

# American Rescue Plan Act Elementary and Secondary School Relief Fund (ESSER III) Safe Return to In-Person Instruction Local Educational Agency Plan Template

## Background on ESSER

The American Rescue Plan Act (ARP) signed into law on March 11, 2021, provided nearly \$122 billion for the Elementary and Secondary School Relief Fund (ESSER). ARP ESSER, also known as ESSER III, funds are provided to State educational agencies in the same proportion as each State received under Title I-A of the Elementary and Secondary Education Act (ESEA) in fiscal year (FY) 2020. The U.S. Department of Education (ED) published Interim Final Requirements (IFR) on April 22, 2021, requiring Local Educational Agencies (LEAs) receiving ESSER III funds to submit an LEA Plan for the Safe Return to In-Person Instruction and Continuity of Services. If an LEA had already developed a plan for safe return to in-person instruction and continuity of services prior to the enactment of ARP that meets the statutory requirements of section 2001(i) but did not address all the requirements in the IFR, the LEA must revise and post its plan no later than six months after receiving its ESSER III funds. This applies even if an LEA has been operating full-time in-person instruction but does not apply to fully virtual schools and LEAs.

The IFR and ARP statute, along with other helpful resources, are located here:

- April 2021 IFR: <https://www.govinfo.gov/content/pkg/FR-2021-04-22/pdf/2021-08359.pdf>
- ARP Act text: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>
- Centers for Disease Control and Prevention (CDC) COVID-19 School Operation Guidance: [https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor\\_1616080023247](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/operation-strategy.html#anchor_1616080023247)
- ED COVID-19 Handbook Volume I: <https://www2.ed.gov/documents/coronavirus/reopening.pdf>
- ED COVID-19 Handbook Volume II: <https://www2.ed.gov/documents/coronavirus/reopening-2.pdf>
- ESEA Evidence-Based Guidance: <https://oese.ed.gov/files/2020/07/guidanceuseseseinvestment.pdf>
- ED FAQs for ESSER and Governor's Emergency Education Relief (GEER): [https://oese.ed.gov/files/2021/05/ESSER.GEER\\_FAQs\\_5.26.21\\_745AM\\_FINALb0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf](https://oese.ed.gov/files/2021/05/ESSER.GEER_FAQs_5.26.21_745AM_FINALb0cd6833f6f46e03ba2d97d30aff953260028045f9ef3b18ea602db4b32b1d99.pdf)

## Purpose of the Template

The IFR issued by ED outlines several requirements for all LEAs that receive ESSER III funds, including that LEAs have in place a plan for ensuring safety during in-person instruction (either in-progress or planned) as well as ensuring continuity of services should the LEA or one or more of its schools be required to close temporarily for COVID-19-related public health reasons in the future. LEAs who had a plan in place by March 11, 2021, which incorporated opportunity for public comment and was posted publicly have six months from the date their ESSER III Assurances were completed to update and revise the plans to meet those requirements. Examples of previous plans that may be allowable would be a completed Cal/OSHA or Assembly Bill 86 plan, as long as it meets the requirements previously stated. LEAs which did not have a statutorily compliant plan in place as of March 11, 2021, must create and post this plan within 30 days of completing their ESSER III Assurances.

If you have questions as to which category applies to your LEA, please contact [EmergencyServices@cde.ca.gov](mailto:EmergencyServices@cde.ca.gov). Plans are required for all LEAs, regardless of operating status, unless an LEA is fully virtual with no physical location. All plans must be reviewed, and, as appropriate, revised, at least every six months to incorporate new or revised CDC guidance and other changed factors.

This template has been created to assist LEAs in the creation of these plans and to ensure all required elements are met. The following requirements and assurances pertain to both the statutory requirements and the IFR published by ED. LEAs may provide any additional information they believe are helpful in assessing their plan. If you have any questions, please contact [EmergencyServices@cde.ca.gov](mailto:EmergencyServices@cde.ca.gov).

## LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name:

Tracy Joint USD

Option for ensuring safe in-person instruction and continuity of services:  
will amend its plan

1. Please choose one:

- The LEA had a plan, as of March 11, 2021, that is already compliant with the ARP statute and will review and, as appropriate, revise it every six months to take into consideration the additional requirements of the IFR; or

**NOTE: If your LEA already has a compliant plan as of March 11, 2021, and has assured such by checking the box above, then you may skip questions 2-4 and complete the Assurance and Contact sections.**

- The LEA has amended/created a plan compliant with the IFR using this template and has posted/will post it within 30 days of completing the ESSER III Assurances.

**NOTE: If checking the box above that you are using this template to meet the 30-day plan requirements, you must respond to each question in the template.**

Please note whether the LEA has a compliant plan and include a link to the plan or acknowledge that the LEA is submitting a new plan and will post it within 30 days of receiving funds.

