH) Guidance for Face Coverings updated on January 18, 2023

- Students and Staff are encouraged to wear face coverings while on school campuses, especially within any indoor spaces or classrooms.
- Personal Protective Equipment (PPE) will be available for all staff and students.
 - Students and staff will be provided with approved face masks.
 - Teachers and identified staff members will have access to reusable face shields.
 - 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 may 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.
- Classrooms and employee work areas will be provided hand sanitizer upon request.
- Schools will limit sharing of supplies between students to the extent possible and encourage students to take home personal items for frequent cleaning.
- 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 students and employees is TUSD's first priority. Upon opening, schools have been completely cleaned and disinfected, and TUSD will continue to adhere to all necessary safety precautions. In addition to the cleaning of the office and school before employees and students return, the cleaning steps outlined below will be implemented on a routine basis:

- 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 or disinfected to the extent possible.
- 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 maintain appropriate student arrival and dismissal protocols to minimize contact between students, staff, families, and the community as much as practical.

SCHOOL FACILITIES/SOCIAL DISTANCING

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



- During regular school hours, school sites may restrict non-essential visitors, volunteers, and activities involving other groups.
- Limit group activities wherever practicable (i.e., assemblies, award ceremonies, athletic competitions).
- Classroom space may 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 2022-23 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 2022-23 school year. TUSD hopes the following information will help parents make the best choice for their children.

2022-23 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 option. (Students enrolled at Tustin Connect may also elect to participate in a blended learning model with some online and some in-person learning).

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

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

TECHNOLOGY INFORMATION

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

- If applicable, 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. Some elementary sites may elect to keep iPads for grades K-4 on carts at the school site when an in-person instructional format is in place.
- 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

TRANSPORTATION

- All drivers and District employees are encouraged to wear Face masks/PPE.
- All buses will be disinfected after each route.
- Unless a student has an IEP or health plan directing otherwise, students will continue to be encouraged to use their face shield or mask while traveling on the bus.
- Bus routes will allow for appropriate social distancing on the bus where possible.
- Seating configurations on the bus will be modified to meet current recommendations.
- Parents should screen students for symptoms of COVID-19 prior to students boarding the bus.

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 or other approved face mask.

Face Coverings

While masks are not required at the present time, anyone who wishes to wear a mask may do so at any time.

Staff members are encouraged to wear face coverings, especially while:

- 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 while mandates are in place:

- 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) as required regarding suspected and confirmed cases.
- OCHCA will be responsible for working directly with the individual and families for notification and contact tracing. At the present time, the designee is to report outbreaks of COVID at TUSD sites.
- 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

TUSD will adhere to the current guidance offered by OCHCA. In the event cases of COVID-19 spike and a return to tracing and notifying required the following protocols will return.

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 may be expected to be in isolation for up to 10 days if they continue to remain symptomatic. If students/staff test negative, they may return after symptoms have resolved. Students may not return to school until they have been cleared by the front office / school health clerks after meeting OCHCA guidelines.

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

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 per OCHCA current guidelines.

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.

Positive tests:

TUSD will adhere to current OCHCA protocols. In the event staff and student notification and contact tracing is directed, TUSD will follow the following practices 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 (when required by OCHCA):

- 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.

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

Testing options:

- On-site through LivingFit or other vendors
- Any local testing site such as but not limited to Families Together, CVS or Walgreens.
- Utilize at-home test kits and provide a time-stamped photo of the results to personnel.

Current Learning Model as of August 2022 For Grades TK-12:

TUSD School Sites (except Tustin Connect K-12) are beginning the 2022-23 School year with in-person learning, on campus, with traditional bell schedules. Should the need arise to return to either Hybrid (or Online) Learning, a model change will be announced publicly. Sample Hybrid Learning Models and Schedules are provided below.

Hybrid Sample Schedules - Elementary Schools

In the event TUSD sites return to hybrid learning, 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 can 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

In the event schools return to hybrid learning, 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

In the event schools return to hybrid learning, 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 most 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.

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

Dear Management Team,

Please see the attached PDF with the required training 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

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 Kieran 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.kieran-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
MAINTENANCE & PARAEDUCATOR STAFF Coronavirus: Cleaning and Disinfecting Your Workplace (10 minutes)	August 31, 2020
Handwashing Guidelines (10 minutes)	August 31, 2020
TEACHERS, COUNSELORS, and NURSES Youth Suicide: Awareness, Prevention and Postvention (21 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) <small>(if not done in 1920, MUST be done in 2021)</small>	September 18, 2020
MANAGEMENT ONLY Sexual Harassment: Policy and Prevention (120 minutes) <small>(if not done in 1920, MUST be done in 2021)</small>	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.

BOARD OF EDUCATION

Jonathan Adarowicz • Tamara Bullard • Lynn Davis • James Loeb • Frankie Sotelo

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.
 - TUSD employees may test at any time with at-home test kits out of an abundance of caution.

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 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 are 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**.