Tracy Unified amended a prior plan which is posted on the Tracy Unified School District website at <https://www.tracy.k12.ca.us/parentstudent-information/health-services/coronavirus-page>

2. The LEA will maintain the health and safety of students, educators, and other school and LEA staff, and the extent to which it has adopted policies, and a description of any such policies, on each of the CDC's safety recommendations, including: universal and correct wearing of masks; modifying facilities to allow for physical distancing; handwashing and respiratory etiquette; cleaning and maintaining healthy facilities, including improving ventilation; contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments; diagnostic and screening testing; efforts to provide vaccinations to school communities; appropriate accommodations for children with disabilities with respect to health and safety policies; and coordination with State and local health officials.

Describe how the LEA will maintain, or continue to maintain, health and safety policies and procedures. Include a description of any adopted policies and procedures regarding the CDC's safety recommendations (or available LEA website links to such policies). Include descriptions of appropriate accommodations adopted and coordination efforts conducted with outside State and local health officials. Please include or describe current public health conditions, applicable State and local rules and restrictions, and other contemporaneous information that informs your decision-making process.

Tracy Unified is following all COVID-19 safety guidance as outlined by the California Department of Public Health and Cal/OSHA. TUSD has identified the following procedures to help mitigate the spread of COVID-19:

### Hand Hygiene

Hand hygiene procedures include the use of alcohol-based hand sanitizer and hand washing with soap and water. Washing hands with soap and water is the best way to get rid of germs in most situations, and it is one of the most effective ways to prevent the spread of germs. If soap and water are not readily available, use an alcohol-based hand sanitizer (containing at least 60% alcohol).

Properly wash hands with soap and water by:

- ° Wet hands first with water (avoid using hot water).
- ° Apply soap to hands.
- ° Rub hands vigorously for at least 15 seconds, covering all surfaces of hands and fingers.
- ° Rinse hands with water and dry thoroughly with paper towel.
- ° Use paper towel to turn off water faucet.

#### Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses.

Germs can be easily spread by:

- ° Coughing, sneezing, or talking
- ° Touching your face with unwashed hands after touching contaminated surfaces or objects
- ° Touching surfaces or objects that may be frequently touched by other people

To help stop the spread of germs:

- ° Cover mouth and nose with a tissue when coughing or sneezing.
- ° Throw used tissues in the trash.
- ° If a tissue is not available, cough or sneeze into the elbow, not into the hands.
- ° Immediately wash hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean hands with a hand sanitizer that contains at least 60% alcohol.

#### Face Coverings & Testing

Face coverings will be made available to all staff and students. The latest guidance given to TUSD from Cal/Osha and our Public Health Department, will continue to be followed:

- Employees follow Cal/OSHA guidance. Close contacts must wear a mask for 10 days from exposure date and must test within 3-5 days of exposure (home test results may be submitted with a date/time stamp). Again, the antigen test is preferred. Exposed employees should monitor for symptoms. Notices for close contacts as well as notices of non-exposure must be issued.
- Students follow Public Health guidance. Students who are close contacts are strongly recommended to wear a mask. They are also strongly recommended to test (again, antigen test). All exposed students should receive notification of the exposure.

Employees failing to comply with the mask mandates will be referred to their supervisor or site administrator.

#### Cleaning and Disinfecting

Trained employees will clean and disinfect commonly touched surfaces within schools and on school buses, as frequently and as is practicable throughout the day. When using air-conditioning, TUSD will use the setting that brings in fresh air and check air filters to ensure optimal air quality.

° TUSD will ensure that trained staff clean and disinfect frequently touched surfaces within the schools and on school buses daily and as is practicable throughout the day.

° TUSD will use cleaning products that are approved for use against COVID-19 by the CDC (Centers for Disease Control) and follow product instructions. All employees, other than Maintenance, Operations and Transportation (MOT) and Food Service, who utilize the approved products, must complete the Keenan Integrated Pest Management (IPM) Training for Teachers and Office Staff prior to product use.

° Establish a cleaning and disinfectant schedule to avoid both under-and overuse of cleaning product

- ° Ensure safe and correct application of disinfectant and keep products away from students.
- ° Ensure proper ventilation during cleaning and disinfecting.
- ° All TUSD air conditioning units are equipped with economizers allowing 10%-20% outside fresh air depending on outside temperatures and conditions. Fresh air from outside of the buildings replenishes the oxygen levels and reduces the carbon dioxide level in the room, helping to maintain good quality air.
- ° TUSD uses high quality anti-microbial air filters with a MERV 13 rating to filter out any particulates exiting the room to avoid returning them to the room. Air filters will be regularly checked and replaced as needed.

#### Employee COVID-19 Testing

In accordance with the Public Health Order issued on August 11, 2021, all unvaccinated staff will be tested weekly. The testing will be provided through TUSD partnership with Crush the Curve and Heal 360.

#### Investigating and Responding to COVID-19 Cases

Employees and students who had potential COVID-19 exposure in our workplaces or schools will be notified in writing of the exposure. The written notification includes guidance on protocols to follow, a recommendation to consult with their healthcare provider, and when necessary, information on COVID-19 testing resources. In the event a positive diagnosis is confirmed to be connected to the workplace or school, TUSD Human Resources and site administration will work in conjunction with site/department personnel to investigate and implement all required protocols, including contact tracing.

#### Return-to-Work/School Criteria

COVID-19 positive employees and students will not return to work/school until medical clearance is obtained, or the employee/student has met the isolation requirements. Employees/students may return to work/school on day 6, 7, 8, 9 or 10 after symptoms or a positive test, if a negative test from the previous day is produced, if symptoms have improved, and if the employee/student has been fever-free for 24 hours without the use of fever-reducing medication. Employees who return prior to day 11 must mask through day 10. If the employee/student continues to test positive, they may return on day 11 if symptoms have improved, and if the employee/student has been fever-free for 24 hours without the use of fever-reducing medication. A negative COVID-19 test will not be required for an employee/student to return to work/school on day 11 or later. If an order to isolate or quarantine an employee/student is issued by a local or state health official, the employee/student will not return to work/school until the period of isolation or quarantine is completed or the order is lifted.

For more information regarding guidance from the California Department of Health please visit <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>

3. The LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff social, emotional, mental health and other needs, which may include student health and foodservices.

Describe how the LEA will ensure continuity of services in case isolation, quarantine, or future school closures are required, including how the LEA will meet the needs of students with disabilities and English learners.

#### Continuity of Services for Students

Learning loss support will be provided across the district for all students. Any student who is absent due to a positive COVID-19 diagnosis or on quarantine will have the opportunity to complete missing assignments at home following the policies in place for excused student absences. TUSD will continue to provide additional after school and summer tutoring sessions for students, including English learners, students on an IEP, or students demonstrating learning loss. Students needing emotional support or mental health services have access to mental health counselors five days a week at each school site. In addition, the number of counselors for middle and high schools were increased to support students and staff with any social, emotional, or mental health needs. Staff members experiencing mental health needs should reach out to HR for information regarding employee resources that are available. The Food Service Department is providing free breakfast and lunch to all TUSD students for the 2022-23 school year.

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4. The LEA sought public comments in the development of its plan and took those comments into account in the development of its plan.

Describe the LEA's policy or practice that provided the public with an opportunity to provide comments and feedback and the collection process. Describe how any feedback was incorporated into the development of the plan.

TUSD developed the original ESSER III Plan and the updates in consultation with both the CSEA and TEA Unions. The ESSER III Plan is the basis of the Safe Return to In-Person Instruction and Continuity of Services. Stakeholder input was gathered during informational sessions regarding return to in-person instruction which were conducted throughout the spring and summer of 2021, by the Associate Superintendent of Educational Services. Additional public comments were taken into consideration during COVID-19 updates at regularly scheduled Board meetings.

In addition, the LEA provides the following assurances:

- The LEA has made (in the case of statutorily compliant plans) or will make (in the case of new plans) its plan publicly available no later than 30 days after receiving its ARP ESSER allocation.
  - o Please insert link to the plan:  
<https://www.tracy.k12.ca.us/parentstudent-information/health-services/coronavirus-page>
- The LEA sought public comment in the development of its plan and took those public comments into account in the development of its plan.
- The LEA will periodically review and, as appropriate revise its plan, at least every six months.
- The LEA will seek public comment in determining whether to revise its plan and, if it determines revisions are necessary, on the revisions it makes to the plan.
- If the LEA revises its plan, it will ensure its revised plan addresses each of the aspects of safety currently recommended by the Centers for Disease Control(CDC), or if the CDC has revised its guidance, the updated safety recommendations at the time the LEA is revising its plan.
- The LEA has created its plan in an understandable and uniform format.
- The LEA's plan is, to the extent practicable, written in a language that parent can understand, or if not practicable, orally translated.
- The LEA will, upon request by a parent who is an individual with a disability, provide the plan in an alternative format accessible to that parent.

The following person or persons is/are the appropriate contact person for any questions or concerns about the aforementioned plan.

Please list name(s), title(s), address, county, and contact information for the person or persons responsible for developing, submitting, and amending the LEA plan.

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Updated 3/28/23